

THIS PLANNER BELONGS TO:

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STUDENT'S NAME

2018-19

SCHOOL INFORMATION

GARDNER SOUTH WILMINGTON HIGH SCHOOL DIST # 73

500 EAST MAIN ST.

GARDNER, IL 60424

PHONE: 815-237-2176

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WEBSITE: [WWW.GSWHS73.ORG](http://WWW.GSWHS73.ORG)

HANDBOOK AMENDMENT:

THE STUDENT HANDBOOK MAY BE AMENDED DURING THE YEAR WITHOUT NOTICE. THE HANDBOOK IS ONLY A SUMMARY OF BOARD POLICIES GOVERNING THE DISTRICT; BOARD POLICIES ARE AVAILABLE TO THE PUBLIC AND MAY BE VIEWED ON THE SCHOOL'S WEBSITE OR IN THE SCHOOL OFFICE.

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## **ANNUAL NOTICE OF NONDISCRIMINATION**

Gardner-South Wilmington High School insures equal education opportunities to students regardless of race, color, national origin, age, gender, religion, disability, or sexual orientation. Questions in reference to educational opportunities may be directed to the Superintendent or the Principal in the main office.

## **NO CHILD LEFT BEHIND**

No Child Left Behind is a federal law that is guiding many of the decisions made by all school districts in America. According to this federal mandate, parents need to be notified on the following: parents may request teacher credentials since schools are required to have highly qualified teachers, bi-lingual students do not have to be placed in a bi-lingual program, and parents may request a copy of the school report card.

## **SCHOOL WELLNESS**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

## **PEST MANAGEMENT CONTROL**

Integrated Pest Management control emphasizes inspection, identification, and elimination of conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the pest control program. Parents desiring to receive notification two days in advance of the application of liquid or aerosol pest control materials should complete the Pest Control Notification Form in the main office.

## **ASBESTOS NOTIFICATION**

The Gardner-South Wilmington High School has been inspected for building materials containing asbestos by an accredited Management Inspector. An accredited Management Planner has prepared an Asbestos Management Plan. Copies of the Inspections Report and Management Plan are on file in the School District office and are available for public review during normal business hours. The reports state what asbestos containing materials, if any, have been found and the condition and type of asbestos. The Management Plan outlines the manner in which the School District directs the asbestos control process.

## **ENGLISH LANGUAGE LEARNERS**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

The Superintendent shall be responsible for implementing the District's Free and Reduced-Price Food Services Policy.

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

At the beginning of each school year, the District shall notify students and their parents/guardians by letter of: (1) eligibility requirements for free and reduced-price food service, (2) the application process (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs.

Parents/guardians enrolling a child in the district for the first time, any time during the school year, shall receive the eligibility information.

### **WAIVER OF STUDENT FEES**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for a fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

### **TITLE I PROGRAMS**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

### **TITLE IX - SECTION 504 HANDICAPPED**

Gardner-South Wilmington High School will not discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX and Section 504 of the 1972 Education Amendments. If any person believes that the school has inadequately applied the regulations of Title IX or Section 504 or is in some way discriminatory on the basis of sex, he/she should contact the Title IX coordinator at GSW.

## **VISITORS**

All school visitors, including parents, must report immediately to the main office to obtain an authorized visitors pass. Visitors must park in the front of the building and enter through door number 1.

## **OFFENDER COMMUNITY NOTIFICATION LAWS**

Student law requires a building principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

- Illinois Sex Offender Registry may be found on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry may be found on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

## **ACADEMIC HELP**

A student failing a class(es) may seek help from their teacher from 7:45 A.M. to 8:00 A.M. or from 3:00 P.M. to 3:25 P.M. or during 5<sup>th</sup> hour. Failure to receive help in a failing class may result in the student being placed on social probation.

## **PARENTS RIGHT TO KNOW**

This is to inform you that you have the right to request information regarding the professional qualifications of any teaching who is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within 10 days.

## **RESPONSE TO INTERVENTION (RTI)**

State law requires each school district to have an RTI program in place for the student body. Students will be assessed on skills needed to succeed in subject areas. Students who are not at grade level will place in the RTI program in order to be brought up to grade level in the lacking skill. Students will be pulled out during 5<sup>th</sup> hour and placed with an RTI teacher for instruction in the lacking skill. For more

information on RTI please visit the Illinois State Board of Education. Students who are brought up to grade level may be removed from the R.T.I. program. Generally, RTI is considered part of the continuum of instructional supports that a school district provides within its general education curriculum. Neither Federal nor State law obligate a school district to obtain parental consent regarding the provision of instructional supports within the general education curriculum. Similarly, the law does not bestow upon parents a right to “opt-out” of general education instructional supports for which their children have demonstrated a need. Moreover, parents may not “opt out” of RTI services because the law does not grant parents such authority and because allowing parents to “opt out” would undermine the school district’s obligation to identify and support the instructional needs of its students.

### **HOPS (homework, organization, planning skills intervention) Program**

Students needing assistance with organization and study skills may be placed in the HOPS program to help them improve in these areas. (If a student feels they could benefit from this program, they may also request to be placed in HOPS as well, depending on schedule availability).

### **EIGHTH GRADE ALGEBRA REQUIREMENTS**

To be enrolled in the program, students must attend one of the three grade schools (Braceville, Gardner, or South Wilmington grade school) as a full time student. To be placed into the class, students must meet a minimum score on the placement test and be recommended by their grade school. Students must maintain an 85% at the end of the semester (after the final exam) to remain in the class. Students who miss more than nine class periods will be dropped from the class. Please be advised grades received in 8<sup>th</sup> grade Algebra will be carried over into High School and will be part of a student’s overall grade point average.

### **EXTRA-CURRICULAR ACTIVITIES**

Students are not allowed to leave the building during extra-curricular events; those who leave will not be allowed to reenter.

### **BOOK RENTAL, SCHOOL FEES, and SCHOOL ISSUED SUPPLIES**

Books and school issued supplies are owned by the school and loaned to pupils on a rental or borrowed basis. In case of damage or loss, a charge will be made to cover replacement. Diplomas will not be issued until all debts have been cleared. If a parent/guardian fails to pay fees or develop a payment plan, a one-time \$5 fee will be assessed to cover office expenses.

### **USE OF BUILDING**

Special requests for the use of the school facilities will be considered by application to the Board of Education.



## ATTENDANCE

The school day typically begins at 8:00 am and ends at 2:58 pm. The school district operates under the authority, policies and laws set forth in the School Code of the State of Illinois. Punctual and regular attendance at school is the joint responsibility of the student and his or her parent(s) or guardian(s) and is necessary if a student is to obtain maximum benefits from his or her educational experience. Regular attendance is a value and standard that prepares the student for the world of work and adult responsibilities. Gardner-South Wilmington High School expects all students to regularly attend school, to be on time, and to bring appropriate school materials with them.

Parents/Guardians are entrusted with the responsibility to make sure that their student(s) attend school. Illinois has a compulsory attendance law requiring students to stay in school until the end of the school term of the student's seventeenth (17th) birthday. Illinois School Code, Section 26-1 states, "Whoever has custody or control of a child between the ages of 7 and 17 years shall cause such child to attend some public school within the district wherein the child resides the entire time it is in session during the regular school year." In case of truancy or excessive absences, the parents/guardians of Gardner-South Wilmington High School students will be notified. This will be followed by proper notification to the Grundy County Truancy Caseworker and/or other appropriate authorities.

The State of Illinois attendance policy states students who attend less than 150 minutes per day of school is considered to have not attended school. A student who attends school from 150-300 minutes is considered a half day of attendance. Attending more than 300 minutes per day is considered a full day by the State of Illinois.

Students may be rewarded with an end of the year rewards trip for **"perfect attendance" as defined by the school. Perfect attendance as defined by the school means that a student has attended every day for the entire day from 8:00 am – 2:58 pm. This policy is more than the 300 minutes that the state requires for perfect attendance.**

## HOW TO REPORT AN ABSENCE

### ABSENCES:

- Whenever a student is absent from school, parents are expected to notify the high school prior to 9:00 A.M. on the day of the absence. Telephone 1-815-237-2176 or 1-815-237-2177. If no phone call is received, GSW will try to contact the parent/guardian by 9:00 am. If no contact is made, failure to report an absence will result in an unexcused absence and zeros for the day's assignments.
- A student may be dropped from GSW after 10 consecutive days of unexcused absences.
- NOTE: When a medical (doctor's) note is provided, that absence will not count against the student in determining excessive absences

## **ANTICIPATED ABSENCES**

The Permit to be absent form must be picked up and approved 24 hours before an absence. A specific reason for being gone is required for an absence to be allowed. Anticipated absences will be an excused absence for college visits, school sponsored activities, medical, funerals, court appearances and vacations.

## **LEAVING SCHOOL BEFORE THE END OF THE DAY**

Students will not be allowed to go home during their classes or other periods for forgotten articles such as money, gym clothes, homework assignments, lunch, errands, etc. There is a sign out sheet in the office and all students leaving school early must sign out on this sheet ONLY after receiving permission. Failure to follow procedures will be considered an unexcused absence and detentions may be issued.

## **PRE-ARRANGED ABSENCES**

A pre-arranged absence is defined as a notification by the parent/guardian to the school prior to a student absence. Parents/guardians are discouraged from taking students out of school for vacation or for non-school sponsored events. The school laws of the state of Illinois require regular school attendance. There is no real substitute to actual classroom attendance. If the absence is unavoidable, the following procedure must be followed in order for the absence to be excused:

1. A parent/guardian must call the attendance office to verify the request for absence in advance.
2. A permit to be absent form for students must be picked up in the main office.
3. The form must be signed by all the student's teachers and a parent/guardian.
4. The form must be returned to the main office prior to the absence.
5. For college visits, see section on "College Days".

Preplanned absences during standardized testing will be unexcused.

It is the student's responsibility to make up all homework and class assignments that are missed because of this type of absence. The "Day-for-a-Day" rule applies to absent work.

Example: A student is sick from school for two days. When the student returns to school, he/she will have two days to receive and complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit.

## **APPOINTMENTS (MEDICAL/DENTAL/COURT)**

The school does not encourage absences for medical and dental appointments during the school day. We encourage parents/guardians to make such appointments after school and/or on weekends. In the event this is not possible, the student's parents/guardians must call to confirm the appointment. Court appointments also require a prior confirmation phone call from the parent/guardian. Students returning to school must have a written note from the medical or dental office. If a student is returning from the court, they must provide papers proving they were in attendance.

## **MAKE-UP WORK**

For everyday a student misses school on an excused absence, the student will have that same number of days to make up the missing work. It is the responsibility of the student to approach the teacher for the work that he or she missed. Teachers will not seek students to give them the work. If the work is not made up in the allotted time, zeros will be issued.

A parent/guardian may request homework for an absent student but should call the Main Office before 9:00 a.m. in order to give faculty members the opportunity to collect the work and send it to the office before the end of the school day.

