

2020-2021

# Quincy High School



**“BE A BLUE DEVIL”**

Be Respectful  
Be Responsible  
Be Engaged

**Student Handbook & Planner**

**2020-2021**  
**COUNSELOR DISTRIBUTION**  
**Phone — (217) 228-7169**

<b>Grade</b>	<b>Students</b>	<b>Counselor</b>
9th	A — K L — Z	Ashley Van Camp Mindy Jackson
10th	A — K L — Z	Erica Huntley Camille Donaldson
11th	A — K L — Z	Jessica Beaston Dan Buelt
12th	A — K L — Z	Megan Williams Chad Struck

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.qps.org](http://www.qps.org)) or at the Board Office.

**Changes in Student Handbook**

A building principal may amend the Student Handbook for the building by the hand delivery to students of written notice of such change(s). Such notice shall include verbal and written instruction to the student to deliver such notice to parent(s). Students in attendance on the date of distribution of notice are presumed to have received the notice. Principal shall adopt procedures to insure that absent students receive copies of the notice.

For the latest updated information, please refer to the online version of the handbook at: [www.qps.org](http://www.qps.org) on the Senior High School website.

# Quincy High School

## Manual of Information For Students and Parents

2020-21 School Year

### Important Numbers to Remember:

QHS Main Office .....	(217) 224-3770
Attendance and Discipline.....	(217) 223-5550
Athletics .....	(217) 224-3771
QHS Counseling & Guidance Center .....	(217) 228-7169
Music .....	(217) 224-3774
Quincy Area Vocational Technical Center .....	(217) 224-3775

This Student Planner belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Dear Blue Devil Students and Families,

Whether you are a returning 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grader, an incoming 9<sup>th</sup> grader, or a transfer student, we would like to welcome you to Quincy High School. Our hope is to prepare each one of our students for college and/or career, and we are excited that we get the opportunity to continue this journey with our students and their families.

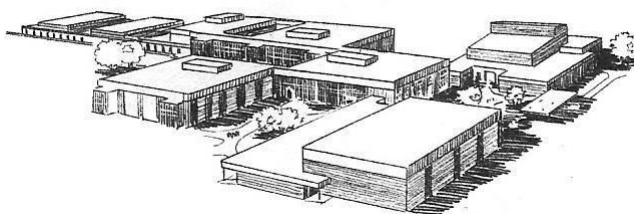
At Quincy High School, we take great pride in academic excellence and the many exceptional extracurricular activities and clubs. We encourage all students to get involved in something at QHS, whether it be athletics, music, a service organization, or a club. Getting involved fosters connections to school and helps build relationships between students and staff. Students who participate in an activity tend to have better attendance and grades, and they report a lot of personal satisfaction from being involved in a group or team working toward a common goal.

It is important to the faculty and staff at QHS that we prepare all our students to be ready for life after graduation. You can expect our best effort to help students succeed, and our Professional Learning Community plans to meet all student needs in a rigorous, yet nurturing, positive environment. Our expectation for students is that they accept the responsibility of working hard, take pride in our school and community, and respect the rights of others — Blue Devils are Respectful, Responsible, and Engaged. It is important that we all (student, parents, staff) work together and communicate to help our students meet life's challenges. Together we will do great things. Feel free to call us anytime. Have a great 2020-21 school year!

Sincerely,

Jody Steinke, Principal  
Bill Sanders, Assistant Principal

Scott Douglas, Athletic Director  
Kris Klingele, Assistant Principal



**"Creating Opportunities, Inspiring Achievements, Celebrating Success"**

## **GENERAL STUDY TIPS**

1. It is more effective to study in three or four short (10-20 minutes) sessions than to “cram” the night before.
2. Use a planner or calendar to keep track of assignments and due dates.
3. Be active not passive. The more you use and interact with new information the more likely you will be to remember it.
4. Use charts, diagrams, lists, and graphic organizers to help make sense of complex ideas.
5. Vocabulary – Rewrite dictionary definitions in your own words.
6. Use flash cards to help with vocabulary and/or facts.
7. Make your own practice tests (websites such as [easytestmaker.com](http://easytestmaker.com) make this easy).
8. Ask questions when you don’t understand.

## **CONTENT AREA READING STRATEGIES**

1. Predicting - Predict what a text may be about and monitor those predictions to see if they help comprehension
2. Summarizing - Summarize key points and main ideas
3. Connecting - Connect the text to past experience and previously learned concepts
4. Questioning - Ask questions about the text (Who? What? When? Where? Why?) to help comprehension
5. Inferring - Make inferences about the text using both obvious and subtle clues.
6. Imaging - Create an image of what is happening in the text

## **MATH STRATEGIES**

1. Make sense of problems and persevere in solving them
2. Reason abstractly and quantitatively
3. Construct viable arguments and critique the reasoning of others
4. Model with mathematics
5. Use appropriate tools strategically
6. Attend to precision
7. Look for and make use of structure
8. Look for and express regularity in repeated reasoning

## TEST DATES FOR 2020-2021

### A.C.T. Dates:

September 12, 2020  
October 24, 2020  
December 12, 2020  
February 6, 2021  
April 17, 2021  
June 12, 2021

### S.A.T. Dates:

September 26, 2020  
October 3, 2020  
November 7, 2020  
December 5, 2020  
March 13, 2021  
May 8, 2021  
June 5, 2021

### S.A.T. Test:

October 14, 2020  
April 13, 2021

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## ARMED SERVICES VOCATIONAL APTITUDE TEST

The ASVAB test is offered throughout the year and will be announced when testing is available.

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## PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLAR TEST

October 14, 2020

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## 2021 ADVANCED PLACEMENT (AP) TESTS

| Week 1       | Morning – 8:00 am                                                        | Afternoon – 12:00 noon                                                   |
|--------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|
| May 3, 2021  | US Government & Politics                                                 | Physics C: Mechanics<br>2:00 PM...<br>Physics C: Electricity & Magnetism |
| May 4, 2021  | Calculus AB<br>Calculus BC                                               | German Language & Culture<br>Human Geography                             |
| May 5, 2021  | English Literature & Composition                                         | Japanese Language & Culture<br>Physics 1: Algebra Based                  |
| May 6, 2021  | United States History                                                    | Art History<br>Computer Science A                                        |
| May 7, 2021  | Chemistry<br>Spanish Literature & Culture<br>Studio Art (portfolios due) | European History<br>Physics 2: Algebra Based                             |
| Week 2       | Morning – 8:00 am                                                        | Afternoon – 12:00 noon                                                   |
| May 10, 2021 | French Language & Culture<br>World History: Modern                       | Macroeconomics                                                           |
| May 11, 2021 | Seminar<br>Spanish Language & Culture                                    | Latin<br>Psychology                                                      |
| May 12, 2021 | English Language & Composition                                           | Microeconomics<br>Music Theory                                           |
| May 13, 2021 | Comparative Government & Politics<br>Computer Science Principles         | Statistics                                                               |
| May 14, 2021 | Biology<br>Italian Language & Culture                                    | Chinese Language & Culture<br>Environmental Science                      |

## QUINCY HIGH SCHOOL SONGS

### HAIL DEAR ALMA MATER

*Hail! Dear Alma Mater*

*Praise we bring to thee*

*High aims e'er upholding*

*Truth and liberty*

*Hail to Quincy High School*

*Hail to White and Blue*

*Grand old Alma Mater*

*To you we'll be true*



### STAND UP AND CHEER

*Stand up and cheer*

*Cheer loud and long for dear old High School*

*For today we raise*

*The White and Blue above all others.*

*Our sturdy band now is fighting*

*And we are sure to win the fray.*

*We've got the vim (we've got the vim)*

*We're sure to win (we're sure to win)*

*For this is Quincy High School's day.*

*Rah! Rah! Rah! (Repeat)*

### SCHOOL COLORS

Blue and White



# QHS 2020-2021 CALENDAR

## AUGUST

18.....No School — Teacher Institute  
19.....No School — Teacher Institute  
20.....First Student Day  
21.....Second Student Day  
27.....Back to School Night — 6:00pm

## SEPTEMBER

1.....School Pictures  
2.....School Pictures  
7.....No School — Labor Day  
24.....Homecoming Parade  
25.....Homecoming Game  
26.....Homecoming Dance — 7pm-10pm

## OCTOBER

|            |                                                                      |
|------------|----------------------------------------------------------------------|
| 12-13..... | Graduation Orders Taken                                              |
| 16.....    | End of 1st Quarter                                                   |
| 17.....    | Octoberfest Parade & Field Competition                               |
| 26.....    | Picture Retakes                                                      |
| 27.....    | Picture Retakes                                                      |
| 29.....    | QHS Parent/Teacher Conferences<br><i>Classrooms 4-7pm</i>            |
| 30.....    | 1/2 Day — QHS Parent/Teacher Conferences<br><i>Classrooms 12-2pm</i> |

## NOVEMBER

2.....No School — QHS Parent Conferences  
Classrooms 7:30-10:30am

3.....No School — Election Day

4.....QHS Parent/Teacher Conferences  
Classrooms 2:30-4:30pm

4-8.....QHS Musical

6....."Night to Dream Big" Auction/Gala

25.....No School — Thanksgiving Vacation

26.....No School — Thanksgiving Day

27.....No School — Thanksgiving Vacation

## DECEMBER

13.....Vespers — 2:00 & 7:00pm  
18.....End of 2nd Quarter/1st Semester  
21-31.....No School — Winter Break

## JANUARY

1-4.....No School — Winter Break  
5.....Remote Planning Day for Staff — No School  
6.....School Resumes  
15.....No School — Teacher Institute  
18.....No School — Martin Luther King, Jr. Day

## FEBRUARY

9-10.....Ring Orders Taken  
11-13.....QHS Winter Play  
12.....1/2 Day — QHS Parent/Teacher Conferences  
26.....Sadie Hawkins Dance — 7:30-10:30pm

**MARCH**

12.....End of 3rd Quarter  
13.....Showcase of Excellence  
25-27.....QHS New Faces Variety Show  
29-31.....No School — Spring Break

## APRIL

1-5.....No School — Spring Break  
6.....School Resumes  
8-9.....Graduation Announcements Delivered  
13.....SAT Test  
24.....Prom — The Ambiance — 8-11pm  
27-28.....Cap & Gown Delivery

## MAY

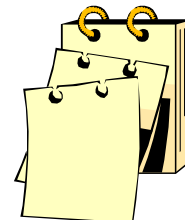
|            |                                     |
|------------|-------------------------------------|
| 5-9.....   | QHS Spring Play                     |
| 16.....    | QHS Choral & Jazz Pops Concert      |
| 27.....    | Graduation Practice — 1pm           |
| 27.....    | Baccalaureate — 7pm                 |
| 28.....    | Last Day of School                  |
| 28.....    | Graduation — Flinn Stadium — 7:30pm |
| 31.....    | No School — Memorial Day            |
| 22.....    | Teacher Institute                   |
| 26-29..... | Proposed Emergency Days             |

## JUNE

1.....Teacher Institute  
2-9.....Proposed Emergency Days

## 2020-2021 QHS PTA OFFICERS

|                                   |                      |          |
|-----------------------------------|----------------------|----------|
| CO-PRESIDENT.....                 | Rachel Hansen.....   | 316-6873 |
| CO-PRESIDENT.....                 | Rachael Petty.....   | 430-6506 |
| VICE-PRESIDENT – Fundraising..... | Kathleen Taylor..... | 316-2032 |
| VICE-PRESIDENT – Membership.....  | Kelly Klinner.....   | 242-6144 |
| TREASURER.....                    | Kirsten Hammock..... | 779-9544 |
| SECRETARY.....                    | Heather Kim.....     | 222-6522 |



Please consider joining QHS PTA this year. Join the partnership that works for all students, both in Quincy and around the country. Dues are only \$10.00. Meetings are typically held the second Monday of the month at 1:00 p.m. at QHS in Room D137:

September 14, 2020  
October 12, 2020  
November 9, 2020

December – No Meeting  
January 11, 2021  
February 8, 2021

March 8, 2021  
April 12, 2021  
May 10, 2021





## Contact List (Parents/Guardians)



| Topic/Issue                                                                                                                                                                                                                                                                                 | 1st Contact                                                                                                                                                                                                                                                                                                                                                 | 2nd Contact      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Main Office:</b>                                                                                                                                                                                                                                                                         | Suzi Waters                                                                                                                                                                                                                                                                                                                                                 |                  |
| Driver Education                                                                                                                                                                                                                                                                            | Candy Bartley                                                                                                                                                                                                                                                                                                                                               |                  |
| Lockers                                                                                                                                                                                                                                                                                     | Debbie McNeil                                                                                                                                                                                                                                                                                                                                               |                  |
| Transcripts/Records                                                                                                                                                                                                                                                                         | Jolene Briscoe                                                                                                                                                                                                                                                                                                                                              |                  |
| Transportation                                                                                                                                                                                                                                                                              | Gayland Blakemore, Shane Barnes                                                                                                                                                                                                                                                                                                                             |                  |
| <b>Grade Level Support Teams:</b> <ul style="list-style-type: none"> <li>• Class Schedules</li> <li>• Classroom Support</li> <li>• Social/Emotional Problem Solving</li> <li>• Discipline Referrals/ Behavior Concerns</li> <li>• Student Conflicts</li> <li>• Attendance Issues</li> </ul> | <b>9th:</b> Dean: Christina Meyer<br>Counselor-Ashley Van Camp-A-K<br>Mindy Jackson-L-Z<br><b>10th:</b> Dean: Max Mosley<br>Counselor-Erica Huntley-A-K<br>Camille Donaldson-L-Z<br><b>11th:</b> Dean: Kelley Lawson<br>Counselor-Jessica Beaston-A-K<br>Dan Buelt-L-Z<br><b>12th:</b> Dean: Rick Little<br>Counselor-Megan Williams-A-K<br>Chad Struck-L-Z |                  |
| AP Testing                                                                                                                                                                                                                                                                                  | Chad Struck                                                                                                                                                                                                                                                                                                                                                 | Kris Klingele    |
| Athletics                                                                                                                                                                                                                                                                                   | Scott Douglas                                                                                                                                                                                                                                                                                                                                               | Shelly Salisbury |
| Cafeteria                                                                                                                                                                                                                                                                                   | Karla Rose                                                                                                                                                                                                                                                                                                                                                  | Lisa Dilley      |
| Course Content                                                                                                                                                                                                                                                                              | Classroom Teacher                                                                                                                                                                                                                                                                                                                                           | Jody Steinke     |
| Curriculum/Instruction/Assessment                                                                                                                                                                                                                                                           | Classroom teacher or ACL                                                                                                                                                                                                                                                                                                                                    | Jody Steinke     |
| Dance (Tickets, Outside Guests)                                                                                                                                                                                                                                                             | Greg Wellman                                                                                                                                                                                                                                                                                                                                                |                  |
| Enrollment                                                                                                                                                                                                                                                                                  | Brandy Logsdon                                                                                                                                                                                                                                                                                                                                              | Suzi Waters      |
| Grading/Grades                                                                                                                                                                                                                                                                              | Teacher/Counselor                                                                                                                                                                                                                                                                                                                                           | Kris Klingele    |
| Graduate Assistance Program                                                                                                                                                                                                                                                                 | Dana Ludwig                                                                                                                                                                                                                                                                                                                                                 | Bill Sanders     |
| Guidance Office Secretary                                                                                                                                                                                                                                                                   | Brandy Logsdon                                                                                                                                                                                                                                                                                                                                              |                  |
| Learning Center(s)                                                                                                                                                                                                                                                                          | Shelly Cobb                                                                                                                                                                                                                                                                                                                                                 | Jody Steinke     |
| MAP                                                                                                                                                                                                                                                                                         | Kris Klingele                                                                                                                                                                                                                                                                                                                                               |                  |
| Media Center                                                                                                                                                                                                                                                                                | Stacey Shepherd                                                                                                                                                                                                                                                                                                                                             | Heather Colombo  |
| Music                                                                                                                                                                                                                                                                                       | Sarah Grawe                                                                                                                                                                                                                                                                                                                                                 | Todd Pettit      |
| NCAA/NAIA Eligibility                                                                                                                                                                                                                                                                       | Grade Level Counselors                                                                                                                                                                                                                                                                                                                                      | Scott Douglas    |
| Open Learning Center                                                                                                                                                                                                                                                                        | Marlene Hellhake                                                                                                                                                                                                                                                                                                                                            | Jody Steinke     |
| Parking                                                                                                                                                                                                                                                                                     | Greg Wellman                                                                                                                                                                                                                                                                                                                                                | Bill Sanders     |
| PBIS                                                                                                                                                                                                                                                                                        | Bill Sanders                                                                                                                                                                                                                                                                                                                                                | Jody Steinke     |
| PTA                                                                                                                                                                                                                                                                                         | PTA President/Vice President<br>Jody Steinke                                                                                                                                                                                                                                                                                                                | Kris Klingele    |
| QAVTC                                                                                                                                                                                                                                                                                       | Evie Morrison                                                                                                                                                                                                                                                                                                                                               | Carrie Nielsen   |
| Quippi/School Pictures                                                                                                                                                                                                                                                                      | Stacie Niffen                                                                                                                                                                                                                                                                                                                                               |                  |
| Safety/Security/Drills                                                                                                                                                                                                                                                                      | Bill Sanders                                                                                                                                                                                                                                                                                                                                                |                  |
| SAT/PSAT                                                                                                                                                                                                                                                                                    | Grade Level Counselors                                                                                                                                                                                                                                                                                                                                      | Kris Klingele    |
| Skyward – Family Access                                                                                                                                                                                                                                                                     | Suzi Waters                                                                                                                                                                                                                                                                                                                                                 | Brandy Logsdon   |
| Special Education                                                                                                                                                                                                                                                                           | Katie Bailey                                                                                                                                                                                                                                                                                                                                                | Bill Sanders     |



## Contact List (Parents/Guardians)



|                                              |                    |                    |
|----------------------------------------------|--------------------|--------------------|
| Student Attendance (Boys)                    | Stephanie Chandler | Kindell Webster    |
| Student Attendance (Girls)                   | Kindell Webster    | Stephanie Chandler |
| Student Information Changes                  | Brandy Logsdon     | Suzi Waters        |
| <b>Clubs:</b>                                |                    |                    |
| Art Club                                     | Blane Barnes       |                    |
| Beta Club                                    | Erica Huntley      |                    |
| FFA                                          | Kelly Weiman       |                    |
| German Club                                  | TBA                |                    |
| Health Occupation Students of America (HOSA) | Dana Trantor       |                    |
| Key Club                                     | Kelly Curran       |                    |
| Math Club                                    | Ben Dombroski      | Corey Winking      |
| National Honor Society                       | Sara Meyer         | Ben Dombroski      |
| National Technical Honor Society             | Kristy McKenna     |                    |
| PALs                                         | Lori Cox           | Brandi Many        |
| Spanish Club                                 | Karen Agrimonti    |                    |
| Student Council                              | Stacie Niffen      | Greg Wellman       |
| Theater Guild                                | Meghan Buckley     |                    |

## Who Should I Contact?

### Academics/Classroom/ Grading

Classroom Teacher

Counselor

Jody Steinke  
Principal  
Kris Klingele  
Assistant Principal

### Discipline/ Referrals/ Problems with Social Media/Student Conflict

Grade Level Dean

Bill Sanders  
Assistant Principal

### Main Office

Suzi Waters, Secretary  
Debbie McNeil, Secretary  
Kris Klingele,  
Assistant Principal  
\*General info

Jolene Briscoe  
\*Transcripts  
\*Records

Candy Bartley  
\*Driver's Education  
\*School Fees



## QUINCY PUBLIC SCHOOLS SCHOOL EMERGENCY GUIDE FOR PARENTS

The purpose of this guide is to provide a quick reference for parents when there is a crisis at school, describe what parents can do to best help their children before and during the incident, and explain the process for the safe return of your child.

### *3 Simple Steps you can take* to prepare for a school emergency:

- 1 Communication is vital** in any type of emergency. To be sure we can quickly contact you, please make certain that your child's Emergency Contact Card is accurate. Also, please remember to update your contact information whenever it changes.

Individuals listed on the Emergency Contact Card should:

- Know you are listing them on the Emergency Contact Card and agree to accept the responsibility of picking up your child, when necessary,
- Be readily available during the day,
- Have easily accessible transportation to pick up your child from school, and
- Have a good relationship with your child.

- 2 Talk with your child** about the importance of listening to school staff members and following directions during an emergency. Also, discuss the emergency training that is provided at school, and ask them to explain their role during the various drills. If you have any further questions about your school's emergency procedures, please feel free to contact the principal for details.

- 3 School Emergency Cards for Parents** are located on the third page of this guide. Cut them out and carry one in your wallet or purse. The School Emergency Cards for Parents have important instructions to follow during a school emergency.

### *Emergency Options* during a school emergency:

**Evacuation.** Certain emergencies require everyone to leave the premises to keep safe. Each school has made arrangements for off-site evacuations. Evacuation during a fire may only require everyone to assemble in a field away from the building, while other emergencies may require relocating to another building. The other building may be a nearby shelter within walking distance or it may be another school building that requires busing to reach it. The type of crisis and the conditions outside the school will determine the response chosen.

**Shelter-In-Place.** Sometimes it is safer to remain inside the school building because conditions outside are less safe. During a tornado warning, students and staff may respond to a designated shelter/safe area of the building, if there is time to do so. During an earthquake, the best response is usually to remain in the classroom and take cover to avoid potentially falling debris.



## QUINCY PUBLIC SCHOOLS SCHOOL EMERGENCY GUIDE FOR PARENTS

**Lockdown.** During most violent intruder incidents, lockdown is the best response. Lockdown keeps students and staff in an area they know is safe at the time, while keeping violent intruders out of that area. Emergency responders will normally arrive quickly, so the more time spent in a safe area, the better. Although our drills end rather quickly, in a real event, students should prepare to remain quietly locked down for an extended period of time.

**Lockout.** If a potentially dangerous situation is in the area of a school, the school may decide to lockout. A lockout may be caused by police action in the area, a vicious dog near the playground, or some other threatening circumstance that might endanger someone outside the building. Actually, our schools operate in a near-lockout mode daily, as all incoming traffic is directed through the security entrance. In an actual lockout, any students who are outside would be brought back into the building, and no one would be allowed to leave until the lockout is lifted. Otherwise, it is “business as usual.”

### *Student Reunification*

procedures following a school emergency:

After an emergency or crisis has caused one of the responses listed above, it is our goal to reunite you with your child as soon as the situation has stabilized. Quincy Public Schools created a Reunification Plan to assist in the safe return of your child to you or your designee. School administration will implement this plan at the earliest opportunity.

**What to expect.** If an emergency interrupts the school day, QPS will disseminate information as soon as possible. QPS will activate its Skylert message system with specific information and instructions for parents, and post information on [www.qps.org](http://www.qps.org) as soon as possible, as well. If your child was harmed during the crisis, school personnel will personally contact you at the earliest possible time.

In most cases, students will either remain at their school or at the evacuation site until the regular end of the school day. The Skylert message will inform you as to their location and the appropriate place for you to respond, if you plan to pick them up.

**What you can do.** Please listen to the full Skylert message and respond as requested. We can return your student to you sooner if everyone follows the established procedures.

If you are directed to the reunification site, please follow directions regarding parking and **bring a government-issued photo ID**. This also applies if one of your previously approved contacts will pick up your child in your place. Students will not be released to anyone unless they are on your approved list and they can prove that by presenting a government-issued photo ID. Students will only be released to parents or guardians who have presented acceptable identification and who are named on the student’s Emergency Form.

#### **What you should NOT do:**

- Please, do NOT call the school. School staff will be busy assisting students during the emergency and preparing for reunification immediately afterwards. Calling the school will delay them and tie up phone lines that may be needed to communicate with emergency personnel.



## QUINCY PUBLIC SCHOOLS SCHOOL EMERGENCY GUIDE FOR PARENTS

- Please, do NOT immediately come to the school or evacuation site, unless instructed to do so. Traffic may already be impeded by emergency vehicles and adding more cars when no one is ready for release will only aggravate the situation. While parents' natural instinct in an emergency is to go to the school to safeguard their child, please understand that doing so may significantly reduce the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well-being of students and staff.

### *Ensuring School Safety*

is everyone's responsibility!

Quincy Public Schools are committed to the safety of our students. Our staff works with public safety providers to maintain a safe environment for our students, staff, and visitors. Each summer, we meet with leaders from all local area first responder agencies to review and improve our Crisis Management Plan. As a parent, you should feel confident knowing that we provide emergency response training to school staff. The school's Crisis Management Plan is modeled from the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security.

Throughout the school year, your child will be trained in emergency procedures and will be taught how to react, where to assemble, and what to expect in an emergency situation. This will be accomplished through fire drills, severe weather drills, and lockdown drills. While it can be unsettling to think about situations that require an emergency response, frequent review and practice will help to reduce risk and help both staff and students prepare for an actual event.

Following an emergency scenario practice drill, your child may wish to share their experience with you. If so, this would be an excellent time to review the information and procedures as a family. We created this School Emergency Guide for Parents to help you better understand your important role in our Safe School Plans. Open communication between home and school is critical to the safety and well-being of your child.

Please let us know if you have concerns or questions about school policies or your child's safety. You can learn more about this at our website ([www.qps.org](http://www.qps.org)).

***Please cut out and carry these quick reference cards with you.***



#### **QUINCY PUBLIC SCHOOLS SCHOOL EMERGENCY CARD FOR PARENTS**

***During an emergency, information will be provided in the following ways:***

- Visit [www.qps.org](http://www.qps.org) and click on Emergency Information.
- Wait for a call from the Skylert Messaging System. You will receive information and instructions on what to do during the emergency.
- Tune into local TV and radio stations for news alerts.
- The school may call the emergency phone numbers provided on your child's Emergency Contact Form.

#### **QUINCY PUBLIC SCHOOLS SCHOOL EMERGENCY CARD FOR PARENTS**

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## **PART I – GENERAL INFORMATION**

### **ACCEPTABLE USE PROCEDURE (AUP)**

#### *AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS AND COMPUTER USAGE*

**‘Electronic Network(s)’ or ‘Network(s)’ is defined as the District’s network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, digital accounts, and any other technology designated for use by students and staff, including all new technologies as they become available.**

All use of Electronic Networks, including the Internet, shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access and Computer Usage* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use - Access to the District’s network and Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges - The use of the District’s network and Internet is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The Superintendent (or his designee) will make all decisions regarding whether or not a user has violated these rules and will make the appropriate recommendations. **Students and staff should have no expectations of privacy regarding use of the network. Intrinsic to network administration, system administrators have access to all information associated with electronic communication.**
3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses include but are not limited to the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the computer system for private financial or commercial gain (this includes buying or selling on the Web);
  - e. Wastefully using resources, such as file space, personal multimedia, chain letters, flaming, etc.
  - f. Gaining unauthorized access to resources or entities;
  - g. Trespassing in others’ folders, work, files or changing computer files not belonging to the user;
  - h. Invading the privacy of individuals;
  - i. Using another user’s account or password or sharing passwords with others;
  - j. Posting material authored or created by another without his/her consent;
  - k. Posting anonymous messages;
  - l. Using the network for commercial or private advertising;
  - m. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening (including weapons & bombs), racially offensive, harassing, or illegal messages, pictures, or other material;



- n. Using the network or Internet while access privileges are suspended or revoked;
  - o. Using chat rooms and/or social networking sites without permission.
4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to, the following:
- a. Being polite. Not becoming abusive in messages to others.
  - b. Using appropriate language. Not swearing, or using vulgarities or any other inappropriate language.
  - c. Not revealing ANY personal addresses or telephone numbers.
  - d. Recognizing that electronic mail (E-mail) is not private. Administrators of the system have access to all mail, files and activity logs. Messages relating to or in support of illegal activities must be reported to the authorities.
  - e. Not using the network in any way that would disrupt its use by other users.
  - f. Considering all communications and information of others accessible via the network to be private property.
5. Instructional Resources - Users may be granted access to online instructional resources to create a collaborative online environment. The purpose of this access is to create an online environment where users can display and share what they have created. Users will have the opportunity to create websites, multimedia posters, podcasts (audio recording), and videos utilizing educational resources, including but not limited to, learning platforms, blogs, wikis, and podcasts. Users understand that their work may be viewed by others as a public digital format; therefore, users will not reveal personal information. Participation in these resources may require individual digital accounts. Student accounts will be controlled by the district staff.
6. Bring Your Own Device - It is our goal that students and teachers will collaborate in rich, engaging learning experiences using technology. Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Devices should be clearly labeled with student's full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Devices should be charged prior to bringing them to school. In the event the technology is used inappropriately, disciplinary consequences may occur. The purpose of the District's BYOD program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:
- a. Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, Access to Electronic Networks. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOD participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOD device with another student. Report inappropriate content and conduct to your classroom teacher.
  - b. Follow the standards of your parent/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
  - c. Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOD devices is encouraged. The District may examine any BYOD device that it suspects is causing network problems or may be the source of an attack or virus infection.
  - d. Use of a BYOD device is subject to policy 7:190, Student Discipline. That means BYOD devices are for curriculum-based instruction only. Students must follow any additional

guidelines a classroom teacher or the school might impose. The use of BYOD devices may in no way disturb the learning environment. Students are not allowed to use BYOD devices during test administration. When permitted by school rules, students may use BYOD devices before and after school, during lunch break, during after-school activities, and at school-related functions. BYOD devices may be used while riding to and from school on a school bus or on a school-sponsored activity, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach.