## **UNEXCUSED ABSENCE**

Unexcused absences and tardiness may include but are not limited to: class cutting, working, missing the bus, oversleeping, shopping, car trouble, personal appointments, senior pictures, needed at home (babysitting, waiting for repairman, etc.), skip days, obtaining a driver's permit and other avoidable absences. High school students may be dropped after 10 consecutive days of unexcused absences. Absences or truancy may result in course failure when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted based upon age or social reasons not related to academic performance (105 ILCS5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27. 23 Ill. Admin. Code S1.440). **Any unexcused absence may result in an after school detention.** Work due on date of unexcused absence may be turned in late upon return of student for 50% credit. A student who is assigned an out of school suspension will NOT be permitted to attend or participate during the suspension period in school-related functions, including extracurricular activities.

## **CHRONIC OR HABITUAL TRUANT**

Defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (i.e., 9 days). Doctor notes may be required for each health-related absence as deemed necessary by school administration.

## **VIOLATIONS/TARDINESS**

Parent phone calls are appreciated to notify the office that the student will be late; however, his/her tardiness to school will result in a tardy being recorded. Tardies will be tracked on a semester basis. When a student receives his/her third tardy, a detention will be issued. Every subsequent third tardy will also result in a detention. Three (3) tardies to one class will be considered equivalent to one absence and result in student taking the final exam in that class.

## **EXCESSIVE ABSENCES**

Students with excessive absences may be required to have a doctor's note for each day absent. Excessively absent students often have people around them who help or enable their absences to continue. Enabling is the process through which a parent or guardian fails to take some action or series of actions that could help a student with an attendance problem experience the consequences of his/her absenteeism.

Consequences for absenteeism are a beginning. Consequences can create the discomfort necessary to set the stage for behavioral changes that will result in improved attendance.

When it is determined that a student has been excessively absent from school, the following steps shall be initiated to promote better attendance. If absences have not been the result of hospitalization, chronic medical condition or injury verified by a physician, the following procedures will be followed:

1. Whenever it is determined that a student has been absent for 5 cumulative absences during the school year, a warning letter will be mailed home notifying the parent of the 5 absences. (excluding medical)

NOTE: Anytime a medical (doctor's) note is provided, that absence will not count against the student in determining excessive absences.

2. Whenever it is determined that a student has been absent for 7 cumulative absences during the school year, a warning letter will be mailed home notifying the parent of the 7 absences and a conference with the student as well as the parent will take place. This letter will also explain that any absences beyond 10 days will require a physician's note on the day the student returns to school or the day will be considered unexcused. (excluding medical) The Grundy County Truancy Caseworker will also be notified.

3. Whenever it is determined that a student has been absent for 10 cumulative absences during the school year, a Truancy Law letter will be mailed home notifying the parent of the 10 absences and a conference with the parent/guardian should be scheduled. Whenever a student has had 10 cumulative absences or more, a detention may be issued.

4. Whenever it is determined that a student has been absent for 13 cumulative absences during the school year, the student may be required to attend Premier Academy in Morris.

NOTE: Anytime a medical (doctor's) note is provided, that absence will not count against the student in determining excessive absences.

CONCLUSION: There is a direct relationship between poor attendance and academic success. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

### **PHYSICIAN'S NOTE REQUIREMENTS**

When a physician's documentation is required to excuse an absence it must be received within 24 hours of the student absence in order to excuse the absence. The physician's documentation must include the following information:

- the dates covered by the note, including the date seen by the physician
- the nature of illness that caused the absence
- the symptoms of the illness preventing school attendance
- any information our school staff should be made aware of in terms of treatment, medication or other medical precautions.

## **GRUNDY AREA VOCATIONAL CENTER (GAVC)**

Students attending the Grundy Area Vocational Center (GAVC) must follow the guidelines listed below:

- When students exit the GSW building to attend GAVC, they do so as a representative of GSW High School. They are expected to conduct themselves as mature, young adults. They may be removed from GAVC if their behavior warrants such action.
- The GAVC experience begins as students depart from GSW and includes the bus rides to and from GAVC. If any student accumulates three (3) discipline referrals at any point during the GAVC experience, that student will be removed from the program and will not be allowed to attend GAVC in the future. If the behavior poses a safety or security concern for GAVC, the student will be removed from the program immediately.
- If a student is removed from GAVC for behavioral or academic reasons, he/she will be placed in a learning lab or P.E. and possibly one additional academic class for the remainder of the semester. The student will also be responsible for reimbursing GSWHS District 73 for the GAVC tuition expense which is approximately \$2100.00.
- If a student is removed from GAVC for behavioral or academic reasons, he/she will be placed in a study hall for the remainder of the semester. The student will also be responsible for reimbursing GSWHS District 73 for the GAVC tuition expense which is approximately \$2100.00.
- Early bird students must provide their own transportation.
- Early childhood education, cosmetology students and any student attending Reed Custer High School or Coal City High School for cohort classes must also provide their own transportation.
- Driving passes must be obtained the day prior to the student needing to drive to GAVC and parents must sign this slip. Driving passes will not be given the day of unless a parent can come into the office to sign it. Students who do not follow this procedure will be required to ride the bus.
- An enrollment fee of \$200.00 will be charged at registration.

## **GAVC STUDENT REGULATIONS** **ATTENDANCE POLICY**

At GAVC, we believe that student attendance is an integral part of the total learning experience. A student learns and experiences something new each day; therefore, it is imperative that a student be in attendance to take advantage of the educational opportunity.

Frequent absence from work is one of the primary causes for employee terminations. When hiring Center graduates, employers inquire about the individual's attendance record at school. The primary purpose of the Center is to prepare students for success beyond high school. Since regular attendance is of utmost importance to future careers, the following Attendance Policy has been established.

**A. Excused – Unexcused Absences**

The student’s home school attendance policy regarding excused/unexcused absences will be followed with two exceptions; 1) Unexcused absences prevent the student from earning academic credit for that absence, and 2) See Item C (Excessive Absences).

**B. Documenting Absences**

Students absent from GAVC will be marked absent unless notified by the home school that the absence was unexcused. GAVC will then change the absence to unexcused.

**Parents/Guardians must notify home school of any absence from GAVC to avoid possible discipline from home school.**

**C. Excessive Absences**

A student may accumulate (8) absences within each semester. Upon the student’s fourth absence, a letter will be mailed to the parent/guardian, home school dean and guidance counselor. Upon the eighth absence a meeting will be held with the home school to determine if the student should remain at GAVC or be dropped from the roster. Any absence following the eighth absence will be unexcused. In order for the absence to be excused, a student will be required to provide documentation to their home school with approval from home school.

**D. REWARD FOR EXCELLENT ATTENDANCE**

The Center also recognizes that many businesses reward employees who have exemplary attendance habits. The following policy is intended to encourage good attendance:

**1. PERFECT ATTENDANCE**

Students having Perfect Attendance each quarter will have their grade raised by two (2) points on their semester grade report.

**Suspensions at the Center will disqualify the student from receiving the Excellent Attendance Rewards.**

Policy approved by the GAVC Board of Control on April 23, 2015.

**BUS TRANSPORTATION**

The Board of Education shall furnish transportation to all pupils who reside at least 1 1/2 miles from school or for pupils who have physical handicaps requiring such service. A parent may be eligible for transportation reimbursement if the student lives less than 1 1/2 miles from school and must be transported to school by a parent for a verified safety hazard.

**BUS RULES**

1. Be on time at your designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion
5. Be alert for a danger signal from your bus driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.

8. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals or weapons on the bus.
13. Keep books, packages, coats, or other objects out of the aisles.
14. Leave no books, packages, coats, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop: they are not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. The use of profanity and/or profane gestures is prohibited.
21. Board policy No. 8142 allows the Superintendent/Principal to suspend students guilty of committing acts of gross disobedience or misconduct from riding the school bus. Students are requested to follow the instructions outlined within items 1-19 so that daily bus transportation is safely completed.

### **BUS VANDALISM**

Vandalism to a bus is considered a violation of school policy and a criminal offense. A student or his parent/guardian will be required to pay for the repair of damages to any portion of a school bus that is vandalized by the student. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

- First Offense – Reimbursement and fifteen (15) day bus suspension.
- Second Offense – Reimbursement and one calendar year bus suspension.
- Third Offense – Reimbursement and additional calendar year bus suspension or permanent loss of bus riding privilege.

### **REPORTING OF DISCIPLINE MATTERS**

School bus drivers will make a complete report of an incident to the building principal. It is to be understood that final decisions on disciplinary problems, suspensions, or expulsions will rest with the School District or its designated representatives. In general, suspensions will follow warnings concerning misconduct and will be issued as follows:

- 1st Offense - 5 days suspension from riding the bus
- 2nd Offense -10-20 days suspension from riding the bus
- 3rd Offense - 20 days with possible recommendation for suspension from riding the bus for the remainder of the semester or year.

## **EXTRACURRICULAR ACTIVITIES TRANSPORTATION**

Transportation will be provided by school approved vehicles to and from all school sponsored extracurricular activities. Students may ride home with parents if permitted by the coach/sponsor, but parents must sign their students out with the coach or supervisor at the conclusion of the activity. Students may ride home with another adult guardian only if prior written approval is obtained from the Athletic Director. An athletic contest travel release form may be found on the school website or may be picked up from the Athletic Director prior to the event. This form must be filled out prior to the bus leaving for the activity. Parents may also choose to fill out a travel release form at the beginning of the season listing all adults their child is allowed to ride home with. This travel release form will remain valid for one school year and may be amended by the parent at any time.

## **VANDALISM**

Vandalism to school property is considered a violation of school policy and a criminal offense. A student or his/her parent/guardian will be required to pay for the repair of damages incurred in the vandalism that has taken place. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

## **SERIOUS INJURY OR ILLNESS**

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. After identification of injury or illness, the following procedures are to be used as general guidelines only:

- The teacher will immediately contact the building principal.
- The building principal will immediately attempt to contact the parent or legal guardian.
- School personnel will determine the seriousness of the injury.
- Based on the determination of the school personnel, or parent, the injured student (s) may be taken to the hospital. Depending on the seriousness of the injury, one of the following procedures may be used to transport the injured to the hospital:
  - Parents - The parent will come to the school and transport the injured in his/her car.
  - Ambulance Service - The school personnel or parent will obtain the services of the ambulance.
  - An accident report form shall be filled out for ALL injuries and forwarded to the office within one day of the injury.

## **MINOR INJURY OR ILLNESS**

A student who becomes ill at school should report to the office or send another student to report the illness. The office will not accept, after the fact, being in the restroom as an excuse for missing a class. If a student reports to the principal's office and requests to go home due to minor illness, the following procedures will be employed:

- The secretary will call the student's parent, guardian, or such person designated by the parent or guardian to give such permission for the student to go home.
- If approved by the parent or guardian, the student will be permitted to sign out and go home or sign out and wait to be picked up by the parent or guardian.



- Students who elect to go home due to minor illness are not being sent home by a school official, and the attendance policy applies. The student must have an approved excuse for the periods missed to receive an excused absence. (See Attendance Policy)

### **STUDENT LOCKERS**

Students must be aware that lockers are the property of Gardner-South Wilmington H. S. Dist. #73. Lockers may be inspected by the administration if the administration considers a search necessary to maintain the integrity of the school environment and to protect the rights of other students. Students are expected to keep their lockers locked. Detentions may be issued for unlocked lockers or abuse/defacement of lockers. Administration will assess fines for replacement costs for damage to lockers. Students must report any theft to the office immediately. Locker security is the responsibility of the student. Students caught stealing from another student may be reported to the police. (Search and Seizure law. Sept. 1989, ISC.)

### **TELEPHONE**

In case of an emergency, students may use the office phone with permission of a school official. Students are not allowed to leave class to use phones.

### **COLLEGE DAYS**

Junior and senior students have the opportunity to take College Days. To use these days, students must obtain the proper paperwork through the Guidance Office and have the Permit to be absent section filled out PRIOR to missing school. Upon return, the student must also submit the College Day Verification Sheet. If this procedure is not followed, an absence cannot be counted as a College Day. Students are encouraged to visit colleges during spring break or school holidays their junior year. For college visits, a note from a school official on school letterhead or signature with official seal is required.

### **CELL PHONES or SMARTPHONES**

Students may use cell phones or smartphones before school, after school, during passing periods and during lunch periods. Students may use their phones during Learning Lab provided the phone is being used appropriately and that the student is not on the Eligibility watch list. There also may be some cases where a teacher would allow students to use their cell phone or smartphone in class for academic use. This would be left to the discretion of the teacher. If a parent or guardian needs to get a message to a student, please contact the office and the office will deliver a message to them. Audio recording, video recording or photographing of others without their consent is prohibited. No picture-taking devices are allowed in locker rooms or restrooms. If cell phones or smartphones are seen, ring or vibrate, during a prohibited use time, or are being used when they should not be used, they will be confiscated until the end of the day or a parent comes to retrieve the device. Gardner-South Wilmington H.S. Dist. # 73 is not responsible for lost or stolen phones.

- offense – confiscation of the phone and may result in up to a 2 hour detention

### **SEXTING**

Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of computer, electronic

communication device or cellular phone. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

### **GSW DRIVER EDUCATION GUIDELINES FOR CLASSROOM AND LABORATORY**

- Students who are fifteen and of sophomore standing, will be given first priority when being registered in driver education during the school year.
- Students must pass 8 classes in the previous two semesters to be eligible to enroll in drivers Ed.
- Students will be issued a permit approximately one month after the classroom portion has begun.
- Students must be in the classroom for approximately thirty hours – This is a state law. If they miss more than the allotted classes, they will be dropped (per state law) and will be placed in Physical Education.
- Students will be assigned driving times based on age. The oldest in that particular classroom period will be driven first. Driving will occur during the school day, and students will be taken out of study hall to drive. If for some reason driving cannot be completed during the school year, students may be asked to finish during the summer or outside of regular school hours.
- If a student does not pass the classroom portion of driver education, he/she will have to retake it. Placement will be based upon availability and may be as late as May the following school year. Students lose their chance to drive if they fail the classroom portion.
- If a student does not pass the driving portion or a parent wishes to withdraw the student from driving, the student may have to wait to retake the driving portion the following school year.

Parents need to practice with the student approximately ten hours before the student enters the driver education car. If the instructor believes that this has not occurred and the student is not improving as a result, the instructor reserves the right to discontinue driving with the student. The student will have to make up the driving time during an alternative time as late as the following school year.

### **PHYSICAL EDUCATION (Ch. 122 Sect. 27-6)**

Pupils enrolled in public schools shall be required to engage, during the school day, in courses of physical education for such periods as are compatible with the optimum growth and development needs of individuals at the various age levels except when appropriate excuses are submitted to the school by a pupil's parent or guardian or by a person licensed under the Medical Practice Act, and exempt as provided in subsection (b) of the State Code Chapter 122, par. 27-6.)

Special activities in physical education shall be provided for pupils with a physical or emotional condition, as determined by a person licensed under the Medical Practice Act that prevents their participation in the courses provided for normal children.

A junior or senior may be exempt for the following reasons:

- For on-going participation in an interscholastic athletic program.
- To enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice.

- To enroll in academic classes which are required for graduation from high school provided that failure to take such classes will result in the pupil being unable to graduate.
- Enrollment at GAVC.
- A medical condition excused by a doctor.
- A special education exemption.

Students requesting exemption must apply with the guidance counselor prior to the deadlines established for scheduling.

### **PE DRESS POLICY**

Physical Education is a participation class. Participation is mandatory. Students should bring a pair of shorts and a t-shirt to dress daily in P.E. class.

If a student is physically unable to participate in vigorous activity, a doctor should be consulted about the issue. A student may then be able to be placed into a regular education class.

If a student does not participate for any reason, a note should be given to the teacher from either a parent or a doctor. Parent notes are accepted for three consecutive classes in a row; however, a doctor's note will be needed for 4 or more classes.

Athletes who do not participate in P.E. on any given day for a medical reason, shall not be eligible to participate in an athletic contest or practice on that same day.

### **SNOW DAYS AND EMERGENCY DISMISSAL**

All Illinois schools are required to be in session for 174 days. If school is canceled for any reason, the school calendar may be extended. Parents will be notified as soon as possible regarding the closing of school due to weather conditions or other emergencies. Along with the local radio stations in Morris (WJDK 95.7 FM and WCSJ 103.1 FM), we will also send out an Alert Now message as well as a text message for those people that have signed up for the Morris Daily Herald text messaging service.

### **DISASTER EMERGENCIES AND DRILLS**

The signals for emergency situations are as follows:

Fire: Long continuous blast of the fire horn or bell.

Tornado: Repeated short blast of the bell or air horn in case of power failures.

Nuclear: Announcement.

Students have permission and the responsibility to pull fire alarms when an actual fire exists in the building. Students should report an emergency situation immediately to a school official. Students caught reporting false fire alarms or false 911 calls will be prosecuted and receive a minimum of ten days suspension.

## **STUDENT RECORDS**

What information is included in the student's permanent record?

The Permanent Record shall consist of:

- Basic identifying information including student and parent(s)/guardian(s) names, addresses, birth date, birth place and gender.
- An academic transcript, including grades, class rank, graduation date, grade level, achieved scores on the PSAE, and the student attendance information.

May also consist of:

- Honors and awards received
- Information concerning participation in school-sponsored organizations
- Accident reports and health records.
- Record of release of permanent information is needed for records to be sent home.

### **What information is classified within temporary student record?**

- Student Temporary Record consists of all information not required to be in the student permanent record and may include:
- Family background information
- Intelligence test scores, both group and individual.
- Aptitude test scores.
- Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test scores.
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Disciplinary information.
- Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based and all record and tape recordings related to special education placement hearings and appeals.

- Any verified reports or information from non-education persons, agencies, or organizations.
- Other verified information of clear relevance to the education of the student.
- Record of release of temporary record information.

### **Who may see student records?**

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all student permanent records of that parent's child. A student shall have the right to inspect and copy his or her own school student permanent record. A parent or student request to inspect and copy records must be granted within a reasonable time and in no case later than 15 school days after the date of receipt or such request by the official records custodian. The request must be submitted to the records custodian and must identify records desired to inspect.

### **Military Recruiters and Postsecondary Institutions Receiving Student Directory Information**

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

Important: If parents and/or students do not want military recruiters or institutions of higher learning obtain secondary school student's name, address, and telephone number, please contact the Guidance Office.

### **What are the parent(s)/guardian(s) rights regarding student records?**

Parents shall have the right to challenge the accuracy, relevance, or propriety of any entry in the school student records, exclusive of academic grades of the child. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position in any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

### **What is the procedure used when the school deletes or destroys outdated student records?**

Parents or eligible students have the right to copy any school record or information therein proposed to be destroyed or deleted. Each school shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

### **What directory information can be made public?**

Information that may be designated as directory information shall be limited to:

- Identifying information: name, address, gender, grade level, birth date and place, and parents' name and addresses.
- Academic awards, degrees, and honors.

- Information in relation to school-sponsored activities, organizations and athletics.
- Period of attendance in school.

Directory information may be released to the general public unless a parent request that any or all such information not be released on his/her child.

### **RESIDENCE IN THE DISTRICT**

In order to be enrolled in the Gardner-South Wilmington High School, a student under the age of eighteen (18) must have his/her parents or legal guardian residing in the district. Students whose parents do not reside in the district may not attend Gardner-South Wilmington solely for educational purpose without paying tuition. The Board of Education shall determine, on an individual basis, any exceptions to the residency policy. Parents/Guardians must provide verification of residency before the start of the school year.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

GSW, in compliance with Illinois State Law, has special registration criteria for students who are classified as homeless.

- The district shall not delay enrollment due to scheduling issues.
- The district shall not delay enrollment due to lack of residency document requirements.
- The district shall not delay enrollment due to lack of legal guardianship or student records.
- The district shall not charge tuition for homeless students or refuse enrollment.

### **PHYSICAL & IMMUNIZATION RECORDS**

- Physical and up-to-date immunization records are required of every entering freshman and transfer students prior to the first day of school.
- Students entering their senior year of high school must receive the meningitis vaccine.
- Students not having a completed examination on file in the school office by the first day of school will not be permitted to attend classes until such exams are on file.
- Additional health examinations for Gardner-South Wilmington High School students may be required when deemed necessary by the school authorities.
- Parents who cannot fulfill this obligation because of financial, religious, or constitutional reasons may discuss this requirement with the high school administration.

### **FIELD TRIP POLICY**

A student may be ineligible for a school sponsored field trip if:

- A student has been a behavioral problem within the classroom may not be allowed to attend the trip.
- Grades may be considered when determining if a student should be eligible for the field trip.

## **MINIMUM COURSE LOAD**

Each student in attendance at Gardner-South Wilmington High School must carry six credits as a minimum course load each school year, unless otherwise authorized by the administration. At the end of four years, upon the successful completion of all coursework, a student will have the necessary credits and be eligible for a Gardner-South Wilmington High School diploma.

## **CLASS ADVANCEMENT**

Students advance to the next class based on the following credit schedule. Consideration for advancement will occur in August of each year. Students not meeting the minimum credit requirements will be retained in all facets including yearbook, class fundraisers, lockers, homecoming activities, homerooms, etc.

10th            6.0

11th            12.0

12th            18.0

Graduation 24.0

## **STATE MANDATED TESTING**

All GSW students are required to take the mandated state testing by Illinois State Law. Students will take the examination during their appropriate year. This test is proctored at the students' serving school district during the state mandated dates. If a student is absent for any reason during the regularly scheduled dates, he or she will take the exam during the makeup dates offered by the State.