- e. Transmit only appropriate content while using the District's electronic network. Students may not use BYOD devices to record, transmit, or post photos or audio/video recordings of any person on school property or school-sponsored events without express permission of a teacher or administrator. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, Search and Seizure. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, Preventing Bullying, Intimidation, and Harassment. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
  - f. Charge all BYOD devices prior to school every day.
  - g. Turn off and keep BYOD devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOD devices or close the screen. All BYOD devices must be in the silent mode and put away when directed by teachers.
  - h. Sharing BYOD devices with other students is not a requirement for participation in the BYOD program. From time to time, an assignment may have a collaborative component in which students work together in partners or small groups. In this learning situation, students maintain individual control over their device.
7. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. **Students and staff are responsible for backup of their personal files.** The District specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.
  8. Indemnification - To the extent permitted by law, the user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these rules.
  9. Security - Network security is a high priority. If the user can identify a security problem on the network or on the Internet, the user must notify the system administrator, the building technology facilitator or building principal. The problem should not be described or demonstrated to other users. **Accounts and passwords should be kept confidential. Users should not use another individual's account.** Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  10. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any computer system. This includes, but is not limited to, the uploading or creating of computer viruses and any attempts to disrupt network resources or communication.
  11. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  12. These rules may be amended from time to time by posting amendments in the Main Office of the school. Amendments become binding upon posting. No further signature is required.

Students and employees need only sign this *Authorization for Electronic Network Access and Computer Usage* once while enrolled or employed by the School District.

**Agreement to *Authorization for Electronic Network Access and Computer Usage*:**

I understand and will abide by the above ***Authorization for Electronic Network Access and Computer Usage***. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's network and Internet connection and having access to public networks, I hereby release to the extent permitted by law the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network or the Internet.

DATE: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
USER NUMBER (student id / employee number)

\_\_\_\_\_  
USER NAME (please print)

\_\_\_\_\_  
SCHOOL / BUILDING

\_\_\_\_\_  
USER SIGNATURE

**ACCIDENTS**

Every accident causing physical injury in the school building, on school grounds, at a practice session, or at any extra- curricular event sponsored by the school must be reported to the person in charge and to the school office.

**AMERICANS WITH DISABILITIES ACT**

The Quincy Public School District #172 does not discriminate on the basis of the disability in admission to, access to or operations of its programs. This notice is provided by Title II of the Americans with Disabilities Act 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the District's designated ADA Compliance Coordinator.

|                       |                                   |
|-----------------------|-----------------------------------|
| Title:                | Director of Special Education     |
| Office Address:       | 1416 Maine St., Quincy, IL 62301  |
| Phone #:              | Voice or TDD 217/223-8700         |
| Days/Hours Available: | Monday-Friday 8:00 a.m.-4:30 p.m. |

Individuals who need auxiliary aids for effective communication in programs and services of the Public Schools are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made in large print, on audiotape and in Braille from the ADA Compliance Coordinator.

## **ASBESTOS**

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the schools. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and at the district office. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

## **BICYCLES AND SKATEBOARDS**

Bicycle racks are located in front of the theatre for storage of bicycles during school hours. Skateboards should be stored in school lockers. Students should walk with equipment (instead of riding) once entering on to school property.

## **BRING YOUR OWN DEVICE (BYOD)**

In order to participate in the Bring Your Own Device (BYOD) Program, certain authorizations and agreements need to be read and signed by student and parent/guardian. These forms and documents are available online or you may request a hard copy from the Main Office. The purpose of the District's BYOD Program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

- Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to Policy 6:235, *Access to Electronic Networks*. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOD participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOD device with another student. Report inappropriate content and conduct to your classroom teacher.
- Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
- Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOD devices is encouraged. The District may examine any BYOD device that it suspects is causing network problems or may be the source of an attack or virus infection.
- Use of a BYOD device is subject to Policy 7:190, *Student Discipline*. That means BYOD devices are for curriculum-based instruction only. Students must follow any additional guidelines a classroom teacher or the school might impose. The use of BYOD devices may in no way disturb the learning environment. Students are not allowed to use BYOD devices during test administration. When permitted by school rules, students may use BYOD devices before and after school, during lunch break, during after-school activities, and at school-related functions. BYOD devices may be used while riding to and from school on a school bus or on a school-sponsored activity, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach.

- Transmit only appropriate content while using the District's electronic network. Students may not use BYOD devices to record, transmit, or post photos or audio/video recordings of any person on school property or school-sponsored events without express permission of a teacher or administrator. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to Policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to Policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
- Charge all BYOD devices prior to school every day.
- Turn off and keep BYOD devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOD devices or close the screen. All BYOD devices must be in the silent mode and put away when directed by teachers.
- Sharing BYOD devices with other students is not a requirement for participation in the BYOD Program. From time to time, an assignment may be a collaborative component in which students work together in partners or small groups. In this learning situation, students maintain individual control over their device.

## **CAFETERIA AND ID'S**

The Cafeteria is open for breakfast from 7:00 to 7:25 a.m. daily and from 10:27 a.m. until 12:41 p.m. for lunch. Students should remain in the cafeteria during lunch. Students are not to go to classroom areas during their lunch period without a pass from a teacher. Weather permitting; students may use the south mall during the lunch period. **Students are NOT to take food or drinks to the hallway or classroom.**

All food and drink must be consumed in the cafeteria or in the outside south mall. No food or drink may be brought into the building from the outside with the exception being a sack or boxed lunch brought from home. Fast food containers must be disposed of when students enter the building. All students are responsible for their trash and should clean up their areas. If there are spills, see a custodian for help.

A computerized meal system is in place in the QHS Cafeteria. The students scan their ID card for their meal. Each student will have an account that parents can deposit money into. Students may deposit money into their account in the morning before breakfast. Locked boxes are also available for students to drop off a check. Cashiers will also accept money during the meals, either for purchase or for deposit. Quincy Public Schools offers a prepay system for students to purchase meals via the Internet by check or credit card. Find out how on Quincy Public School's website: [www.qps.org](http://www.qps.org) and click on the reference to School Lunches. All meals include one entrée. Additional entrées can be purchased at an additional cost. Once a student has paid for an item(s), he/she cannot exchange anything without approval from kitchen staff.

We understand that from time to time, students may forget to bring in lunch money. Students will be able to charge meals.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursed meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## **CARE OF BUILDING AND GROUNDS**

Every pupil should demonstrate an interest and pride in the cleanliness and appearance of our school and grounds. Our custodial staff and teachers work hard to keep our school clean, but they cannot do this work alone. By working together, we can keep our school clean.

## **CHILD LABOR PERMITS**

Applications for child labor permits, which allow students to work prior to the age of 16, may be obtained in the Main Office. Students under sixteen (16) years of age must have satisfactory grade average in order to be eligible. Any student requesting a work permit must have a job in place since the employer must fill out a section of the application form.

## **CLOSED CAMPUS**

Quincy High School has the policy of a closed campus. After students arrive at school in the morning, they are not normally excused to leave until the end of the day.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

## **EDUCATIONAL FEES**

Please pay educational fees at the beginning of the school year or as soon as possible. Fees may be paid online through Skyward or by check. *Make checks payable to: Quincy High School.* Checks may be dropped off in the Main Office or mailed to QHS, 3322 Maine, Quincy, IL62301.

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers/reductions (the National School Lunch and School Breakfast Program Application) are available in the QHS Main Office or the Board of Education. This form may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

### **ENTERING THE BUILDING**

As students enter the building, they may be asked to display their student ID, walk through a metal detector, and/or have personal items such as backpacks, purses, sportbags, etc. searched. (See *Search & Seizure Policy- page 59*). Outside drinks are not permitted unless they are in a factory sealed container. Multi-use water bottles are encouraged, and there are a number of filling stations at QHS.

### **GRIEVANCE / COMPLAINT PROCEDURES**

1. The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the building or school principal.
3. If the matter is still not resolved, the student or parents may contact the Secretary of the Board of Education at (217) 223-8700 to access the district Uniform Grievance Procedure.

### **GUIDANCE & COUNSELING**

The school provides a guidance and counseling program for students. The school's counselors and social worker are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. All high school students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Students are free to see their counselor before or after school, during study hall, or by appointment. Students may indicate to the secretary in the Guidance Office that they will need an appointment with their counselor. Students will need a pass from the secretary or the counselor will send for the student.

### **HALL PASSES AND HALL CONDUCT**

Corridor passes are required of all students in the hall while classes are in session and must be shown when requested by adult personnel.

### **INTERNET ACCESS**

All students will be allowed access to the Internet (and therefore subject to rules and regulations surrounding Internet usage) unless a parent or guardian of the student files a written request with the principal that the student be denied Internet access. All users are responsible to know the rules and any changes in the rules. Inappropriate use of the Internet may result in a range of disciplinary action up to and including expulsion. (See *Acceptable Use Policy-page 16*)

## **LOCKERS**

"A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. Students should be advised that lockers may be searched by school officials at any time, with or without the students' knowledge or consent."

Students will only be assigned a locker upon request. Due to a limited number, they will be available on a first-come, first-serve basis. Students requesting a locker after all are assigned will be placed on a waiting list.

- Students should keep their locker locked at all times and their combinations secret.
- Do not let other students watch while working your combination.
- Do not work the combination ahead of time so that it is only necessary to pull up on the lock and open it.
- After shutting the locker, spin the lock dial at least one complete circle and test the locker to see that it is locked.
- Any locker theft should be reported to the Deans' Office as soon as possible.
- Students are responsible for all items kept in the lockers assigned to them. The school cannot assume responsibility for lost or stolen books and personal items.
- Items attached to the outside of lockers will be taken down after two days.

## **LOCKER SEARCHES**

All school property, including, but not limited to, desks and lockers, is owned and controlled by the school district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of student lockers) without notice to or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches of student lockers for illegal materials. Students should have absolutely no expectation whatsoever of privacy for student lockers. (*See Search & Seizure Policy – page 59*)

## **LOST AND FOUND**

A lost and found center is located in the Main Office and custodial area.

## **MEDIA CENTER/OPEN LEARNING CENTER**

The Media Center will be open at 7:00 a.m. and remain open until 3:30 p.m. on full school days. The resources and staff in the Media Center are there to assist you in succeeding academically. We encourage you to ask for help when you need it.

Students and staff are required to limit use of the computers and printers to school related activities and follow the Acceptable Use Policy (*page 16*) for use of the electronic network and Internet at all times.

All students coming to the Media Center during class hours, without a teacher, are required to have a signed hall pass and an assignment. Students are expected to show respect in the Media Center by working quietly without disturbing others. All Media Center users are expected to treat Media Center resources with care and return materials on time and in good condition. Access to the Media Center card catalog is online at [www.qps.follettdestiny.com](http://www.qps.follettdestiny.com). Access to all Media Center resources is available on the QPS Media Center website at [qpslibrary.weebly.com](http://qpslibrary.weebly.com). Instructions for downloading the Follett Destiny Quest Media Center app for Quincy Public Schools can be found on the homepage of the Media Center website.



## **OFF LIMITS AREAS**

Some areas around the Quincy High School campus are off limits to Quincy High students. Students who park on streets in neighboring subdivisions should not cut through neighbors' yards to get to school. That is trespassing and may be dealt with by local law enforcement agencies as well as the school. The business properties surrounding the campus of Quincy Senior High School are also off limits to students unless a parking pass is purchased from the business. Students are not to loiter on those properties at any time. Vehicles parked illegally may be ticketed or towed at the owner's expense. Students are also not to gather on the north side of Maine Street or to gather on the corner of 33rd and Maine.

## **ONLINE COURSES**

QHS utilizes Edgenuity, an online learning system, to deliver online content. Students may enroll in one of two Edgenuity Labs to recover courses previously failed. Students may also take the following courses online in the Open Learning Center: Consumer Education, Health, Computer Applications, ACT/SAT Prep, Intro to Communication, and Digital Citizenship. Students have the following Open Learning Center scheduling options:

- 1) An hour in a student's regular daily schedule
- 2) 9th Hour (2:30-3:17 pm)
- 2) Wednesday afternoon/evening (3:00-6:00 pm)

Students also may opt to attempt to test out of Consumer Education and Health. Test dates will be offered in August and throughout the year.

## **PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)**

Senior High School began implementing Positive Behavior Interventions and Supports (PBIS) in 2010-2011. PBIS is a proactive systems approach to establishing the behavioral supports needed for all students in a school to achieve social, emotional, and academic success. Schools identify academic and behavior targets that are priorities for our students, educators, administrators and all support personnel. Data is collected about needs within the school and instruction/curriculum is designed to teach expectations and offer interventions.

As part of PBIS, QHS will teach behavior expectations throughout the entire building and throughout the year. Students will be introduced to these expectations at the beginning of the year during grade level assemblies as well as follow-up pre-teaching in individual classrooms and in other social environments. The behavior expectations are as follows: "Be Respectful, Be Responsible, Be Engaged, Be a Blue Devil!" In addition, PBIS provides acknowledgements of students displaying positive behavior as well as supports for students who are struggling. PBIS has promoted a more positive school climate and a decrease in office discipline referrals.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, contact Maintenance at (217) 228-7140.

## **PHYSICAL EDUCATION**

All students are required to take physical education by the State of Illinois, except when enrolled in Health, Driver Education, and/or Marching Band or excused by local policy.

Only combination locks sold by the P.E. department are to be used. The P.E. lock costs \$5 each and may be kept by the students for all four high school years. Each student should keep his/her locker locked at all times and his/her combination secret.