## **INTERPRETATION OF LETTER GRADES**

Letter grades are used in marking all report cards. The following standards are used:

A (superior)	92 -100	D (below average)	65 - 73
B (above average)	83 - 91	F (failure)	0-64
C (average)	74 - 82		

An "I" is used at any marking period to indicate that the student has not completed the required work. It is not a grade in the subject. An incomplete becomes a failure automatically unless the work is completed during the following two weeks of school or unless the teacher involved extends the time. It is the student's responsibility to check with the teacher for all necessary make-up work.

## **GRADING SYSTEM**

15% of a student's grade will be the semester final.

85% of the student's grade will be the discretion of the individual teacher.

## **FINAL EXAMS**

- Students with perfect attendance will have the option to forgo taking the final exam if the student has an “A”, “B”, or “C” in that class.
- Students who have an “A” in the class may make the final optional.
- Students who have been suspended whether in school or out of school will not qualify for perfect classroom attendance and must take final exams.
- All students in any challenge class will take the final exam regardless of the above criteria.
- Students enrolled in Drivers Education, Government, or a JJC class must take their final in these classes regardless of the above criteria.
- School sponsored field trips and approved college days are considered excused absences and do not count against perfect attendance.
- Perfect attendance is determined on a per class basis.
- Three (3) tardies to one class, will result in student taking the final exam in that class.

## **GRADE POINT SYSTEM**

The grade points assigned to the letter grades for the purpose of computing grade average are as follows:

A - 4      B - 3      C - 2      D - 1      F - 0

## **DETERMINATION OF VALEDICTORIAN /SALUTATORIAN**

The valedictorian shall be a senior student(s), currently enrolled at GSW, who has the highest cumulative grade point average at the end of the eighth semester of full-time coursework. The senior student(s) finishing with the second highest grade point average will be the salutatorian.

- The student must have attained senior status prior to the start of his/her fourth year of full time high school enrollment. A senior is defined as a student with at least 18 credits by the start of the school year and beyond.
- The student must have attended GSW for at least one high school year prior to his/her senior year.
- If two or more students have the same grade point average, the tie will be broken by comparing class averages based on the 100-point scale, rounded to four decimals. If a tie still remains, both or all will be awarded the title for which the students have tied.
- Students being considered for Valedictorian/ Salutatorian must complete 2/3rds of the challenge courses offered. (Currently we offer 9 classes; 6 out of 9 challenge classes must be taken.)
- Classes being offered as challenge classes: English III C, Rhetoric (English 101/102), Pre-Calculus, Calculus, Anatomy and Physiology, Chemistry, Physics, Spanish III, Spanish IV. The second year at GAVC will be considered a challenge class.

The School District of Gardner-South Wilmington High School shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, race, national origin, mental, emotional, or learning disability, or handicap.



### **SEMESTER HONOR ROLL CRITERIA**

Summa Cum Laude – 4.0 grade point average

Magna Cum Laude – 3.75 – 3.99 grade point average

Cum Laude – 3.5 – 3.74 grade point average

### **NATIONAL HONOR SOCIETY (NHS)**

Students seeking admission into NHS must have a cumulative GPA of 3.5 and meet specific criteria in the areas of character, leadership, community involvement, and service. Please see NHS sponsor for criteria.

### **SCHEDULE CHANGES**

No student may change courses without the counselor's approval. Students may make schedule changes at the designated times which include registration day and one other designated day over the summer prior to registration. Changes can be made on these two dates as well as the first three days of classes. Once the school year begins, student initiated schedule changes will only be allowed for the first three days of school. After the three day window, changes will be made only at the request of the student's counselor or at the request of a teacher because of the improper placement of a student. Students who do not choose to take a study hall will have an opportunity to drop an elective class for up to 5 weeks at the start of the semester. The student will then be placed in a study hall. When schedule changes are made, it is the student's responsibility to turn in any books to the bookstore immediately following the change.

### **CREDIT THROUGH EXTENSION AND CORRESPONDENCE STUDY**

Gardner-South Wilmington will accept credit earned by a student through correspondence or extension study toward satisfying the requirements for graduation. Such credit shall be earned through the satisfactory completion of courses offered by a high school or university extension division accredited by the North Central Association or some other regional accrediting association.

Interpretation: credit earned through correspondence study may be used toward meeting high school graduation requirements provided the following items are satisfied:

- The student taking correspondence courses for credit must have the course approved by his/her high school counselor in advance of enrollment in the course.
- The institution offering the correspondence work must be approved by the State Board of Education.
- The credits earned must meet the requirements for high school graduation from Gardner-South Wilmington High School.
- Correspondence courses may not be used in lieu of regular courses offered by Gardner-South Wilmington High School, but may be used to enrich the pupil's program where Gardner-South Wilmington High School feels this to be appropriate and useful to the student concerned. Correspondence courses may also be used in cases where the student is required to repeat a class due to grade failure.

- GSW must receive documentation directly from the institution providing the correspondence work by April 15th of a student's senior year. Credit will not be given if this information is not received by the deadline.

### **PREMIER ALTERNATIVE SCHOOL**

A student placed in the alternative school and who finish his/her high school career in that setting will forfeit the right to all senior privileges such as prom, senior picnic, and participation in the graduation ceremony. Special education services will not be offered to students attending an alternative school and the students will not be allowed to attend GAVC. A student completing high school credits through Premier, residing in District #73, will be issued a diploma at the time his/her graduating class graduates. All requirements and credits must be met before a diploma will be issued. If a student is unsuccessful or is dropped from Premier's roll, the student will not be allowed to enroll at GSW until the start of the new semester.

### **EARLY GRADUATION**

Applicants for a seven-semester program must apply when signing up for courses during the completion of the sixth semester. If students meet all required classes and obtain 24 credits for the school year, they may petition (give reason in writing) to the Board of Education to graduate early. Seniors electing early graduation will forfeit their right to all senior privileges. No senior prom, picnic, or participation in the graduation ceremony. Correspondence classes may not be used for early graduation.

### **STUDENTS SELECTING THE EARLY GRADUATION OPTION MUST AGREE TO ACCEPT THE FOLLOWING CONDITIONS:**

- A minimum of seven semesters of work must have been completed along with all graduation requirements.
- The student's GPA and class rank will be computed with the class graduating in the spring of the school year of the anticipated graduation.
- Diplomas will be issued after the regular Spring Ceremony.
- The usual senior privileges, rights, and opportunities will be forfeited due to the student's early graduation.
- Students applying for early graduation for the purpose of enrolling in college must meet the additional criteria:
  - Show proof of full-time enrollment in college by the end of the 7th semester.

### **CHEATING**

Cheating on tests, plagiarism (the copying of someone else's work and submitting as one's own), or any other type of deception to obtain credit without effort is universally recognized as improper conduct. A student who engages in cheating or other deceitful activities will receive a zero as a grade on that particular assignment for a first offense and a detention will be issued. A second offense will result in the student receiving a zero as a grade on that particular assignment and one day of in school suspension will be issued. A third offense will result in a "F" for the quarter and two days of in

school suspension. A fourth offense will result in the student receiving no credit for the semester and three days of in school suspension. Any student caught cheating must obtain an honor code from the teacher which is to be signed by the student, parent, teacher and principal.

### **CLASSROOM DISCIPLINE**

Classroom discipline must be maintained at all times. Students must be in the classroom ready to begin class work at the second bell. Teachers will handle minor disciplinary problems in their classrooms through:

- Conferences with the student
- Conferences with parents/guardians
- Detention in the teacher's classroom
- Referral to the principal.

### **SERIOUS IRRESPONSIBLE BEHAVIOR**

The following list of offenses, by no means exhaustive, are considered serious and will be dealt with through the principal. Punishment for these offenses may include detention, social probation, suspension, mandatory education programs (at the expense of the student), counseling, and expulsion.

- Disrespect: All students are expected to give all faculty members the courtesy and respect due an adult professional person. Flagrant disrespect to or intimidation of a faculty or staff member or fellow student is considered a serious breach of discipline.
- Profanity, vulgarity, lewdness
- Rudeness, harassment, verbal abuse
- Insubordination, disobedience, defiance, or disrespect for authority
- Fighting or violence
- Disorderliness or physical abuse
- Cheating, dishonesty, deception, forgery, or other illegal use of school documents
- Theft
- Destructiveness and vandalism including serious damage or disfigurement of desks, lockers, or other school property.
- Possession, sale, transfer, or use of any controlled substance (see Substance Abuse Policy)
- Possession of any drug, tobacco or alcohol including paraphernalia
- Possession or use of any tobacco product which includes electronic cigarettes
- Possession of a lighter
- Possession or use of a weapon
- Possession of pornography either written, audio, visual, or computer generated (being on an inappropriate web site is included)
- Possession or use of any tobacco product which includes electronic cigarettes
- Possession of a lighter

- Truancy from school or required school functions
- Skipping class
- Not reporting to the principal's office when sent for any reason
- Serious, repeated failure to improve behavior
- Accumulation of violations or referrals for any offenses

### **Discipline Hierarchy**

Step 1 Detentions

Step 2 In-School Suspensions

Step 3 Out of School Suspensions

Step 4 Possible Expulsion Hearing

A student who is assigned an out of school suspension will NOT be permitted to attend or participate during the suspension period in school-related functions, including extracurricular activities.

### **DETENTION**

- Detention notifications will be distributed at least 24 hours prior to the detention
- Detentions will be held from 3:05 pm to 4:55 pm.
- Detentions will not be rescheduled.
- Failure to serve a detention will result in making up that detention plus an additional detention.
- Failure to serve detentions may result in suspensions.
- Teachers may assign detentions to be held in their classrooms. They should assign the detention for the following day so that students may arrange transportation.
- Guidelines for detentions
  - No talking
  - No sleeping
  - No playing cards
  - No food
  - No drinks
  - No getting out of one's seat
  - No electronic devices
  - Must finish any work given by detention monitor
  - Breaking any of the above rules and/or getting released early from detention will result in an in-school suspension.
  - Students will not be given access to the other parts of the building with the exception of the washrooms.
- All school policies will be enforced while the student is on school property.

- Excessive referrals may result in a teacher, student, parent, and principal conference.
- At any time during the school year at the discretion of the administration, a student may be sent to an alternative educational placement for the remainder of the year.
- Behavior steps will be cumulative for the entire school year.

NOTE: The Illinois School Code (10.22-6) authorizes the superintendent and/or principal of the district to suspend pupils guilty of gross disobedience or misconduct. Students may serve out the duration of their suspension at the Grundy Alternative School. Suspension will be reported to parents or guardians of such pupils along with full written statement of the reasons of such suspension and a notice of a parent Right to Review. When requested, parents are required to meet with the principal for a disciplinary conference prior to their child's return to school. Parents will not be allowed to re-enroll their child in school until this requirement has been completed.