A student must dress out daily for physical education class in required Quincy High School attire. Required P.E. t-shirts will be sold by the P.E. department at a cost of \$5 each. Students must wear appropriate shorts or sweat pants (no spandex shorts, tights or yoga pants) and one of the QHS P.E. t-shirts to be considered dressed out. Socks and gym shoes are required. No street clothes or street shoes are allowed.

### **Exemption from PE Requirement (PE Waiver)**

*Illinois School Code stipulates that students in grades nine through twelve must be enrolled in a physical education class that meets daily. Health classes and drivers education classes do count as physical education, consequently students do not have to be enrolled in physical education while they are attending either of these courses. In addition, Quincy Senior High School requires three and ½ (3.5) credits in Physical Education/Health Driver's Education for graduation. The physical education requirement may be waived if certain conditions are met (see below).*

1. Enrollment in academic classes that are required for admission to an institution of higher learning (11th/12th grade only).
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (11th/12th grade only).
3. Intervention (Focused Study Skills, Tutoring Center)
4. College and Career Readiness course, Leadership Course, and/or PALs
5. Enrollment in a block QAVTC course related to a future career or potential college major.
6. Enrollment in an Advanced Placement (AP) Course related to a future career or potential college major (must be taking a minimum of two AP courses).
7. Enrollment in a dual enrollment college course.
8. Medical. Note from physician required.

**PE Waiver Requests will only be granted if the student has a full schedule (i.e. no releases or TA classes).**

### **PHYSICAL EDUCATION MEDICAL EXCUSES**

If a student needs to be excused for one day from P.E. class due to illness or injury, he/she should bring with him/her a written note from his/her parent/guardian authorizing this action. This note should be taken directly to the physical education instructor.

To be excused from P.E. class 2 to 5 days a student must bring a written statement from his/her parent and/or doctor's verification to the physical education instructor.

To be excused from P.E. class for more than 5 days a student is required to have a written medical excuse from the attending physician, which must be filed with physical education instructor and the Nurse's Office.

### **RESTROOM USE**

Students using restrooms during class must have a corridor pass. No loitering is permitted in restrooms. As a general guideline, restroom passes will not be issued during the first or last ten (10) minutes of class.

## **SCHOOL-SPONSORED TRIPS**

When the school provides transportation to and from events and contests, students are required to travel both ways under school supervision unless other arrangements are made in writing between supervisor and parents. All school rules are in effect during the duration of school sponsored trips. All parent-permission forms and medical forms must be filled out and returned to the sponsor and on file with an administrator.

Supervised school bus transportation is used for all participants in school activities whenever feasible. In a situation where small groups of participants must travel by car to contest centers, a coach or supervisor, parents of students, or other adults must assume the responsibility of driving the car or cars. The parents must fill out a special form if they transport students to a contest. This form can be picked up from the Athletic Office.

## **SCHOOL VISITATION RIGHTS - PRESS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and/or behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

## **SEX EDUCATION CURRICULUM**

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

The School Board Policy 6:60 for Curriculum-Sex Education and Family Life provides in part: ... "No pupil shall be required to take or participate in any class or course in comprehensive sex education if his parent or guardian submits written objection thereto, and refusal to take or participate in such course or program shall not be reason for suspension or expulsion of such pupil." A parent or guardian wishing to excuse a child from this course content must submit the class attendance waiver provided in the district policy manual.

## **SEX EQUITY**

No student shall, on the basis of sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by contacting building principals or the Secretary of the Board of Education (223-8700).

## **STUDENT ID CARD**

Each student will be provided a photo ID. The ID card must be on the student's person at all times during school hours. The ID will be used for identification purposes, as well as for cafeteria access. Replacement ID will cost \$3.00.

## **STUDENT PARKING AND DRIVING REGULATIONS**

Students are encouraged to use school buses or public transportation. The rules of safe, defensive driving must apply when entering, departing, and driving in the school's parking lots. Parking on school property is a privilege, not a right.

Seniors will be sold stickers at a cost of \$60 for the Quincy High School lot based on the student-developed parking formula. Juniors and sophomores will be sold stickers for the Flinn Stadium Lot at a cost of \$50. A parking sticker will provide student access to one of the following parking lots: Main Lot (M), Upper Lot (U), or Lower Lot (L). There are no numbered spaces at either the QHS lots or the Flinn Stadium lot. Parking stickers must be displayed on the lower right back window (passenger's side) of a car or where visible on a motorcycle. Transportation between Flinn and QHS is provided by an hourly shuttle bus.

Students wanting to purchase a parking permit will be provided with guidelines for the parking lot. These must be read before students purchase the permit. Students parking on the QHS lot are not allowed to back into stalls. Cars illegally parked on QHS property could be ticketed and then towed at the owner's expense.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

There is no student parking around the Vocational Center. Students having their cars worked on in a shop class must obtain written permission from the director of the vocational school to park their car in the vocational lot. Students who park in the vocational lot without permission are subject to fines and/or suspension or revocation of their parking permit. Repeat offenders are subject to having their cars towed at their expense.

School officials' right to search, given reasonable suspicion, extends to vehicles parked on school property. (*See Search & Seizure Policy - page 59*)

Parking privileges are contingent on acceptable attendance, academic and behavioral performance. Failure to maintain the appropriate academic status or failure to behave in an acceptable manner may result in the loss of a student's parking privilege. Student parking permits are non-transferable. Purchasing a sticker from another student does not entitle a student to a reserved spot on the QHS lot.

## **STUDENT SURVEYS**

The Board Policy No. 748 Survey of Students provides in part: Accordingly, it is the policy of the Board of Education that no survey shall be given to students unless the Board of Education has approved such participation. Such approval will normally be based upon Board committee recommendation but may be based upon recommendation of the Superintendent or other entity as the Board of Education deems appropriate.

When approving a survey, the Board of Education shall designate the conditions of the survey, to wit (a) parental consent required; (b) parent may opt out student. Notice of opt-out may be given to parent by delivery of notice to student for delivery to parent.

## **TELEPHONES**

Classroom telephones are for faculty use only. The Main Office phone is available to students for personal calls before and after school. This telephone should not be used during class unless the student has a corridor pass for telephone use.

All personal calls coming into the school for students will be referred to the Attendance Office. Such calls MUST be urgent and from a parent or employer. Otherwise, no message will be relayed to the student.

## **TEXTBOOKS**

It is the responsibility of the students to keep textbooks in the same physical condition as when they were distributed. At the end of the year, students are expected to return the same book they were issued at the beginning of the year.

Any books lost or damaged during the year must be paid for in the Main Office and students will be given a receipt. Students will then be issued another textbook. Textbook debts must be cleared by the end of the current school year.

## **TIME SCHEDULE FOR THE DAY**

Classes are 47 minutes in length with five-minute breaks between classes for passing. The regular school day begins at 7:30 a.m. and runs until 2:25 p.m. The Wednesday school day runs from 7:30 a.m. until 1:50 p.m.

## **TRANSPORTATION – BUSES**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned unless pre-arranged.

Regulations for acceptable student conduct are in the interest of student safety. The school bus and bus stop areas are regarded as an extension of the school environment and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation, contact 217-224-5910.

## **VIDEOS / DVD'S USED IN INSTRUCTION**

District 172 Administrative Procedure: Videos used in the instruction of students should be carefully selected to ensure that they are of high quality. All videos should be previewed by the teacher prior to use in classroom instruction. Use of a video must be for the purpose of teaching an instructional objective from the course curriculum and not for the purpose of entertainment.

On rare occasions, when a teacher wishes to use an R-rated video, the teacher must:

- Send home a parent permission letter one week prior to the viewing.

- Include same information in the parent letter as was included in the written request to the principal.
- Request a signed permission slip returned to the teacher prior to the student's viewing (opt in).

## **VISITORS**

Parents/Guardians are welcome on the campus of Quincy High School. When possible, parents/guardians should pre-arrange their visit with the appropriate teacher, administrator or school staff in advance of the visit. Visitors will enter at the "B West" entrance where a driver's license or state ID will be scanned and a visitor's pass will be issued. Visitors may park in spots marked "Visitors" or in the staff parking which is designated by a blue curb.

Student visitors at QHS are discouraged unless approval is received from a building administrator. Other visitors must check in at the front desk to discuss their desire to visit Quincy High School.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **PART II – ACADEMIC CREDITS AND REPORTING TO PARENTS**

### **ACADEMIC HONESTY**

Academic honesty is expected of all students in all classes. Any form of academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic

examination, and/or wrongfully obtaining test copies or scores may result in a student receiving a failing grade of zero for the assignment, test, quiz, or activity in question. Depending on the severity of the conduct, it may also result in a student receiving a failing grade for the quarter or semester in question. The student's parents will be notified of any cheating by the teacher.

## **AUDIT POLICY**

Quincy High School does not encourage the use of an audit for any non-required courses. However, it may be an advantage for a very small number of students to take some non-required courses for an audit. Audit means no grade, no credit, but the course does appear on the permanent record card.

Final approval for an audit is made by the teacher. An audit for a course must be approved by the teacher and counselor early in the semester. (There is a deadline.) Auditing of non-required courses can be beneficial to students with a present GPA or projected GPA of 4.00 or above. Please consult your counselor to discuss your individual situation.

## **COLLEGE COURSES**

Courses taken through John Wood Community College, Quincy University, or Western Illinois University may be taken for QHS credit toward graduation. Important information about this opportunity is included below:

- 1) Course(s) must be approved in advance
- 2) Neither QHS nor the university can guarantee the transferability of courses to other high school and/or universities.
- 3) It is the student's/family's responsibility to pay for all tuition, books, and other fees associated with taking a college course.
- 4) It is the student's/family's responsibility to have a transcript from the college sent to QHS for the course to be granted high school credit.
- 5) QHS teachers/staff have no way to monitor progress in courses taken through a college or university.
- 6) College courses are typically only two or three days a week. Students may access the Open Learning Center on days their college courses are not in session.

## **CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS, AND ACCELERATED PLACEMENT**

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit courses at both the college and high school level.
5. Work-related training at manufacturing facilities or agencies in a Tech Prep Youth Apprenticeship Vocational Education Program (Tech Prep).

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students

assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

#### Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### **DRIVER EDUCATION ELIGIBILITY**

Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course.

### **GRADUATION REQUIREMENTS**

- 4.....Credits of English (proficiency required)
- 2.....Credits of Social Studies
  - This includes:
    - 1..... Credit of World History
    - 1..... Credit of U.S. History (AP U.S. History may substitute)
    - 1/2..... Credit of U.S. Government/Civics
- 3.....Credits of Mathematics (proficiency required)
- 3.....Credits of Science
- 3 1/2.....Credits of Physical Education, Health, Driver's Education, Marching Band (1/2 credit of Health Occupations I or II or I full credit of Careers in Health may substitute)
- 1/2..... Credit of Computers
- 1/4..... Credit of Consumer Education
  - Other courses that meet the Consumer Education requirement:
    - Business Law
    - Business Management and Marketing
    - Business and Technology Concepts
    - Economics
    - Cooperative Vocational Education
- 1 ..... Credit of either Art, Foreign Language, Music, or Vocational Ed
- 4 3/4..... Credits of electives
- 23..... TOTAL CREDITS

Any course required for graduation must be taken for a letter grade (A, B, C, D, F) and credit. Students who choose to take Driver Ed in the summer are required to take PE during the school year.

### **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Learners to develop academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.



Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Kim Dinkheller at the Board of Education Office (217-223-8700).

### GRADING SCALE

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Less than 60%

| Letter Grade | Cutoff | Range  | Letter Grade | Cutoff | Range |
|--------------|--------|--------|--------------|--------|-------|
| A+           | 98.45  | 99-100 | C+           | 77.45  | 78-79 |
| A            | 93.45  | 94-98  | C            | 73.45  | 74-77 |
| A-           | 89.45  | 90-93  | C-           | 69.45  | 70-73 |
| B+           | 87.45  | 88-89  | D+           | 67.45  | 68-69 |
| B            | 83.45  | 84-87  | D            | 63.45  | 64-67 |
| B-           | 79.45  | 80-83  | D-           | 59.45  | 60-63 |

### WHAT IS IN A GRADE?

| <u>Performance</u>                                                                                                                                                                         | <u>Practice</u>                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 80% in Non-grade-weighted courses<br>90% in grade-weighted courses                                                                                                                         | 20% in Non-grade-weighted courses<br>10% in grade-weighted courses                                                                                             |
| <b>Assessments <u>of</u> learning</b> <ul style="list-style-type: none"> <li>• Test/Quizzes</li> <li>• Projects/Presentations</li> <li>• Labs</li> <li>• Speeches/Papers/Essays</li> </ul> | <b>Assessments <u>for</u> learning</b> <ul style="list-style-type: none"> <li>• Daily homework</li> <li>• Quizzes/activities to gauge understanding</li> </ul> |

### IS HOMEWORK WORTH IT???

Of course it is...Just as athletes practice their skills, homework practice helps you learn. Here is how it can affect your final grade in a class.

Homework counts as 20% of your grade in non-grade-weighted classes.

| Performance Grade needed with 100% Practice: |                    | Performance Grade needed with 0% Practice: |                    |
|----------------------------------------------|--------------------|--------------------------------------------|--------------------|
| Grade                                        | Performance Points | Grade                                      | Performance Points |
| A                                            | 86.88%             | A                                          | Impossible         |
| B                                            | 74.38%             | B                                          | 99.38%             |
| C                                            | 61.88%             | C                                          | 86.88%             |
| D                                            | 49.38%             | D                                          | 74.38%             |

Homework counts as 10% of your grade in grade-weighted classes.

| Performance Grade needed<br>with 100% Practice: |                    | Performance Grade needed<br>with 0% Practice: |                    |
|-------------------------------------------------|--------------------|-----------------------------------------------|--------------------|
| Grade                                           | Performance Points | Grade                                         | Performance Points |
| A                                               | 88.34%             | A                                             | 99.45%             |
| B                                               | 77.23%             | B                                             | 88.34%             |
| C                                               | 66.12%             | C                                             | 77.32%             |
| D                                               | 55%                | D                                             | 66.12%             |

### **Multiple Attempts at Mastery**

In order to differentiate instruction and to ensure learning, a student may be allowed to retake four (4) performance-based assessments per semester per course, provided that the following conditions have been met:

1. Student is responsible for making arrangements with teacher for the retake—including determination by teacher of the required relearning activity(ies), appointment(s), Extended Day instruction and/or tutoring session(s) in which the student will engage to increase understanding or skill—within two days of receiving the graded performance assessment.
2. Student has demonstrated a good faith effort that warrants being allowed the retake opportunity. In this context, the term “good faith effort” means that the student: 1. If applicable, completed any required practice assessments/assignments that were not completed prior to the original performance assessment; 2. Completed the required relearning activity(ies) designated in number 1 above; and, 3. Made a genuine attempt on the original assessment.