### **SOCIAL PROBATION**

Any student receiving a detention/suspension may be placed on social probation defined as exclusion from all after school extra-curricular activities. The administration may also place students on social probation due to misconduct during school hours or school sponsored activities. The administration will determine the length of a student's probation period.

### **PHYSICAL AGGRESSION**

Physical aggression (fighting or other acts of aggression) is not allowed on school property, during school events (both home and away), and during school sponsored trips. A student protecting him or herself in self-defense will not be subject to suspension if school personnel support the fact that a student was engaged in protecting him or herself. Students who strike blows rather than warding off blows or attempting to restrain the attacker are also considered to be fighting. Students may be required to seek counseling for conflict management. If the school does not offer the program necessary, the student may be requested to seek an outside agency at his/her own expense. Types of physical aggression follow:

### **FIGHTING**

Any students in a fight may receive suspensions, detentions or other loss of privileges including extracurricular events as well as social probation. The police department may also be called.

- Short suspensions: 1-3 days
  - Threat of school safety
  - Disruption of other students' learning

- Long Suspensions 4-10 days
  - Threat to school safety
  - Disruption of other students' learning
  - 1. Specific reasons documented
  - 2. Appropriate interventions provided
  - 3. Integration plan will be provided prior to students return
- Expulsions are referred to the Board of Education.

A student externally suspended will be allowed a reasonable opportunity to make up work for full credit.

All suspensions require a parent conference prior to the student's return.

Upon return from a suspension, the student must meet with the principal or his/her designee before returning to classes.

### **HORSEPLAY**

Horseplay is not allowed on school property during school, during events, or on school sponsored trips. Students involved in horseplay that results in an injury may be subject to disciplinary action the same as fighting. Horseplay is defined as jumping on other people, pushing other students into objects, writing on each other, spitting on each other, or any unacceptable immature school behavior. Students engaging in horseplay may receive:

- First offense: Administrative Warning, Detention, or One to Ten Day Suspension

### **BULLYING**

Bullying is defined as a form of aggression in which one student or a group of students physically, psychologically or electronically harasses a victim over a period of time and action is unprovoked and repeated. Electronic communication could be texting, any form of social media, cell phones or any other electronic devices. Any behavior that is deemed by the administration as bullying of another student may result in an in-school suspension, counseling, and/or an out-of-school suspension.

### **SEXUAL HARASSMENT**

Sexual harassment will be defined as any verbal, physical, or written behavior that is directed at another student of the same sex or opposite sex. Sexual harassment may be punished as a behavior modification assignment, sexual abuse counseling, and/or suspension. Depending on the nature of the harassment the student may receive:

- Behavior modification and counseling
- Suspension and counseling (counseling will be at student's expense)

## **THEFT**

Theft of any school or student property can result in criminal action and/or detention/suspension based on the severity and return of equipment/item.

## **GANG ACTIVITY PROHIBITED**

It is the position of the Board of Education that participation in gang activity is not in the best interests of students and is detrimental to the maintenance of a school environment that fosters learning. Students are not to participate in gang activities on school premises, on school buses, or any school-related activity occurring off school premises. Gang activity will result in a suspension.

## **HAZING PROHIBITED**

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

- Removal from the extra-curricular activities
- Conference with parents/guardians
- Referral to appropriate law enforcement agency

A student engaged in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to ten days
- Expulsion for the remainder of the school term

## **PROFANITY/ OBSCENITY**

Profane/vulgar/drug and alcohol related language whether written or verbal will not be tolerated on the school premises including the school bus. Any racial, sexual, drug/alcohol or derogatory expression whether it is written, verbal, or expressed by symbols (Ex: Confederate flag, computer generated images etc.) will not be tolerated on the school premises. A student who chooses to participate in any of the above may be given detention(s) and/or suspension(s). A student may be required to complete a sexual abuse program or an anger management program (at an outside agency at the student's expense) and/or see a counselor.

## **TOBACCO**

All persons are prohibited under state law from consuming tobacco products on school property, including in automobiles located on school property. Persons under the age of 18 are prohibited from purchasing tobacco products.

Gardner-South Wilmington High School District #73 believes strongly in the Surgeon General's warning concerning smoking being harmful to one's health. Consequently, no student will be allowed to carry cigarettes/tobacco products/electronic cigarettes while in attendance at Gardner-South Wilmington High School. Those in violation with this policy may have tobacco products confiscated and may receive a detention

and/or suspension. Students are not permitted to smoke/chew on school property at any time or during a school-sponsored activity. Those in violation with this policy will be issued suspension time and the police may be called and a citation may be issued. For a third occurrence, out of school suspension time may be issued and police will be called and a citation may be issued.

### **SUBSTANCE ABUSE POLICY**

Direct involvement or participation in the sale, consumption, possession, distribution, or being under the influence of alcoholic beverages, marijuana, prescription or nonprescription drugs, counterfeit drugs (look-alike), or other controlled substances, as defined by the laws of the State of Illinois on or about school property or at school-sponsored events may result in the following:

- The parent shall be notified and a parent/student/administrator conference immediately scheduled.
- The student may be suspended out-of-school for ten (10) days pending an expulsion hearing before the Board of Education.
- The principal may file a report with the police.
- Random drug testing, at the student's expense, may be required after the first offense.

All students and guests of students may be subject to a breathalyzer test at any and all GSW sponsored events. Parents/Guardians and the police will be contacted for any and all students suspected of drug/alcohol use. Students who refuse to partake in the test will not be allowed to enter the event.

### **COUNTY POLICE REPORTS**

Students issued tickets for substance use may result in:

- Counseling
- Random drug testing

Students issued a police report, may be on social probation for one semester unless they complete a community service requirement.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public displays and demonstrations of affection (kissing, hugging, embracing, fondling, etc.,) at school, during the day or while at attendance at school activities will not be permitted. Detentions may be given and repeated incidents will include a parental conference.



## **DRESS AND GROOMING**

Clothing is a little revealing in today's society and in an attempt to maintain a professional standard, suitable clothing must be worn at all times.

Students have the right to dress and groom themselves according to their (or their parents') personal tastes, as long as such dress and grooming does not present health and safety hazards or substantially disrupt the educational process.

- Clothing which advertises, or implies the use of tobacco, drugs, or alcoholic beverages, or vulgar or suggestive slogans or pictures is not to be worn to school. "Hooters" and "Playboy" shirts and the like are specifically prohibited.
- Students are not allowed to wear short shorts, short skirts, short dresses, or tank tops, unless 2 finger tips wide.
- Shorts, dresses, and skirts must be at or about mid-thigh. Mid-thigh is located at fingertips when arms are extended down in the front of their body.
- Shirts are to cover waistbands of shorts, pants, or skirts.
- Students should be covered from shoulder to mid-thigh.
- Jeans with holes above the fingertip level are not allowed to be worn to school.
- Pajamas, household slippers and blankets are prohibited.
- Students will not be allowed to show underwear or boxers.
- Pants/shorts must be worn waist high.
- Outdoor coats/jackets are not permitted in the classroom.
- Students may not wear chains or jewelry that may pose a danger to them or others.

NOTE: The administration reserves the right to make the final decision relative to appropriate dress. Students will be asked to change inappropriate clothing, and they may be given a t-shirt by the administration to wear for the day.

## **HATS**

Students are not allowed to wear hats, hoods on sweatshirts, "dew rags", or the like in school during the school day. Upon entering the building, the student must remove such hat from his/her head and lock it in their locker for the day. If a student is in possession of a hat after the first bell has rang, the hat will be confiscated.

- First offense: Administrative Warning or Detention

## **BOOK BAGS / PURSES / HANDBAGS**

Book bags/purses/handbags, unless they are see-through, are not allowed in the classroom and must remain at home or in the students' locker throughout the school day. Detentions may be issued for a violation.

## **ELECTRONIC DEVICES**

MP3, MP4, ipods, iphones, CD players, PMD's, etc. will not be allowed in the classroom but may be during lunch. We recommend students leave these devices at home. GSW is not responsible for lost, stolen, or damaged devices.

## **LIBRARY REGULATIONS**

The following policies are followed in the library to service our student body:

- Students with overdue books will not be allowed to use the library and may be charged a fine of \$1 per week for each overdue book.
- Report cards will not be distributed to students having overdue books.
- All library materials must be checked out of the library.
- Students in possession of media materials that have not been checked out of the library may be labeled as in possession of stolen materials.
- No food or drinks are allowed in the library.

## **VEHICLE REGULATIONS**

Each student has the responsibility to abide by the rules of our state, city, and school district with respect to automobile usage. Students driving to school must agree to abide by the following rules:

- Vehicles must be parked on school property, in assigned spots, with assigned tag visible. Vehicles are to remain on school grounds until the end of a student's day.
- A copy of the student's license, registration, and insurance card must be on file in the schools office.
- No careless, reckless, or hazardous driving on school grounds or to and from school activities.
- No one is to sit in a car during the school day or during any school activity. Students are to leave the vehicle immediately after the car has been parked in the student lot.
- Once the buses have started to move, cars are not allowed to cut in between the buses or pass the buses on school grounds.
- No student is allowed to go into the parking lot during the school day unless authorized by high school administrators.
- When new licenses or transfers of cars are issued by the state, such information must be registered with the front office.
- Students are not allowed to drive their vehicle during the school day, without permission from the administration. Parent contact is required each time a student needs to leave campus.
- Any student requesting to drive to GAVC needs a driving permit issued and signed by the administration.
- Vehicles that are on school property not registered with the office will be towed at the owner's expense, unless prior approval from the school administration is obtained.
- Any student found in violation will be subject to the following:
  - First offense – loss of driving privileges for 2 weeks
  - Second offense – loss of driving privileges for 2 months
  - Third offense – loss of driving privileges for remainder of the school year

## **FOOD/DRINKS**

Students are not allowed to have food in the classrooms. Water only will be allowed in the classroom at the discretion of the teacher. Failure to follow this policy will result in a detention and the student being asked to throw his/her food or drink away.

## **CAFETERIA REGULATIONS**

The following suggestions, policies, and regulations are necessary in order to accommodate the student body without delays and inconveniences:

- Each student will be issued a GSW High School ID Card at the beginning of the school year which may be used for meals. A student may also elect to use the scanner system to purchase lunch. Each time a student adds money to his/her ID card, a minimum \$1.00 is required. The office and cafeteria does not have cash on-hand to make change on a daily basis, so students who plan to use the vending machines need to bring singles. Money will be taken in the office in the morning, between classes, and during lunch periods.
- An ID card or the scanner system must be used each day at meal time. If a student loses his/her original ID card – the student will need to purchase a new ID card for \$2.00.
- All eating shall be confined to the cafeteria, and food should not be taken out of the cafeteria.
- No food will be sold during passing periods.
- Students are required to pass to (and from) the cafeteria in an orderly fashion during the lunch hours.
- Students are to return trays, dishes, and utensils to the designated areas.
- Any accidents are to be reported to the kitchen helper. Students are expected to help clean up and keep the eating areas presentable.
- Detentions may be given if trash is left on the tables.

The restroom facilities are available for students use during the lunch periods, before and after school, and during passing time. These facilities are not areas for people to congregate.

## **SENIOR HONORS COURT**

Senior students who earned high honors the previous semester and who are of good character may eat outside at the Senior Honor Court.

## **CARE OF SCHOOL PROPERTY**

Students are expected to share in the task of maintaining the quality conditions of the high school building and grounds. Listed below are a few items related to building and ground usage that are required of every student.

- Pick up waste paper on classroom floors and in hallways.
- Keep locker clean at all times.
- Use sidewalks and make sure that shoes are clean before entering the building.
- Exercise special care in the washrooms in order to keep them clean at all times.
- Use ink carefully; ink spots may permanently damage furniture, floors, or walls.

- Be prepared to reimburse the school district for any damage to facilities or equipment resulting from careless use.
- Destruction of school property will result in criminal charges and or restitution.

### **COMPUTERS/COMPUTER LAB USAGE**

All students will need to have a signed parental consent form for Internet privileges. Students who are found on unauthorized websites or are using the computers, laptops or chromebooks for unauthorized reasons will receive the following:

- First Offense: 2 week loss of computer privileges
- Second Offense: 9 week loss of computer privileges
- Third Offense: Rest of school loss of computer privileges

No food or drinks are allowed in the computer lab for any reason. Students are not allowed to be given passes during class times to go to the computer lab to check e-mail or for personal reasons.

### **FORGERY**

Forgery of hall passes, driving passes, or absence notes may result in detentions or suspensions. Students may lose privileges or receive unexcused absences.

### **SELF-ADMINISTERED MEDICATION**

Public Act 92-0402 amended the Illinois School Code to allow children to carry and self-administer prescribed asthma medication. Students must obtain and complete the Physician request for the self-administered medication form and the Parent Agreement for the child to carry the medication. All other medication must be documented by a physician and administered through the main office which includes ibuprofen or over the counter medicine.

### **TITLE VI, IX, AND SECTION 504 GRIEVANCE PROCEDURES**

(FOR VIOLATIONS IN THE AREAS OF RACE, SEX, AND/OR HANDICAP DISCRIMINATION)

It is the policy of this district that all grievances be resolved quickly and at the lowest possible level. This procedure is available in the office of the superintendent and principal and is disseminated to students and employees through the appropriate handbooks. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity to all persons.

STEP 1: Any student/parent or employee utilizing this grievance procedure shall discuss the issue orally with his/her immediate supervisor at a mutually agreeable time within ten (10) days from the time the person has become aware of the issue-giving rise to the disagreement through the use of reasonable diligence. The supervisor shall respond orally as quickly as possible, but not later than five (5) days from the start of the discussion.

STEP 2: If the problem is not resolved, the grievance shall be informally referred to the next higher authority. A meeting must be held within five (5) days and an oral response made within five days.

STEP 3: If the issue cannot be resolved informally, the person may submit a written grievance to the principal, dated and signed, within ten (10) days of the receipt of the informal response of Step 2. The grievance issue should be described as specifically and completely as possible. Include the names of all witnesses and the chosen representative, if any. A meeting with the grievant(s) and the designated administrator shall be held within five (5) days at a mutually agreed time. A written response shall be submitted to the grievant(s) within an additional five- (5) days.

STEP 4: If the grievance is not resolved satisfactorily at Step 3, the grievant(s) may appeal in writing to the superintendent. A meeting shall be called within seven (7) days at a mutually agreeable time and minutes maintained and signed off by each party. A written response shall be submitted to the grievant(s) within ten (10) days of the meeting date.

STEP 5: If the grievance is not resolved satisfactorily at Step 4, the grievant(s) may appeal in writing to the School Board through the office of the superintendent. The Board shall agree to hear the presentation and information concerning the grievance within sixty (60) days. The Board president shall insure that a written decision will be made to the grievant(s) within ten (10) days of the meeting day.

STEP 6: If the grievance is not settled in accordance with the foregoing procedures, the grievant(s) may appeal the issue to arbitration with ten (10) days after receipt of the response from Step 5. The parties shall agree upon an arbitrator within ten (10) days after receipt of the notice of appeal. If there is no agreement within this period, a joint request shall be immediately submitted to a mediation and conciliation service, to recommend a panel of five (5) arbitrators. Additional information is on file in the superintendent's office. The decision of the chosen arbitrator shall be binding on both parties.

#### **DEFINITION OF GROSS DISOBEDIENCE OR MISCONDUCT**

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school provided there is a direct relationship between the conduct and the school's educational function. Gross disobedience or misconduct shall include any conduct, behavior, or activity, which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to, the following types of conduct, behavior or activity, or any other activity or behavior which may be prescribed by the school board from time to time:

- Insubordination to any school personnel, which includes failure to follow directions or produce student identification, passes, etc. School personnel included employees, teachers, administrators, school board members, school bus drivers, and other school district employees and students where the term is appropriate.
- Possession of, use of, or distribution of any dangerous substance, including but not limited to narcotics or alcoholic beverages, and the possession of, use of, or distribution of any dangerous weapon.
- Smoking while on school property.
- Theft.
- Intimidating or attempting to intimidate school personnel.
- Fighting with or assaulting school personnel.

- Intentional damage to or destruction of school property or property of school personnel.
- Verbal abuse or use of profanity or obscenity to school personnel.
- Endangering the physical or psychological well-being of the school population by acts such as:
  - Improper release of school fire alarm or tampering with fire extinguisher.
  - Starting a fire in or to school property or attempting to do so.
  - Setting off explosives in or on school property to attempting to do so.
- Repeated incidents of misbehavior including repeated refusal to comply with school rules.
- Other acts which directly or indirectly jeopardize the health, safety, or welfare of school personnel.
- Commission of serious acts of defiance against a teacher either in action or words.
- Other behavior or conduct that is of such gross nature as to constitute a violation of spirit or intent of these rules though not explicitly stated or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

### **DUE PROCESS**

Students and parents may appeal decisions of the Administration to the Board of Education by requesting the appeal in writing. The hearing on the appeal will take place at the next regularly scheduled Board of Education meeting.

### **PROCEDURES FOR SUSPENSION**

#### Suspension Procedure

- The Administrator shall investigate the nature of the alleged offense whenever an incident occurs that may lead to a suspension. This investigation shall include a discussion with the pupil unless the pupil is unavailable or unwilling to discuss the incident.
- The student shall be adequately advised of the reasons for the proposed suspension and asked for his version of the incident that gave rise to the proposed suspension.
- If the student denies guilt, he shall be advised as to the evidence upon which the suspension may be predicated.
- The student shall be given an opportunity to respond to the evidence.
- If the conference does not cause the charges to be dropped, the student may then be suspended.
- The person conferring with the student shall make an annotated record of the conference.
- If the Administrator determines that a student's presence in school will pose a continuing danger to person or property or constitute an on-going threat of disrupting the academic process, he/she may immediately remove the student without prior notice and hearing. Exceptions may be made in cases of disruption or where circumstances make it vital that one or several students shall not be released from school during the school day without notifying the parent or guardian in person or by phone.

## **Notification**

- The administration shall within 24 hours mail a written notice to the students and parents or guardian stating the reasons for removal from school and the suspension. Said notice shall be given by mail. The notice shall:
  - State reasons for the suspension and the duration of the suspension.
  - Inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request such a review within 7 days after receipt of the notice shall constitute a waiver of the right to review. The written request for review shall be directed to the Principal's office. It shall be confirmed in writing by a letter to the parents or guardian.
  - The school board shall be notified of each suspension.

## **Suspension Review**

- If a written request for review of the suspension is made by the student and parents or guardian, written notification of the time and place of such review shall be given at least one week prior to the review. The letter shall also set forth the review hearing procedure.
- The review hearing shall be conducted by a school board committee or by the school board. If a committee of the board conducts the review hearing, a written summary of the evidence heard shall be submitted to the full school board.
- School Board Review of Contested Suspension
- The school board in executive session shall conduct the review of the contested suspension within thirty (30) days of the notice of suspension or the review hearing whichever is later.
- The school board shall take such actions as it deems appropriate, including affirming or overruling the suspension.
- The decision of the school board shall be final and shall be made in public session except that the name of the student need not be announced.
- If the board shall determine that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension, and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities, including, but not limited to, missed school work.
- Written notification of the board decision of the suspension review shall be mailed to the parents or guardian within 48 hours after the school board meeting.
- Students suspended will also receive social probation for the time period they are suspended from school. This includes, but is not limited to, athletic activities, dances, club meetings, and activities.

## **SUSPENSION AND EXPULSION**

- Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. A student so suspended or expelled may be required, if offered the opportunity, to attend alternative programs or alternative schools.
- Authority to suspend a student is delegated to the Administration.

- Suspension is defined to mean an exclusion of a student from school for a period of time not to exceed ten (10) school days by summary action of the Superintendent or Principal.
- Students who are suspended may gather work missed from their teachers; however, the work missed during a suspension will count as full credit.
- It is the student's responsibility to get work missed from their teachers.
- Upon return from a suspension, each student must meet with the principal or his/her designee before reporting to classes.

Expulsion is defined to any suspensions more than ten consecutive days. Expulsion may be preceded by suspension.

### **EXPULSION HEARING**

If a student is to be recommended for expulsion, the Superintendent shall send a letter by registered or certified mail, return receipt requested, to the parents or guardian of the student notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school, the pre-suspension procedure must be followed.

- The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing.
- The notification of expulsion letter shall include:
  - The reasons for the proposed expulsion.
  - The time and place of the expulsion hearing, which shall be at least one week after the notification is sent.
  - The hearing procedure.
- Expulsion hearings may be conducted by a hearing officer, by a school board committee, by a hearing committee, or by the school board. If a hearing officer or committee of the board conducts the hearing, a written summary of evidence shall be submitted to the school board.

The penalty imposed by the board may be expulsion for a period of time not to exceed two semesters (one year) of school.

### **PROCEDURE FOR SUSPENSION AND EXPULSION HEARING**

- The hearing shall be held in executive session.
- The student may attend the hearing and be represented by a representative of his/her choice.

### **PRESENTATION OF EVIDENCE**

- The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confirmation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases, a summary of the witnesses' testimony must be presented to the student at the hearing.



- The student may present evidence to refute the charges either orally or in writing. He/She shall be afforded an opportunity for cross-examination of any written evidence presented.
- Pertinent and relevant evidence shall be received without regard to the rules of evidence in such manner as is appropriate to the circumstances.
- The hearing may be recorded in writing or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or tape.
- The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- There may be short closing arguments by the parties at the conclusion of the hearing.
- A motion to exclude witnesses may be made by either party. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion. The Grundy County Probation Department shall also be invited to send a representative to the hearing to consult with the Board of Education whenever the student is subject to the jurisdiction of the Probation Department or otherwise subject to the jurisdiction of the juvenile court system.