### **NOTE:**

- No penalty will occur for the performance retake; the grade awarded will be the higher of the two grades.
- At the teacher’s discretion and depending upon the needs of the student, the retake opportunity may involve only the portion of the performance assessment that the student has not mastered.
- The alternate performance assessment opportunity will be consistent with the first—not necessarily the same activity or assessment format, but it will measure the same learning goal(s). If the format of the original assessment was forced-choice (e.g., multiple choice, True/False, matching, fill-in-the-blank), the retake assessment will not be the identical task.
- A performance assessment completed during class time with teacher support and guidance (e.g., project, process writing piece) is not eligible for a retake opportunity.
- Depending upon a student’s individual needs and extenuating circumstances, a teacher—following consultation with administration and the HELPS/Intervention team—*may* allow an additional opportunity(ies) for a retake.

### **HELP’s (Help Every Learner Prosper)**

The HELP’s process provides a way to support and provide interventions and/or related services to students in need of additional assistance. A school intervention team meets regularly to review staff, student, and/or parent referrals to discuss what supports are already in place and what additional interventions QHS might provide within the school day. If continued support is needed, the HELP’s team (to include the parent/guardian and student) may convene to determine next steps.

Another component of intervention offered at QHS includes educational support groups for students. The groups allow our students the opportunity to deal with life issues in positive ways. The groups offered are dependent on student needs, and are led by trained staff (Trained staff includes Quincy Public School employees and qualified community professionals). Examples of possible educational support groups include: relationship group, teen parent group, grief group, etc. If you would rather your student not be allowed to participate in a group, please call your student's counselor and request in writing they would not be allowed to participate.

## **HONOR GRADUATES**

A minimum of 23 credits is required for graduation. A student in the class of 2020 who meets the credit requirement and has maintained a grade point average of 4.25 or higher through the 7th semester of his/her high school career will be designated a Summa Cum Laude Graduate. A student who meets the credit requirement and has maintained a grade point average of 3.75 to 4.24 through the 7th semester of his/her high school career will be designated a Magna Cum Laude Graduate. A student who meets the credit requirement and has maintained a grade point average of 3.0 to 3.74 through the 7th semester of his/her high school career will be designated an Honors Graduate. An appropriate "Honor" seal will be affixed to the diploma of each qualifying student.

## **HONOR ROLL**

**High Honor Roll:** a minimum GPA of 3.750; no grades of F, D, I, or U; a minimum of 3 classes taken (2-hour blocks count as 2 classes)

**Honor Roll:** A GPA of 3.000 to 3.749; No grades of F, D, I, or U; minimum of 3 classes taken (2-hour blocks count as 2 classes)

## **INTERVENTION**

The QHS Intervention Team meets regularly during the school year to monitor student progress. The Intervention team focuses on grades, attendance, and behavior. The Intervention Team will recommend students for Tier 2 and 3 interventions (listed below) and monitor progress. Students and parents/guardians may also request an intervention or extra support through the Guidance Office or administration.

### **QHS Tier 1 Interventions**

QHS Staff will use the following in all classes to help all students find success:

- |                                                                              |                                                          |
|------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Guaranteed Curriculum (course map or 8-10 Big Ideas | <input type="checkbox"/> Graphic Organizers              |
| <input type="checkbox"/> Higher Level Questioning                            | <input type="checkbox"/> Study Guides                    |
| <input type="checkbox"/> Critical Thinking components                        | <input type="checkbox"/> Notes                           |
| <input type="checkbox"/> Multiple representations/explanations of material   | <input type="checkbox"/> Differentiated reading material |
| <input type="checkbox"/> Performance Opportunities to increase engagement    | <input type="checkbox"/> Peer Support                    |
| <input type="checkbox"/> Collaborative Work                                  | <input type="checkbox"/> Before/After School Tutoring    |
| <input type="checkbox"/> Applications to "real world"                        | <input type="checkbox"/> Contact with Parent/Guardian    |
| <input type="checkbox"/> Adjusted Assignments/Timelines                      | <input type="checkbox"/> Conference with Student         |

### **QHS Tier 2 & 3 Interventions**

- ▢ **9th Hour** — After school program funded through the 21st Century Program that provides a connection to school and small group tutoring.
- ▢ **Individual Check In/Check Out** — A PBIS program that encourages students to self-monitor in class behaviors as well as make connections with a teacher or other staff member. This intervention typically lasts six weeks.
- ▢ **Focused Study Skills** — Highly structured and monitored study hall with content area teacher and fewer than 15 students. Student grades and progress monitored weekly.
- ▢ **Functional Behavior Analysis** — A team gathers information as a means of understanding the specific reason for the student's problem behavior and how it relates to or is affected by environment. A plan is made to assist the student in finding success in school.
- ▢ **HELP's Meeting** — Meeting involving student, parents, teachers, administrators, counselor, social worker, and/or school psychologist to problem solve and place student in appropriate intervention.
- ▢ **Individual Learning Plan (ILP)** — Plan designed to help individual students succeed.
- ▢ **Learning Center (Edgenuity)** — Credit Recovery program using Edgenuity (online learning system).
- ▢ **Mentoring Program** — Program that pairs students with adult mentors from the community.
- ▢ **SAIG Groups** — A PBIS program that places student in small groups to work on academic skills, motivation, and/or problem solving skills. This intervention typically lasts six weeks.
- ▢ **SPARC's Groups** — Staff who have been trained as facilitators lead small group sessions with students who are living on-going stressors to teach skills in communication, problem-solving, coping, and strategies for creating personal awareness.
- ▢ **Talent Search/Upward Bound** — JWCC program that focuses on tutoring, mentoring, and study skills.
- ▢ **Wrap/Renew** — An individualized team specific to the child, with both in-school and out-of-school providers, is developed to create a very specific, intensive plan of support.

### **MEDICAID ELIGIBLE PARENTS/STUDENTS**

Medicaid reimbursement is a source of Federal funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, the Special Education Association of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

### **NATIONAL HONOR SOCIETY**

**Description:** The National Honor Society is part of a national organization that operates under the auspices of the National Association of Secondary School Principals. The intent of the organization is to recognize students who have distinguished themselves in the classroom and who have been involved in school and community activities. Criteria for membership include scholarship, character, leadership, and service. The officers meet weekly and the general membership meets monthly. Members are required to complete 10 service hours per academic year. Dues for newly inducted members during the 2020-2021 academic year are \$30.

**Selection Process:** Juniors and seniors with a 3.8 grade point average are eligible for membership in the National Honor Society. A junior must have this average based on four (4) semesters and a senior based on six (6). Seniors who are eligible scholastically shall be notified and invited in the fall to complete a membership information form for further consideration for selection. Leadership exists

not only in holding an office or assuming a leadership role, but leadership can be established by a candidate's participation in activities. Therefore, in order to be considered for membership a minimum of two activities from each of the two years prior to the submission of the membership information form must be obtained with verification from a sponsor of that activity. A parent's signature will not be accepted as a replacement for a sponsor signature. Service is considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. To meet the service requirement, the student must complete 20 hours over the course of the two years prior to the application date. This service, with no more than one activity to be affiliated with a school activity, must include a diverse grouping of activities. A signature is required attesting to the candidate's participation in the service projects. Character is measured in the terms of respect, responsibility, trustworthiness, fairness, caring and citizenship. A minimum of two faculty signatures is needed on the membership information form to verify the candidate's character. In addition, a candidate may include letters of reference to attest to his/her character.

**Dismissal:** Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used for the basis of their selection. Members are allowed a warning unless their behavior is a flagrant violation of school rules or civil laws. A student who is dismissed or who resigns may never again become an Honor Society member. If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. A complete list of chapter by-laws is available.

## **NOTICE TO PARENTS/GUARDIANS & STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

- ☐ Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- ☐ Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- ☐ Attendance record
- ☐ Accident and health reports
- ☐ Record of release of permanent record information in accordance with 105 ILCS 10/6©
- ☐ Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

- ☐ Honors and awards received
- ☐ School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- ☐ A record of release of temporary record information in accordance with 105 ILCS 10/6©
- ☐ Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- ☐ Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

- ☐ Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- ☐ Completed home language survey

The *temporary record* may include:

- ☐ Family background information
- ☐ Intelligence test scores, 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 results
- ☐ Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- ☐ Honors and awards received
- ☐ Teacher anecdotal records
- ☐ Other disciplinary information
- ☐ Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
- ☐ Verified reports or information from non-educational persons, agencies, or organizations
- ☐ Verified information of clear relevance to the student's education

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).
2. **The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A

school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.** Throughout the school year, the District may release directory information regarding students, limited to:

|                      |                                             |
|----------------------|---------------------------------------------|
| Name                 | Parents'/guardians' names & addresses       |
| Address              | Academic awards, degrees, & honors          |
| Gender               | Information in relation to school-sponsored |
| Grade Level          | activities, organizations & athletics       |
| Birth date and place | Major field of study                        |
|                      | Period of attendance in school              |

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **PROGRESS REPORTS**

Progress Reports/Grades (midterm, quarter semester) will be available online through Skyward. Only semester grade cards will be mailed home. Parents are encouraged to use Skyward to view their student's academic progress.

## **PROTECTION OF STUDENT'S RIGHTS**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis, or evaluation. Also, no student will be required to submit any survey, analysis, or evaluation which reveals the kind of information specified in 20 U.S. C 1232h without prior written consent of parents to opt out (or consent of student if age 18 or emancipated). A copy of the law that is referenced is available in the District office for inspection during regular business hours.

## **REPORT CARD**

Semester grades are a cumulative total of assignments throughout the semester and equal 85% of the total semester grade. Final exam grades are calculated as 15% of the final grade. Semester grades are recorded on your transcript of permanent record. The following explanation shows how these grades can be used:

- These grades are all figured in with the student's grade point average (GPA):
  - A** – Excellent
  - B** – Above Average
  - C** – Average
  - D** – Below Average
  - F** – Failure
- With these grades the student receives credit for the course but nothing is figured into the GPA:
  - CR** – Credit
  - S** – Satisfactory
- With these grades the student receives no credit for the course and nothing is figured into the GPA:
  - NC** – No Credit
  - U**—Unsatisfactory
- Audit means no grade, no credit, but the course does appear on the transcript:
  - AU** – Audit
- This is a temporary grade. Course requirements are to be completed within two weeks following the end of the grading period, or it becomes an F:
  - I** – Incomplete



## **SCHEDULE CHANGES**

Schedule changes (within the following guidelines) should be made when students receive their schedules in the spring or soon after registration in early August. No changes will be allowed after the 5th day of the First Semester. No changes will be allowed after the 3rd day of Second Semester.

Schedules will not be changed for the following reasons:

- Lunch period change.
- Teacher change.
- Requesting a particular class during a particular period.
- Study hall requested during a certain period of the day.

Acceptable reasons for making a schedule change during the allotted time frame include:

- Incomplete schedule or more than one study hall in one semester.
- Unresolved class conflicts.
- Failure of a class or prerequisite.
- Moving from one weight of a course to a higher or lower weight of a course, i.e. Literature and Composition to AP Language and Composition.
- Recommendation of the HELP's/Intervention Team.

After the 5th day if a student chooses to drop an elective course, a grade of "F" shall be recorded for the semester. The only exception to this would be if the drop were teacher or administrator initiated.

## **SOCIAL-EMOTIONAL SUPPORTS**

Social-Emotional Screeners are given to all 10th graders as part of registration. 11th graders will complete screeners in health class. 9th graders are to be screened by their primary care providers as part of their required school physicals.

QHS also offers a Peer Assistance and Leadership (PAL®) program. School sponsors and community providers train students to support peers or help them access assistance in areas such as, but not limited to, peer mentoring, peer mediation, service learning, drug and alcohol use, relationship struggles, risk of self-harm, etc.

School counselors may also be accessed for social emotional supports and a school social worker is also available full-time at Quincy Senior High School.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Suicide and depression awareness and prevention are important goals of the school district. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the QHS Guidance Office.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals.

## **TESTING INFORMATION**

Standardized tests such as ACT, SAT, PLAN, MAP, ISA, and PSAT/NMSQT may be administered by the school or on national testing dates at approved testing centers. Results from these tests automatically become part of the permanent record when we receive the scores. If you do not want scores to appear on the student's permanent record, you must notify the Main Office of your decision in writing.

## **TRANSCRIPT REQUEST POLICY**

Quincy High School students will be charged \$1.00 fee for any official transcript being sent to a college/university, etc. No charge will be assessed for the final transcript or any transcript needed for a scholarship program.

## **TRANSFER CREDITS POLICY**

1. Students transferring from Accredited Institutions (an Accredited Institution is one that is accredited by AdvancEd or is in the judgment of the Superintendent of Schools reasonably comparable to a AdvancEd School).
  - A. Transfer students must earn a minimum of three (3) credits at QHS in the school year preceding graduation (as determined by the Principal) to be eligible for a QHS diploma
  - B. Such students:
    - Will be given the course grade from the accredited institution.
    - Will be merged into QHS class rank at the beginning of the semester following enrollment.
2. Students transferring from Non-Accredited Institutions
  - A. The transfer students must earn a minimum of three (3) credits at QHS in the school year preceding graduation (as determined by the principal) to be eligible for a QHS diploma
  - B. Non-Accredited Institution transfers will be given Credit (CR) but no grade if the student demonstrates proficiency in each course for which credit is given (as determined by the department chair and Principal).
  - C. Before receiving an official class rank, a transfer student must have earned 50% of QHS required graduation credits at QHS.
  - D. To be eligible for class honors or high honors, 50% of the number of credits required for class honor or high honors must be earned at QHS.
  - E. Students may be given an informal hypothetical rank upon request. The hypothetical rank shall be computed by using only courses taken at QHS. This hypothetical class rank shall be given to the student in writing with an explanation that it is not an official class rank. The principal shall interpret and administer the foregoing provisions and shall have authority to grant exceptions as he sees fit with the approval of the Superintendent of Schools. Students involved may appeal judgmental determinations from Principal to Superintendent to Board of Education. The decision of the Board of Education shall be final.

Dual enrollment courses (classes taught by QHS instructors but awarded credit from JWCC) will be added to the high school transcript. Courses taken independently at a local college or university will not be added to the high school transcript unless approved by QHS administration in advance of course enrollment.

## **PART III – ATTENDANCE POLICIES AND PROCEDURES**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which the

student resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

## **ATTENDANCE POLICY FOR QHS**

Attendance in all classes is critical for successful learning and is the responsibility of students and their parents. Certain absences are unavoidable and will be considered excused. They are:

- Illness of the student
- Serious illness in the family
- Death in the immediate family
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.
- Emergency needs at home
- Absences previously arranged by parents
- Observance of a religious holiday

It is the responsibility of the parent to notify the Attendance Office by phone (217-223-5550) on the day of the absence or send a note upon the student's return. In the event the Attendance Office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused/truant, and the parent will have three days following the absence to clarify the situation.

All absences are recorded as excused or unexcused. The principal may use discretion in all matters of attendance.

The student must have a parent or guardian telephone the Attendance Office by 9:00 AM. The number is (217) 223-5550. Attendance office hours are 6:45 AM—3:15 PM.

Illinois state law mandates that parents shall require students under age 18 be in school. Students under age 18 must either be in school attending regularly or choose to drop out. We recognize that emergency situations happen to all of us, and our intent is not to increase the stress of occasional crises or to be punitive when a negative response is not justified. However, when problems occur on a regular basis that interfere with regular school attendance or contribute to chronic tardiness or absenteeism, steps must be taken to limit interference with the process of education. We know that emergencies and unforeseen accidents occasionally happen, and QHS will work with students and parents to help problem solve issues. In general, reasons that are not typically valid absences from being in school include but are not limited to the following:

- Work
- Truant (no contact with parent)
- Oversleeping
- Car Trouble

Parents should expect to be notified daily, by phone or by mail, when students are absent. After 9 absences, an absence due to illness will be excused only if the school receives a doctor's note confirming the illness. Parents will be required to attend a conference when teachers or staff believe the student's absences interfere with success at school. Again, our purpose is to limit the effects absences have on school success, not to punish people who already are dealing with difficult situations. Should your student have a health or other problem that interferes with regular attendance, please contact a counselor or school official.

## **LEAVING SCHOOL CAMPUS DURING THE DAY**

Unless students are taking a course or courses at John Wood Community College or Quincy University, they are not permitted to leave the school campus during the day without written or phoned permission from the parent to the Deans' Office. The student must obtain a Leave the Building Permit and sign out of the Deans' Office before the student is fully authorized to leave the building.

A student who becomes ill during the school day must report to the Nurse's Office for treatment or early dismissal. Students sent home by the nurse must always sign out at the Deans' Office.

When returning from an appointment during the school day, the student must report to the Deans' Office to sign back into school and obtain an admit slip to class before reporting to class.

Any student who leaves school at any time during the school day without prior parental permission and prior deans' permission will be considered truant from the class or classes missed. Upon return to campus, students need to meet with their grade level dean.

## **MAKE-UP WORK FOR AN ABSENCE**

Valuable learning experiences which determine student proficiency in a subject are missed when a student is absent. Students are responsible for the instruction missed during the absence. It is the sole responsibility of the student to contact each teacher and arrange to make up assignments, which will demonstrate proficiency of subject matter covered in the missed class. Students will be informed of completion deadlines and other requirements for make-up work. All students are expected to make up (for credit) any work missed for an absence.

Teachers may decide that alternative assignments are the most effective means of minimizing the disruptiveness of absences. They may prefer that the alternative assignment be completed after the student returns to school. In that case, the teacher will expect the student to make arrangements to complete the missing assignments.

## **PARENT REPORTING ABSENCE**

The student must have a parent or guardian telephone the Deans' Office by 9:00 a.m. The telephone number is (217) 223-5550. Attendance Office hours are 6:45 a.m. – 3:15 p.m.

## **PREARRANGED EXCUSED ABSENCE**

An absence may be prearranged with the school officials by parents for reasons other than personal illness, and emergencies will be handled on an individual basis by the school attendance personnel.

All requests for a prearranged absence must be phoned in or requested in writing by a parent or guardian. The prearranged absence form must be obtained from the Deans' Office 5 days prior to the absence and taken to all of the student's teachers and counselor, then home to be signed by a parent, and brought back to the QHS principal for final approval.

## **TARDINESS TO CLASS**

A student shall be considered tardy if not in the classroom when the bell stops ringing. It is important for all students to be in class on time. In an effort to accomplish this goal, the following policy is in place: If a student walks in to class after the bell rings, the teacher will mark the student as tardy in

Skyward and inform the student. When a student reaches 5 total tardies, a warning alert is sent via Skyward to the grade level dean, student and parent. When a student reaches 10 tardies, an alert is sent via Skyward to the grade level dean, student and parent and consequences will be issued. Consequences will be individualized with the student per SB100 but consequences could include but are not limited to time after school, lunch detention(s), Saturday School and ISS time. Consequences will be assigned with increments of 5 tardies (example—10, 15, 20, etc.).

## **TARDINESS TO SCHOOL**

A warning bell will ring at 7:25 a.m., and students will pass to first period class. School will begin promptly at 7:30 a.m. Transportation to and from school is provided by the school district. Late arrival resulting from a student's choice to use private transportation will not be excused without parent contact with legitimate reason.

## **TRUANCY**

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Partial hours of absence will accumulate and count toward the total number of days missed.

When a student is absent from school without a valid reason and parent authorization, he/she is considered truant. It is the responsibility of the parent to ensure that the student attends all classes. When students sign up for courses and parents confirm their students' choice of courses, the school assumes that students want to be in those courses. We believe that students should be enrolled in courses that lead to successfully graduating from high school. Unexcused absences are a major distraction to achieving these ends. Students who are truant are to make up work for credit. When a student is truant from Quincy High School, parents and students should expect any or all of the following actions:

- Notification of truancy
- Contact by the dean
- Consequences may include the following: detention, Saturday School, In-School Suspension or alternative class assignments
- Parent meeting
- The development of a new schedule that will better meet the students' ability to achieve graduation from high school.
- The student choosing to pursue a G.E.D., if eligible to do so.
- Support services (as needed) to address the root problem.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

## **PART IV – DISCIPLINE/SUPERVISION**

Effective September 15, 2016, the Illinois legislature has modified the law relating to student discipline in Illinois Public Schools. That law is commonly known as SB100. SB100 controls student discipline in the Quincy Public Schools effective on such date and any matter in this handbook to the contrary is modified or deleted to comply with SB100.

**A Safe and Secure Environment:** In that the mission statement of the Quincy Public Schools requires a safe and secure environment, any act, comment, remark or statement by a student either verbal, nonverbal or written, which threatens the safety of any other person may subject that student to disciplinary action up to and including expulsion. This may include all such acts, comments, statements or remarks. Lack of intent (e.g. "It was a joke") shall not be a defense to disciplinary action.

**Rights and Responsibilities:** Education is a right extended to those who use it properly. Students attend school for the primary purpose of gaining usable knowledge and skills. They are expected to strive for achievement equal to their abilities. When a student commits an act of gross disobedience or misconduct (as defined by the school board), or engages in habitual disruptive behavior, the student's right to an education may be withheld. The Board of Education has the authority to expel a student for up to two calendar years from the date of the offense. Any incident involving drugs, weapons, or battery to staff/students will be reported to the police.

IT IS THE RESPONSIBILITY OF EACH STUDENT IN ATTENDANCE AT QUINCY SENIORHIGH SCHOOL TO BE AWARE OF AND TO FOLLOW THE BOARD OF EDUCATION ADOPTED DISCIPLINE POLICIES AND PROCEDURES. All students are expected to make the most of their potential, and to maximize the learning experience. Any other attitude toward school is secondary and in conflict with our purpose. The Administration of QHS expects students to: 1) Be in attendance every class, every day, 2) Arrive on time to every class, every day, 3) Have needed materials with them for every class, 4) Treat all staff and students with dignity and respect, and 5) Follow all school and classroom rules.

**School's Authority:** *Illinois School Code, 105 Illinois Compiled Statutes 5/24-24. Maintenance of Discipline* states: Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program in and off of school property and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Reasonable force may be needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **When and Where Conduct Rules Apply**

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

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

### **ACCOUNTABILITY FOR ACTS OF ANOTHER STUDENT**

A student is accountable for and may be disciplined for the conduct of another student when, either before or during the commission of an act in violation of student disciplinary rules and with the intent

to promote or facilitate the commission of such violation, the student knowingly solicits, aids, abets, agrees to aid, or attempts to aid, or actively encourages the other student in the planning or commission of the violation.

#### **I. Introduction**

- A. The following rules set forth the standards and procedures of the Board of Education of Quincy Public School District #172 regarding the discipline, suspension, and expulsion of students.
- B. The secretary of the Board of Education shall maintain a conveniently accessible copy of these rules in the office of the Board of Education and shall allow access to them by the public in accordance with *The Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1-11*.
- C. The Principal shall make these rules known to students and their parents by appropriate means.
- D. References to "parent(s)" shall refer, where appropriate, to a student's legal guardian(s).

#### **II. Application**

The following rules of conduct, unless specifically indicated otherwise, apply to any student of the district who is: (1) on school property at any time, (2) in transit to or from school (walking or on a school bus), (3) engaged in or attending an activity publicly identified with Quincy Senior High School by name, even if not on school property (i.e., "away" sports activities), or (4) engaged in any conduct that substantially disrupts the educational environment, whether it occurs on or off school property.

#### **III. Due Process**

All students are afforded due process rights prior to any disciplinary action taken. These rights are afforded at each step of any disciplinary action such as: removal from class by a classroom teacher (one day only); informal hearings with the Dean or other school administrator; and formal hearings with the Board of Education.

(The chart on page 62 shows in brief form examples of prohibited behavior and the usual range of disciplinary action that may be taken.)

### **ALCOHOL AND OTHER DRUGS**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials: including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

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

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

Any student who is determined, after an investigation, to be under the influence or in possession of alcohol or other drugs will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. The student may also be recommended for arrest. Parents of students who have engaged in the above behavior will be notified.

## **BULLYING, INTIMIDATION & 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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 non-school-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.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.



Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made 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 dean of students or any staff member. Anonymous reports are also accepted by phone call or in writing.

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 possible consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information may be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

## **BUS CONDUCT**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Regulations for acceptable student conduct are in the interest of student safety. The school bus and bus stop areas are regarded as an extension of the school environment and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

## **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **CELL PHONES AND ANY OTHER ELECTRONIC SIGNALING DEVICES**

The use of electronic devices and other technology at school is a privilege. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, pager, or other electronic device.

During instructional time, electronic devices must be kept silenced and out-of-sight unless:

- A. Permission is granted by an administrator, teacher or school staff member;
- B. Use of the device is provided in a student's individualized education program (IEP); or
- C. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, passing periods, and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- 1. Using the device in locker rooms or bathrooms;
- 2. Using the device in in-school suspension where a storage location will be provided by the supervisor;
- 3. Cheating; and
- 4. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

In the event of an emergency, students may ask permission to use the school phones located in the Main Office or Attendance Office to contact a parent/guardian. To help protect the instructional environment, parents are also asked to relay messages via the Attendance Office rather than calling or text messaging their child during school hours (7:30 am — 2:25 pm).

When found in violation and asked to turn over the electronic device/cell phone, the student will comply without incident. If refusal or insubordination ensues, possible disciplinary consequences may increase accordingly.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

## **DANCE RULES**

- Only QHS students and their approved guests may attend QHS dances.
- QHS students and guests will be subject to all security measures, including but not limited to random breathalyzers.
- Guests may not be over 20 years of age or younger than 9th grade.
- Guests must provide a copy/picture I.D. to gain approval to attend the dance and purchase a ticket.
- Students/guests may be required to provide a picture I.D.
- Semi-formal or formal dances will have tickets sold in advance.
- Tickets are non-transferable.
- No tickets will be sold at the door for Homecoming or Prom.
- Appropriate attire must remain on for semi-formal or formal dances.
- Disruptive dress will not be permitted.
- Shirts may not be removed (cut-off t-shirts are inappropriate attire)
- Suggestive dancing will not be permitted.
- Physically aggressive dancing (which may cause injury) is not permitted.
- Public displays of affection are not appropriate.
- Canes or any other accessory that could cause harm will be held at the door.
- Anyone leaving the dance without permission will not be readmitted.
- Any changes from the above must be approved by the principal.

## **DEFIANCE/DISRESPECT**

Disobeying rules of student conduct or directives from staff members or school officials is recognized as defiance/disrespect. A student who is defiant or disrespectful may be suspended in or out of school. Parents may be required to return with the student for a conference. Repeated acts may result in a recommendation for alternative placement and/or expulsion from Quincy Senior High School.

## **DISRUPTION (including strikes, walkouts, etc.)**

Disruption is defined as engaging in activity, on or off school campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may be reasonably considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property. Students who cause a disruption to the school environment are subject to school discipline. Offenders may be suspended in or out of school. Egregious acts may be recommended for expulsion.

## **DISRUPTIVE DRESS**

Each student is expected to present an appearance that does not disrupt the educational environment or interfere with maintenance of a positive teaching and learning climate. Dress that is not in accordance with reasonable standards of health, safety, and decency will not be acceptable at school. Please use the following guidelines:

- Shoes must be worn.
- Clothing and accessories which are suggestive, include obscenities, depict hate messages (including but not limited to images of the Confederate Flag), and/or contain references to or depictions of alcohol, drugs, and/or tobacco are not to be worn at school.

- Clothing or accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property should not be worn at school.
- Hats are allowed in the building. Each teacher has discretion as to whether to allow hats in the classroom.

Students who do not follow the guidelines above will be asked to change or modify their clothing.

## **EXTRA-CURRICULAR EVENT RULES**

All school rules apply during extra-curricular events.

## **FALSE EMERGENCY REPORTING**

Pulling a fire alarm unnecessarily, making a false fire report, contacting 911 in the absence of an emergency, or reporting a false bomb threat may result in a suspension and may result in recommendation for expulsion and arrest. The student is required to return to school with parent/guardian for a conference.

## **FALSIFICATION OF SCHOOL FORMS, PARENT NOTES, OR PARENT PHONE CALLS**

Falsification of school forms, parent notes, or parent phone calls may result in parent conferences and/or suspension.

## **FIGHTING**

When two students are making aggressive physical contact, it is considered a fight and may result in suspension, expulsion, and/or a ticket. Repeated or egregious acts may result in an alternative placement and/or recommendation for expulsion from Quincy Senior High School. When one student is making aggressive physical contact, it is battery, and that student can expect consequences that may include suspension, recommendation of expulsion, and arrest. Students engaging in verbal fighting may be subject to a parent conference, detention, and/or in or out-of-school suspension. Repeated acts may be subject to arrest, as well as recommendation for expulsion.