### **DANCES**

- Guests of students age 21 or over are not permitted to attend
- Other outside guests will be approved or denied by the GSW HS administration on a case-by-case basis
- Outside guests may be asked to provide a form of identification
- Date request forms are required for all non-GSW HS students
- Date request forms must be completed and approved by the designated due date set forth by the administration
- All dancing will be conducted face to face
- All face to face dancing will not include inappropriate or excessive physical contact as defined by the staff and administration
- Students and their guests may be subject to a breathalyzer test before entrance is allowed to GSW dances, including post-prom.

### **PROM/LOCK IN**

- In order for non-GSW HS students or underclassmen GSW students to attend Lock-in as a guest of another student, the appropriate SADD Lock-in Date Request form must be completed and approved prior to the deadline. In order for non-GSW HS students to attend the lock-in, they must attend the prom.

## **EXTRACURRICULAR CODE OF CONDUCT**

This policy has been developed so that students in extracurricular activities and their parents at Gardner-South Wilmington High School District #73 will be aware of school expectations. The policy includes any activity exclusive of classroom requirements. It is considered a privilege, (not a right), for students to engage in extracurricular activities, and students involved in such activities are to represent the school in an exemplary manner and exhibit conduct above reproach to the public.

While most areas are covered under this policy, situations related to the intent of this policy but not specifically addressed will be dealt with as they occur. GSW recognizes that clubs are different from sports and will be dealt with differently.

## **ACTIVITY RECORD**

All participants and their parents will sign a code of conduct before the student will be allowed to participate in any extracurricular activity. Parents are required to attend a mandatory pre-season meeting for all athletic activities. This meeting will be held once a year before any activities begins.

## **CODE OF CONDUCT**

The student participant is expected to be a leader in conduct becoming of a young person, representing his/her family, his/her school, and his/her community. Appropriate conduct in the opinion of the coach or administration that is not becoming to a student representing GSW High School can be reason for dismissal from the team and may be subject to punishment from the coach/sponsor for infractions outside of extracurricular activity. Coaches/sponsors in our program are committed to the idea of helping each student to be a leader in the classroom, in the field of competition, and in the community.

## **ATTENDANCE**

Participants must attend school 5 clock hours on the day of a contest/practice. The only exceptions that apply are anticipated absences, medical, doctor appointments, funeral, or family emergencies. Proof of doctor appointments must be turned into the office before an athlete may practice.

NOTE: When a medical (doctor's) note is provided, that absence will not count against the student in determining excessive absences.

## **PLAYING TIME**

It is our belief that as a member of a team each individual accepts certain responsibilities to the team. The coach or sponsor would like everyone to have the opportunity to participate in every contest, but many times this opportunity does not arise. The staff's decision will be based on practice and game evaluation.

## **AWARDS NIGHT**

The awards night is the final part of the season and the athlete needs to attend to complete the season and receive awards. If the athlete is not able to attend due to extreme circumstances, prior communication with the coach is necessary, and the awards may be given to the athlete at a later time.

Athletes will receive a participation certificate upon successful completion of the season. Upon successful completion of their first varsity season, the athlete will receive a varsity letter. In all subsequent seasons where the athlete completes the varsity level, a pin will be awarded.

Student-athletes who successfully complete three (or more) sports each year in all four-years of high school will be awarded a plaque for their achievement.

## **ELIGIBILITY**

### *Semester Eligibility*

Students are required to meet IHSA semester eligibility. They shall, unless they are entering high school for the first time, have credit on the school records for twenty five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted, or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. Students who fail two or more courses for a full semester shall be deemed ineligible for the entire next semester.

### *Weekly Eligibility*

GSW has adopted the "NO PASS - NO PLAY" philosophy for weekly eligibility. Eligibility will be checked starting on the 3rd week of each semester. Teachers will be required to have grades updated by 9 am on Monday, or the first day of attendance in a given week. Eligibility will be checked by the Athletic Director or Club sponsor through the Guidance Department. Students receiving a failing grade in any subject will be considered ineligible for interscholastic activities for a period of seven days starting with that Monday through the following Sunday. They will not be allowed to dress and participate in scheduled IHSA events. The privilege of practicing and traveling to games while ineligible is given for a consecutive 2-week period. At the end of this period, if no progress is being made to improve the student-athlete's grade, the privilege of practicing will be taken away. After four consecutive weeks of ineligibility, the student will be removed from the roster. This policy applies to all IHSA activities, as well as all extracurricular activities.

## **FEES**

Fees must be paid before an athlete will be allowed to participate in interscholastic competition.

## **EQUIPMENT AND UNIFORMS**

The participant is required to take care of school issued equipment/uniforms. Failure to properly care for school equipment/uniforms can result in disciplinary action, and participants will be charged for damage or loss. Athletes are required to lock their lockers and give no one else the combination. Laundered uniforms must be returned before a student-athlete will be allowed to participate in the next sport season, or if a senior, prior to graduation.

## **INJURIES**

Participants injured during practices, games, or activities should notify the coach/sponsor in charge immediately. Coaches/sponsors are required to fill out injury reports and submit them to the administration to keep on file.

## **INSURANCE**

Each participant in extracurricular activities must have insurance coverage in case of injury. This can be done in two ways:

- The parent has insurance to cover the student and signs a waiver form indicating to the school that the student is covered.
- If the parent has no coverage, details for an alternative insurance plan will be available. Parents are responsible for insurance.

## **FACILITIES**

Conduct in the locker rooms, dugouts, restrooms, playing fields, and other such facilities at GSW and other schools should show the utmost respect for all property. Do not write on blackboards or tamper with bulletin board materials. Clean up the area used prior to leaving the locker room, dugouts, restrooms, playing fields, and other such facilities.

## **PHYSICAL EXAMINATIONS**

Athletes must pass an athletic physicals examination prior to practice or participation in an athletic season, regardless of the activity. Physicals are good for 395 calendar days. The physical examination must be turned in to the coach or Athletic Director before the athlete is allowed to practice.

## **PERSONAL APPEARANCE**

All participants are encouraged to keep clean and well groomed. Any unconventional dress, hairstyle, jewelry etc., that would draw undue attention will be dealt with individually under the premise that the participant is representing the school and community.

## **PRACTICE**

Participants are expected to be on time for practice. No horseplay is permitted, and a participant who cannot be serious should not come out. Anyone sent home from practice or school or who does not come to practice will be given an unexcused absence. One unexcused absence will cause a one game suspension. Three unexcused absences in any four-week period will result in suspension from the team.

## **REMOVAL OR QUITTING THE TEAM**

Participants may be asked to cease participation for violation of rules as determined by the administration and the coaching staff. Participants who desire to quit should do so for only the soundest of reasons and only after talking to parents and coaches. Students who quit a team lose all eligibility for awards and honors.

## **TRAINING RULES**

Training rules are a matter of self-discipline. In order to have a successful program, all participants will help team members abide by the rules and regulations. Training rules are in effect for the entire calendar year and cover the following areas (Criminal charges may also be a part of these violations):

## **EXTRACURRICULAR ACTIVITY PARTICIPANT**

A student-athlete of GSWHS #73, will NOT:

- Smoke, chew, possess, or distribute tobacco products on or off school property.
- Consume, possess, or distribute illegal drugs or substances
- Abuse over the counter medicines, prescription medicines, or be under the influence of an inhalant.
- Be associated with alcohol, illegal drugs, or substances and will be deemed in violation of the code when present at a party, at a gathering, in an automobile, or otherwise close proximity when alcoholic beverages/controlled substance are being used, transferred, possessed or transported and no responsible adult supervisor is present and no honest attempt to control illegal use by minors is made (guilt by association).
- Steal, vandalize, or destruct our school, our opponent's school, or any individual's property.
- Participate in or commit any misdemeanor or felony offenses.

Note: The Code of Conduct may not cover all situations. In the event that something arises that is not mentioned, the Athletic Director along with the administration reserves the right to make all necessary decisions.

The Code of Conduct shall be in effect year-round (365 or 366 days) beginning on the date the student-athlete signs the Code of Conduct. All students will be required to sign the code and insurance waiver at registration.

## **PROCEDURES OF VIOLATIONS**

- All reports of violations of the Code of Conduct are to be made to the Coach/AD/Principal.
- Upon determination by the administration that a violation has occurred, there will be a Code of Conduct meeting with the student, coach, and Athletic Director to review the findings.
- After determining the course of action, the Athletic Director will contact the student's parents and let them know what decision has been made.
- Right of Appeal: A student and/or his/her parents may appeal a decision by writing a letter to the coach of the respective activity with a copy sent to the principal and Athletic Director within 2 school days following the Code of Conduct meeting. Within 2 school days of receiving the letter, the Athletic Director will notify the parents and student of the time and place of the appeal hearing. The Athletic Director along with the administration will hear the case and will take action that they consider appropriate.

## **FIRST OFFENSE**

Violation of the Code of Conduct by the athlete will result in a suspension of 1/6 of the scheduled IHSA contests for the current or upcoming season with the unfulfilled fraction to carry over to the next sport season in which the athlete participates in. The event must be held and the punishment must be served.

The season must be completed in good standing for completion of the violation.

- The athlete will complete 5 hours of community service within the first two weeks of the suspension. The Athletic Director will draw up a community service contract with the athlete that outlines the service requirements.
- If the community service is not completed, an extra 2 hours per week will be added until completed; no competition until this is completed.
- A recommendation may be made for the athlete to complete a drug/alcohol/anger management evaluation by an educational abuse counselor, which may include a random drug test. If there is an expense associated with the drug testing, it will be at the student's expense.
- Athletes will be required to attend and participate in all practices and dress in street clothes while attending all contests.
- Write a letter of apology and an outline of goals on how to avoid reaching the second offense, to the coach and AD.
- The athlete may be subject to a random portable breathalyzer test at all school activities, i.e. dances, ballgames, prom, etc.

### **SECOND OFFENSE**

Athlete will serve a suspension of half the scheduled IHSA contest for the current or upcoming season with the unfilled fraction to carry over to the next sport season.

The season must be completed in good standing for completion of the violation.

- The athlete will be required to complete 15 hours of community service within a designated time frame, to be determined by the Athletic Director. The Athletic Director will also draw up the requirements to be fulfilled.
- If the community service is not completed, an extra 2 hours per week will be added until completed; no competition until this is completed.
- Be subject to a monthly drug test conducted by the states attorney's office for 1 year from the date of the infraction.
- Complete a drug/alcohol/anger management evaluation issued by an education abuse counselor and if you follow through with the recommended treatment program your event suspension will be reduced to the first offense for one time only. The second offense requirements will remain the same. Failure to do so will result in an extension of the suspension from activity. The treatment program will be a minimum of 6 months (all cost will be at the student's expense). If the athlete does not complete the treatment, they will be placed on social probation.
- Athletes will be required to attend and participate in all practices and dress in street clothes and attend all contests.
- The drug/alcohol/anger management counselor will keep GSW informed on the progress of the student-athletes treatment.