## **FIRE RELATED**

Tampering with fire extinguishers and alarms is against the Illinois State Fire Prevention Laws. Tampering with any fire extinguisher will result in parent contact and/or in or out of school suspension.

Setting a fire, possessing or using fireworks, or possessing or using other explosives may result in a suspension, recommendation for expulsion, and/or arrest.

## **GANGS**

### **Fighting to Defend, or Defending a Gang:**

No student may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

### **Violence, Intimidation, or Coercion Related to Recruiting for Gang Membership:**

No student may intimidate by violence or other means, or otherwise coerce any other person for the purpose of obtaining membership in a "street gang".

**Recruiting for Gang Memberships:**

No student may solicit any student, staff member or visitor, for membership in an organized group of youths or adults, commonly known as a “street gang” on or about school premises or school ground, or at any school-sponsored activity.

**Displaying Gang Related Symbols:**

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang may be worn on or about the school premises, on school ground, or to any school-sponsored activity. Non-Quincy students or adults will be required to leave school property.

**Promoting Gangs, Drawing Gang Symbols, or “Representing”:**

No student may engage in any activity for the purpose of promoting any street gang on or about school or school grounds, or at any school-sponsored activity. The prohibited activities included, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to “represent” or act like a gang member. Non-Quincy students or adults will be required to leave school property.

Any student who is determined, after an investigation, to be participating in gang activity on school premises may be subject to disciplinary consequences including but not limited to, in or out of school suspension, recommendation for expulsion and/or referral to the police. Parents of students who engage in the above behavior will be notified.

**HATE SPEECH/RACIAL SLURS**

Quincy High School is committed to creating and maintaining an atmosphere where all members of the school community are treated with respect and dignity. Making offensive or derogatory remarks about another person’s color, race, national origin, gender identify/expression, and/or sexual orientation will not be tolerated. In addition, racial slurs are not acceptable in any context. Use of hate speech/racial slurs may result in a range of consequences, including suspension and/or expulsion.

**INCITING A RIOT OR DISTURBANCE**

Students who incite or encourage others to fight, or who behave so as to promote or bring about a mass disturbance, may be subject to in or out of school suspension and may be recommended for expulsion.

**INTERNET THREATS**

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel may result in suspension, recommendation for a Safe School Evaluation, alternative placement, and/or expulsion. If the Internet website through which the threat was made is a site that is accessible within school time or is available to third parties who work or study within the school ground at the time the threat is made, and the threat can be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student of the school, the school may take disciplinary action.

**LASER POINTERS**

The possession or use of the pointing instrument commonly known as a “Laser Pointer” is forbidden at Quincy High School or any off campus school related activity (e.g. field trips, sports events, etc.). Violation of this rule may result in disciplinary action up to and including expulsion.

## **OUT OF BOUNDS**

If students are not where their schedules state they should be, the student may be issued a warning and/or school consequences. If the student continues to be out of bounds, a trespassing ticket may also be issued.

## **PHYSICAL / VERBAL ABUSE OF SCHOOL STAFF**

Any profanity or aggression directed towards a staff member may result in an in or out of school suspension. In addition, violations may result in a recommended for expulsion and/or an arrest.

## **POSTERS AND FLYERS**

All posters and flyers must be approved by the principal or his designee before being displayed or distributed.

## **PROFANITY, VULGARITY, OR INDECENT GESTURE**

Students who participate in such behavior may be suspended in or out of school. A student who directs this behavior repeatedly toward teachers, administrators, and/or other school staff may be recommended for alternative placement and/or expulsion.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection other than holding hands are behaviors which are not appropriate for a public place and which make people uncomfortable, show poor judgment and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public place and this includes all extra-curricular and after school events. Violators may be subject to disciplinary action.

## **SEXTING**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting,” is prohibited conduct. This specifically includes, without limitation, creating, sending, sharing, viewing, or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. Violators may be subject to disciplinary action and law enforcement may be notified.

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

Sexual harassment of students is prohibited. People engage in sexual harassment whenever they make sexual advances, request sexual favors, and/or engage in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, gender, gender identity or gender expression that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that make such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include offensive touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, indecent exposure, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Violators may be subject to disciplinary action.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to building administration, dean of students, or another trusted adult. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## **SMOKING/VAPING**

State law prohibits tobacco use on school property, and a city ordinance carries that ban to all areas for anyone under the age of 21. Therefore, students are not to carry smoking materials, including "look-alikes," electronic cigarettes or e-cigarettes to school, and staff members may confiscate these products on campus.

A student caught smoking or in possession of smoking materials may receive a City of Quincy Ordinance Violation and/or participation in a program to help stop smoking. A phone contact indicating a violation of the smoking policy may be made, and in or out of school suspension may result. Should the student continue to choose to ignore the rules concerning tobacco use, the result may be recommendation of expulsion.

In addition to the prohibition against smoking on school grounds, students shall not use or possess tobacco products at any time or place where any school-related activity is occurring. Students who violate this rule may be disciplined as if the use or possession of tobacco products had occurred at school. Examples of school activities are field, athletic, and music trips, whether held before or after school, evenings or on weekends, and regardless of location.

## **SOCIAL NETWORKING PASSWORDS & WEBSITES**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking

website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **STEALING**

Students who steal, possess, sell or try to sell stolen materials, or who break into lockers, may be suspended in or out of school, may be arrested and may be recommended for expulsion.

## **TRESPASSING**

A person or student who is found in a school building or on school grounds other than the one to which they are assigned may be considered trespassing unless they have legitimate business in the building and have followed proper procedure of obtaining a visitor's permit. Any unauthorized person will be warned one time to leave the building. If the unauthorized person does not leave or leaves and returns, a complaint may be signed for criminal trespass.

A student who has been suspended or expelled will be considered a trespasser unless asked to come to school by the administration. Any offender may be subject to an added suspension and may be recommended for expulsion and may have a criminal trespass ticket signed. The school may also consider suspension for any student of Quincy High School who trespasses on private property near the school.

## **UNARMED AIRCRAFT (DRONES)**

Operating an unarmed aircraft (AUS) or drone for any purpose on school grounds or at any school event unless granted permission is prohibited.

## **WEAPONS**

Possession or use of explosives, firearms, or other weapons or dangerous instruments shall be prohibited at all times on school buses, in school buildings or on school grounds or at any school sponsored activity or event.

A student who uses, possesses, controls or transfers a weapon, or any object that can be reasonably considered to be, or looks like a weapon may be out of school suspended and may be recommended for expulsion from Quincy Public Schools. Weapons include but are not limited to any gun, rifle, shotgun and any other object if used or attempted to be used could cause bodily harm, including but not limited to, knives, brass knuckles, chains, clubs, or "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. Sporting equipment (such as baseball bats) should be safely stored prior to the start of school.

# **PART V – DISCIPLINARY MEASURES AND DUE PROCESS**

## **BEHAVIOR CONTRACT**

A behavior contract is a written agreement between a student, parent, and a school official indicating behaviors for which there will be specific disciplinary consequences.

The behaviors and possible consequences will be:



1. Verbally agreed upon by both the student and a member of the school's intervention team
2. Written in contract form
3. Signed by the student, student's parents/guardian and a member of the school's intervention team

## **CRIMINAL CONDUCT**

A student whose conduct is subject to the jurisdiction of the Quincy Public Schools, who engages in conduct that is in violation of any criminal statute in the State of Illinois or the United States of America, may be subject to expulsion.

## **DETENTION**

A student may be assigned detention in the supervised area before or after school or during the student's lunch hour. The Deans' Office may assign a student detention for a given number of days considering certain student obligations and circumstances. Failure to attend assigned detentions may result in more serious consequences.

## **EXPULSION**

Expulsion is the most severe penalty administered by the Quincy Public School District #172. Only the School Board of District #172 may expel a student. If a student is involved in a serious disciplinary situation that the administration feels requires separation for longer than ten days, the principal may recommend the student to the Board of Education for expulsion.

## **IN SCHOOL SUSPENSION**

In-school suspension is an all-day detention located in Room E125 and is supervised. Students having in school suspension will stay the length of their school day or the assigned time.

Teachers will provide assignments for students, and this work is done for credit. Students are responsible for making arrangements with teachers to turn in assignments. Assignments are due no later than the first day students return to class.

Any student who refuses to follow the rules of in school suspension may be suspended out of school and/or assigned additional time in ISS.

## **SATURDAY SCHOOL**

A student may be assigned Saturday School. The Deans' Office may assign a student Saturday School for a given number of days considering certain student obligations and circumstances. Failure to attend assigned detentions may result in more serious consequences.

## **INVOLVEMENT OF PARENTS AND POLICE DEPARTMENT**

School officials recognize that parents usually want to know when their children have been misbehaving at school. Therefore, when deemed appropriate, school personnel will notify parents in order to obtain their help in solving discipline problems. In doing so, parents may be asked to come to school to discuss such problems.

School officials are obligated to notify the police department, as well as parents, whenever students have committed crimes in or on school property.

## **OUT OF SCHOOL SUSPENSION**

Out of School suspension requires that the student may not attend school, school-sponsored activities (dances, sporting events, bus trips, etc.) or be on school property for a given number of days. An out of school suspension is a major penalty received as a consequence for a serious act of misconduct or gross disobedience or a violation of in-school suspension rules. A suspension is for a period not to exceed ten consecutive days.

If a student is suspended, the student may not come on to school grounds or into the school without permission from a school official. Violation of the above may result in additional suspension or possible arrest for trespassing.

It is the student's responsibility to get assignments and work to be made up during a suspension. The student should contact teachers to make arrangements for making up any work or tests missed during the suspension.

Before a student returns to school a parent conference may be initiated by the dean.

Students who exhibit behaviors that result in numerous out of school suspensions may be considered for placement in alternative educational programs or expulsion.

## **RECIPROCAL REPORTING GUIDELINES / CRIMINAL OFFENSES COMMITTED BY STUDENTS**

1. The School Principal and/or the Police Department School Resource Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Resource Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - All cases involving illegal or controlled substances
  - All cases involving weapons of any type
  - All cases involving gang activity
  - All cases involving a serious crime or felony
  - All other cases for which the reporting may be beneficial
    - a. The report should identify the student by name and describe the circumstances of the alleged criminal activity. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
    - b. The School Principal's duty is to report such activity only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

## **QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

Building administration or a building designee shall meet with a student returning to school from a long term out of school suspension (4 or more days), expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in the school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for academic credit.

## **SEARCH AND SEIZURE POLICY**

Board Policy 710.03 Rights and Responsibilities – Search and Seizure provides in part: The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

**Students and Their Personal Effects:** Upon entry to the building, school authorities/staff will conduct random searches of students and their personal effects. At other times school authorities/staff may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

**School Property:** School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may search District property from time to time as the District deems necessary in its sole discretion. School authorities/staff are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

**Seizure of Property:** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Student Automobiles:** Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property.

**Dog Searches:** Dog Searches may be conducted throughout the building. This will include dogs going into (random) classrooms doing bag searches. This procedure will include classes moving to a different location until the search is concluded.

## **STUDENTS WITH DISABILITIES**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement and monitor procedures on the use of behavioral interventions.

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

## **SUSPENSION AND EXPULSION PROCEDURES**

A **Suspension** – A suspension is for a period not to exceed 10 school days.

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference in which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

B **Expulsion** – An expulsion is for a definite period of time exceeding 10 school days but not to exceed 2 calendar years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing

officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

The chart below shows in brief form examples of prohibited behavior and the usual range of disciplinary action that may be taken. For detailed information, please see pages 46 through 57.

| <b>Quincy High School Problem Behaviors</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Possible Consequences</b>                                                                                                                                                                                                                                                                           |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Defiance / Disrespect</b>                | Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Detention, Saturday School, in school or out of school suspension. Repeated or egregious acts may result in an alternative placement or expulsion.                                                                                                                                                     |
| <b>Display of Affection</b>                 | Student engages in inappropriate consensual and/or physical gestures/contact of a sexual nature to another student or adult.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Student Conference, parent contact, detention and/or suspension.                                                                                                                                                                                                                                       |
| <b>Disruption</b>                           | Student engages in behavior causing an interruption in a class or activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Detention, Saturday School, in school or out of school suspension or expulsion.                                                                                                                                                                                                                        |
| <b>Dress Code</b>                           | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. (See disruptive dress guidelines).                                                                                                                                                                                                                                                                                                                                                                                                                                       | Student conference, parent contact, and student sent home for change of clothing, given school-issued clothing, and/or suspended from school.                                                                                                                                                          |
| <b>Fighting</b>                             | Student engages in actions involving serious physical contact where injury may occur.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Suspension, arrest, and/or expulsion.                                                                                                                                                                                                                                                                  |
| <b>Gang Activity</b>                        | Student uses gesture(s), dress, and/or speech to display affiliation with a gang.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Parent conference, suspension, and possible arrest. Incident may result in expulsion.                                                                                                                                                                                                                  |
| <b>Harassment / Bullying</b>                | Student delivers disrespectful messages (verbal or gestural) to another person that may include threats and intimidation, obscene gestures, pictures, or written notes. The behavior prohibited includes the use of any form or type of behavior intended to cause physical or psychological harm to someone and/or urging other students to engage in such conduct.                                                                                                                                                                                                                 | Student conference, contact with parent, in school or out of school suspension, and/or expulsion.                                                                                                                                                                                                      |
| <b>Language</b>                             | Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate manner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Detention, contact with parent, Saturday School, in school suspension, out of school suspension, and/or expulsion.                                                                                                                                                                                     |
| <b>Location</b>                             | Student is in an area that is outside of school boundaries or expected locations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Possible loss of passing period privileges, detention, and/or in-school suspension.                                                                                                                                                                                                                    |
| <b>Lying / Cheating</b>                     | Student delivers message that is untrue and/or deliberately violates rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Academic dishonesty will result in parent contact. A grade of zero may also result. Falsification of forms will result in detention or suspension. Pulling a fire alarm unnecessarily, making a false fire report, or reporting a false bomb threat may result in suspension, expulsion and/or arrest. |
| <b>Property</b>                             | Student participates in an activity that results in destruction/disfigurement of property or takes/has possession of item(s) belonging to another                                                                                                                                                                                                                                                                                                                                                                                                                                    | Parent contact, restitution of damages, detention, in or out of school suspension, and/or expulsion.                                                                                                                                                                                                   |
| <b>Skippping / Truancy</b>                  | Student leaves or misses class without permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Student conference, contact with parent, Saturday School, in-school suspension, and truancy ticket issued per city ordinance.                                                                                                                                                                          |
| <b>Tardy</b>                                | Student is not in the room before bell stops ringing and the door closes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Detention with teacher. If unserved, after-school detention, Saturday School, and/or in-school suspension will be assigned.                                                                                                                                                                            |
| <b>Technology</b>                           | Student engages in inappropriate use of cell phone, pager, music/video player, camera and/or computer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Parent contact, revocation of privileges, restitution of damages, lunch detention, in or out of school suspension, and/or expulsion. (See Cell Phones and Other Electronic Signaling Devices Policy).                                                                                                  |
| <b>Use / Possession</b>                     | Student is in possession of or under the influence of any illegal substance or any object(s) readily capable of causing bodily harm. A drug is defined as any capsule, tablet, or liquid intended to be taken by mouth; items intended to be injected into the body; alcohol; and/or items for inhalation. Such substances or objects may be real or imitations. Drug paraphernalia is included. Weapons include but are not limited to any guns, knives, chains, clubs, or "look-alikes." Any item can be considered a weapon if used or attempted to be used to cause bodily harm. | Parent conference, suspension, possible arrest and/or expulsion.                                                                                                                                                                                                                                       |

## **PART VI – HEALTH SERVICES/NURSES’ OFFICE**

### **QPS Sick Day Guidelines**

#### **Should I keep my child home or send him/her to school?**

Keeping your child home is advised if he or she is having illness symptoms that would prevent him or her from participating in school. For additional information, please contact your school nurse.