### **THIRD OFFENSE**

The athlete will be suspended for a period of one calendar year from the date of the 3rd offense. The athlete may attend practices during this time at the coach's discretion.

Students will be considered guilty of an offense under the following conditions:

- Personal observation by a school employee
- Reports from law enforcement personnel
- Admission of the infraction to a school employee

GSW students who participate in co-op sports will also follow the co-op school's Athletic Code. If the punishment cannot be fulfilled with that school, the remainder will be served at GSW.

Students will remain at the first offense for one calendar year. At the end of the 365 or 366 days from the date of infraction, the student will start over at the first offense. If within the 365 or 366 days there is a 2nd violation, the student will be on the next level.

### **EXTRACURRICULAR PENALTIES FOR VIOLATIONS OF THE ACTIVITY CODE**

These activities include NHS, Student Council, any elected school officers, and any activity not associated with a classroom grade and will be punishable following the guidelines below.

Pantherette Spirit line and all non IHSA extracurricular activities will follow the IHSA eligibility policy.

### **STUDENT COUNCIL AND ANY ELECTED SCHOOL OFFICERS**

FIRST OFFENSE: Any infraction of the extracurricular activity code will result in immediate dismissal for one calendar year.

SECOND OFFENSE: Will result in dismissal for the remainder of the student's high school career.

### **NHS (National Honor Society)**

If a member violates the handbook rules/extracurricular guidelines involving alcohol/drugs their membership will be suspended from NHS for a full calendar year. If the violation occurs during the member's senior year they will not be reinstated as a member. The second offense will result immediate dismissal from the society. Dismissed members will not be allowed to use the title of NHS member on any applications for college or on a resume.

Please refer to the Rules and Consequences that all NHS members agreed to when inducted into NHS. A copy is located in the high School office and can be obtained from the NHS adviser.

### **Competitive Clubs (math, scholastic bowl)**

A student in violation will miss one-sixth or one whichever is greater of the scheduled events. If a whole number is not reached, the fraction will be rounded up to determine the punishment.

### **Solo, Ensemble, IHSA Play, Acapella and Fall or Spring School Play**

Depending on the timing, the cast member may be subject to removal from the activity, community service, a recommendation to complete a substance evaluation, write a letter of apology to the director(s) and cast members, and be subject to a random drug test.

### **SPORTSMANSHIP**

Any unlike sportsmanship by a student will result in social probation/suspension from the activity. The length of probation/suspension will be left up to the discretion of the coach/administration.

### **TRANSPORTATION**

All participants will be transported to away events by a team bus and are expected to return the same way. Students will not be allowed to ride with someone other than their parents or legal guardian without prior written request from the parents and approval from the office or AD.

### **SUSPENSION**

Students serving suspensions will not be allowed to participate in extracurricular activities on the day of suspension.

### **AGE**

Students will be eligible through age nineteen (19) unless a student shall become twenty (20) during a sports season, in which event eligibility shall terminate on the last day of such season.

### **CURFEW VIOLATIONS**

Violation of local and state curfew laws will result in a penalty to be determined by the coach of the sport in consultation with the Athletic Director.

### **GIFTS AND AWARDS**

A participant will be ruled ineligible if any award, cash, or a gift valued in the amount of \$20 or more is accepted while enrolled in high school.

### **NON-SCHOOL TEAM**

A participant will be declared ineligible if participation on a non-school team or as an individual occurs during the season set for an activity by the IHSA.

### **CONDUCT**

Participants will be ineligible if their conduct is found to be in gross violation of the ethics of competition or principles of good sportsmanship.



## **SUNDAY PRACTICES**

Team practices are not to be held on any Sunday without prior approval of the administration.

## **COOPERATIVE AGREEMENT**

Participants who violate the training rules at GSW will be reported to the appropriate co-op school (and vice versa) as a condition of the Cooperative Agreement, and students in a cooperative program at one school will be subject to penalties at the other school if a violation should occur. (For example, a student at level one at one school is considered to be a level one at the other school.)

**The administration specifically reserves the right to charge a student with an offense not set forth specifically in the handbook and to impose disciplinary action thereon at their discretion. Further, the specific type of discipline set forth in the handbook is not meant to be final, but only a guideline to the type of discipline which may be meted out by the administration.**

**In addition, the administration specifically reserves the right, on a case-by-case basis, to deviate from the disciplinary action set forth in the handbook, when in their sole discretion, it is necessary for the proper and efficient operation of the school system. Any chronic (repeated) behavior may be grounds to place on student on disciplinary contract.**

### **FULL DAY SCHEDULE**

7:56	Warning bell
8:00 - 8:52	Period 1
8:56 - 9:48	Period 2
9:52 - 10:44	Period 3
10:48 -11:40	Period 4
11:40 -12:10	Period 5 A Lunch
11:44 -12:36	Period 5 B Class
12:14 - 1:06	Period 5 A Class
12:36 - 1:06	Period 5 B Lunch
1:10 - 2:02	Period 6
2:06 - 2:58	Period 7

### **2:00 DISMISSAL DAY**

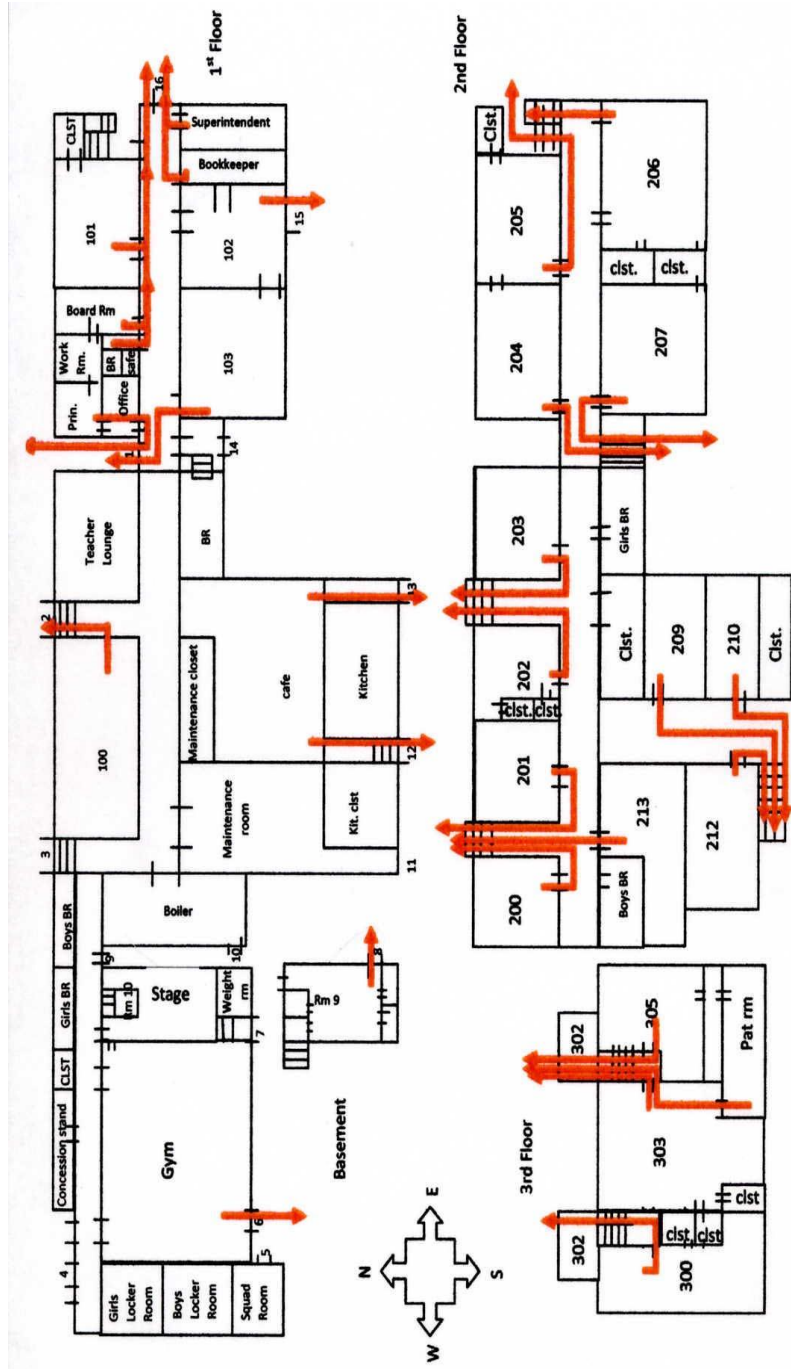
7:56	Warning bell
8:00 - 8:44	Period 1
8:48 - 9:32	Period 2
9:36 - 10:20	Period 3
10:24 - 11:08	Period 4
11:08 - 11:38	Period 5 A Lunch
11:12 - 11:56	Period 5 B Class
11:42 - 12:26	Period 5 A Class
11:56 - 12:26	Period 5 B Lunch
12:30 - 1:14	Period 6
1:18 - 2:00	Period 7

### **11:30 am DISMISSAL SCHEDULE**

7:56	Warning bell
8:00 - 8:26	Period 1
8:30 - 8:56	Period 2
9:00 - 9:26	Period 3
9:30 - 9:56	Period 4
10:00 - 10:26	Period 5
10:30 - 10:56	Period 6
11:00 - 11:26	Period 7

### **LATE START SCHEDULE**

9:00 - 9:44	Period 1
9:48 - 10:34	Period 2
10:38 - 11:20	Period 3
11:24 - 12:06	Period 4
12:10 - 12:40	5A Lunch
12:44 - 1:26	5A Class
12:10 - 12:52	5B Class
12:56 - 1:26	5B Lunch
1:30 - 2:12	Period 6
2:16 - 2:58	Period 7



Gardner South Wilmington High School District #73

## **BULLYING POLICY**

Gardner-South Wilmington THSD No. 73 7:180

### **Students**

#### **Preventing Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contributed to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:**

John Engelman

Name

500 E. Main St.

Address

jengelman@gswhs73.org

Email

815-237-2176

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.





8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

Adopted: December 2009

Addition to handbook as of 9/16/15.

**Right to Privacy in the School Setting Act : Public Act 99-0460** effective August 25, 2015, prohibits schools from requesting or requiring students to provide passwords or other account information for their social media accounts. Schools only may require a student “to cooperate in an investigation” if there is specific information about activity on the student’s social media account that violates a school disciplinary rule or policy. As part of the school’s investigation, a student may be required to “share the content that is reported in order to make a factual determination,” but the school no longer can request or require disclosure of passwords.