#### **You should keep your child home from school if your child:**

Has a **fever** of 100 degrees or higher

- Has been **vomiting**
- Has had **diarrhea**
- Has very **red, irritated eyes** with drainage, crusting or pain.
- Has a **rash** of unknown origin that has not yet been evaluated by a medical provider
- Has a severe **sore throat**
- Has a constant or productive **cough** that may be accompanied by headache and body aches

#### **24 Hour Rule:**

**FEVER:** Keep your child home until his/her fever has been gone **without the aid of fever-reducing medication** for 24 hours.

**VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the last time he or she has vomited or had diarrhea and is eating a normal diet.

**ANTIBIOTICS:** Keep your child home at least 24 hours after the first dose of antibiotic.

#### **Illness Prevention**

- Hand washing prevents the spread of disease and illness. Wash hands frequently using soap and water, especially before eating, after using the bathroom and after handling pets.
- Keep your child’s immunizations up-to-date.
- Make sure your child has routine well-child exams.
- Flu vaccinations are recommended for everyone from children age 6 months through adult.

#### **Teach your child to do the following when ill:**

- Cough and sneeze into their elbow.
- Wash hands often with soap and water, especially after coughing or sneezing.
- Avoid touching their eyes, nose and mouth as that can spread germs.
- Stay home until recovered to prevent exposure to others.

#### **How can I help my child feel better:**

- Encourage plenty of rest
- Encourage increased fluids like water, soup, juice and ice.
- Limit TV watching

Returning to school too soon may delay recovery from illness and may potentially expose others.

Please consult with a health care provider  
or your school nurse for more information.

## **PRE-K THRU 12TH GRADE HEALTH REQUIREMENTS**

It is a state mandate that all students in District No. 172 meet the physical examination and immunization requirements as set down by the Illinois Department of Public Health. Please check with your family physician to see that your child's immunization schedule is up-to-date and on file in the Nurse's office. Each child must have a physical examination prior to 9th grade.

### Physical Examination

Required components of the health examination include the following: health history with parent signature, diabetes screening, lead risk assessment or testing, and complete physical examination. Students must receive a physical examination prior to 9<sup>th</sup> grade. A physical dated anytime within one year of the beginning of school will be accepted. The examination must be completed by an MD, DO, Nurse Practitioner, or Physician's Assistant and must be recorded on an Illinois School Physical Form. The IHSA Pre-Participation Examination (Sports Physical) is not acceptable. **The law requires us to exclude ALL students who do not meet this health exam requirement by October 15th of the school year (77 ILL. ADM. Code 665).**

### Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

## **ALLERGY AWARENESS**

1. QPS promotes a safe and inclusive "ALLERGY AWARE" environment for all students. We can't guarantee that there won't be allergy items brought in to school. We will educate and try our best to decrease allergy items in the school environment.
2. If your child is in a classroom with a child who has allergies, you might be asked to not bring certain items in for snacks.
3. Only non-food items or allergy free store-bought food will be used for classroom manipulatives, birthday recognitions, rewards and party treats.
4. Parents should fill out proper paperwork for their child with allergies and return to the School Nurse.
5. Teachers should communicate with parents of students with food allergies or dietary restrictions, prior to parties and events with food to discuss safety concerns and review safe food choices before finalizing plans and sending out notifications.
6. If food is consumed in the classroom, the teacher will develop a plan to minimize the risk of allergen exposure and for cleaning surfaces after consuming food.
7. Proper hand washing by students and staff should be encouraged and reinforced before and after meals. Hand sanitizer kills germs but does not eliminate allergens
8. If an animal (class pet) is present in the classroom, special attention must be paid to the ingredients in their food since many animal feeds contain allergens.

## **HEALTH SERVICES & MEDICATION**

The nurse is on duty from 7:15 a.m. until 2:45 p.m. The office is located in Room B161.

Any student who has medication prescribed by a physician, which needs to be taken during school hours, must follow the policy of the school district. Prior to medication being administered to any student in the Quincy Public Schools, an Authorization for Administration of Medication Form must be completed and returned to the nurse. This form must be completed in detail to comply with Illinois Office of Education and Illinois Department of Public Health guidelines. Forms are available in the Main Office and Nurse's Office. Medication must be brought to the school in a container



appropriately labeled by the pharmacy or physician including the name of the medication and the dosage. If there is a change in a student's dosage, a new authorization is required. Parents must notify the nurse when medication is discontinued. Nonprescription medication must come in the original container along with the completed authorization form indicating the amount and frequency of medication to be given. Nonprescription medication will not be given at school without an Authorization for Administration of Medication Form signed by the physician and parent.

Medication will be dispensed only by the school nurse or authorized school personnel. Students are not to carry medication or keep it in a locker for themselves or other students. Immediately upon arriving at school, the student must check the medication in with the nurse. Except in extreme situations, it is the student's responsibility to go to the Nurses' Office to take medication.

Any student who is injured on school premises should report to the nurse immediately. Any student requesting permission to leave the school because of illness should report to the nurse. If a student becomes ill and the Nurses' Office is not open, the student should report to the Deans' Office.

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

## **IMMUNIZATIONS AND VISION & HEARING SCREENINGS**

Certain immunizations are required by Illinois law. Public school students must have these immunizations to attend school. Please note the following and be sure the nurse has a record of your compliance.

### **ENTERING KINDERGARTEN—12TH GRADE:**

|                                   |                                                                                                                                                                                            |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLIO:</b>                     | 3 or more doses with the last dose received on/after the 4th birthday                                                                                                                      |
| <b>DTP/DTaP/Td:</b>               | 4 or more doses with the last dose received on/after the 4th birthday (K & 1)<br>3 or more doses with the last dose received on/after the 4th birthday (2-12)                              |
| <b>Tdap:</b>                      | 1 dose—(all 6th-12th grades)                                                                                                                                                               |
| <b>MEASLES (Rubeola):</b>         | 2 doses—1st dose must be on/after 1st birthday                                                                                                                                             |
| <b>RUBELLA:</b>                   | 2 doses—1st dose must be on/after 1st birthday                                                                                                                                             |
| <b>MUMPS:</b>                     | 2 doses—1st dose must be on/after 1st birthday                                                                                                                                             |
| <b>HEPATITIS B:</b>               | 3 doses—(Grades 6th-12th)                                                                                                                                                                  |
| <b>HIB:</b>                       | Not required for K-12th                                                                                                                                                                    |
| <b>VARICELLA (Chickenpox):</b>    | 2 doses—1st dose must be on/after 1st birthday (Kdg, 6th, 7th, 9th and 10th grades)<br>1 dose—on/after 1st birthday (All Other Grades)                                                     |
| <b>MENINGOCOCCAL (NEW 15/16):</b> | 1 dose given on or after 10th birthday (6th grade)<br>2 doses with the second dose given on/after 16th birthday. If 1st dose is at/after age 16, then only 1 dose is required (12th grade) |
| <b>PNEUMOCOCCAL:</b>              | Not required for K-12                                                                                                                                                                      |

**Vision & Hearing Screenings:** Vision and hearing screenings are provided annually to students at the state-mandated grade levels, as designated by the Illinois Department of Public Health. All students in special education programs, students transferring into the district, and students to be tested related to classroom teacher requests are screened during this annual program. Screenings are conducted by QPS district nurses certified in vision and hearing testing.

## **MEDICAL HISTORY**

At the time of registration, the parent or legal guardian will be asked to complete pertinent medical information in Skyward. Additional information may be required dependent on the medical history.

## **PEDICULOSIS (HEAD LICE)**

The Quincy Public Schools will support families by emphasizing prevention, early detection and education as the best methods in controlling head lice.

Children will be screened in school nurses' office if lice are suspected or because of a reported case by their parent.

When a student is found to have live lice:

1. The parent/guardian is notified that live lice are present and asked to pick up their student at school.
2. Pediculosis Parent Letter that includes instructions for treatment of live lice, nit removal and household cleaning will be given to parent/guardian.
3. The parent/guardian is instructed that the student must be treated and be lice free before returning to school.
4. Determine if the student has siblings in the district. If yes, that school nurse will be notified so siblings can be checked.
5. Students will be re-examined by the school nurse upon returning to school preferably first thing in the morning.
6. If viable nits are found, the parent is notified and encouraged to continue daily combing with nit comb.
7. Students who are re-examined and who do NOT have live lice will remain at school.
8. Students found to have live lice on re-examination will once again be sent home from school.
9. Respect for sensitivity of students and parents/guardians regarding head lice will be expected by all staff. Maintain privacy of students identified as having head lice.
10. If a student in a classroom is found to have live lice, the teacher will watch for other students itching and send them to be checked. For privacy and confidentiality purposes the nurse will not be doing "classroom checks" or sending notes home stating there is someone in classroom who has lice.

All school personnel will use the same educational information to provide to families. These are:

- A. Illinois Department of Public Health Head Lice Health Beat
- B. Pediculosis Parent Letter/instructions for treatment of live lice.
- C. Pediculosis Recheck Parent Letter Nit Removal.

Students who have live head lice despite 3 treatment cycles will be referred to their school principal for academic consultation.

Students who have missed 4 unexcused days of school related to live lice will be referred to the Adams County Regional Office of Education Truancy Department. The first day a student is sent home from school for live lice will be considered an excused absence.

Students with open scalp lesions/signs of infection with live lice and/or nits will be reported to DCFS hotline.

### References:

Centers for Disease Control and Prevention – <http://www.cdc.gov/lice/head>.

Devore, C. & Schutze, G. (2015) Head Lice, American Academy of Pediatrics-.  
<http://pediatrics.aappublications.org/content/135/5/e1355>

Illinois Department of Public Health – <http://www.idph.state.il.us/public/hb/hblice.htm>.

National Association of School Nurses – <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>

## **PHYSICAL EXAMS**

Transfer students from other Illinois schools should have copies of their ninth grade physicals. Transfer students from out of state should have copies of their physical exams done within one year of transfer, if the health form is comparable to Illinois requirements. If they do not have this, a physical exam is required.

## **USE OF MEDICINAL MARIJUANA**

[House Floor Amendment No. 1](#) provides that the provision may be referred to as Ashley's Law and provides that, in addition to the parent or guardian of a student who is a registered qualifying patient, an individual registered with the Department of Public Health as a designated caregiver may administer a medical cannabis infused product to that student. The Amendment provides that a parent or guardian or other individual may not administer a medical cannabis infused product in a manner that, in the opinion of the school district or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students (rather than prohibiting any administration that would create a disruption or cause exposure).

## **PART VII – ATHLETICS AND EXTRA CURRICULARS**

Interscholastic athletics at QHS are part of the total educational program and contribute to the development of desirable learning habits, knowledge, skill, and emotional patterns. Our athletic program is governed by the rules and regulations established by the Illinois High School Athletic Association. The basic rule to determine eligibility is the following: Students must have completed and passed five (5) semester courses of work the previous semester of school to be eligible for the following semester. They must maintain good standing by passing 5 credit-bearing courses at all times during the season in which they are participating.

## QHS ATHLETICS

| Boys            | Girls           |
|-----------------|-----------------|
| Baseball        | Basketball      |
| Basketball      | Cheer           |
| Cross Country   | Cross Country   |
| Football        | Golf            |
| Golf            | Pom Pon         |
| Rifle           | Rifle           |
| Scholastic Bowl | Scholastic Bowl |
| Soccer          | Soccer          |
| Tennis          | Softball        |
| Track and Field | Tennis          |
| Wrestling       | Track and Field |
|                 | Volleyball      |

### ATHLETIC ELIGIBILITY (Grades 9-12)

1. Eligibility will be checked each week (as mandated by the IHSA)
2. All athletes must be enrolled in at least 6 credit-bearing courses
3. All athletes must have completed and passed 5 full semester courses of work the previous semester of school to be eligible for the following semester (i.e. two quarters would be equivalent to one semester course)
4. Athletes must be doing passing work in 5 credit-bearing courses per week (25 hours per week)
5. The ineligibility period begins the Monday following the eligibility checks and runs through the next Monday
6. The ineligibility period is one week in length. Athletes that are declared ineligible must sit out the entire week even if their grades come up during that week (as mandated by the IHSA)
7. Eligibility is determined by measuring a student's cumulative performance based on the beginning of the semester through the date on which the check is made (as mandated by the IHSA)

### CODE OF CONDUCT FOR EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES

**Introduction:** Participation in extra-curricular activities is a privilege – not a right. The constitution and the laws of this state and country guarantee students the right to an education. That right to an education cannot be taken away without due process of law. Due process protection does not apply to privileges.

**Expectations:** (This includes representations of activity depicted in photos, videos, and the Internet)

The Quincy Public Schools expect students who participate in extra-curricular activities at all times (365 days a year);

- A. To conduct themselves in a manner that reflects favorably upon the Quincy Public Schools and the Quincy community;
- B. To adhere to all rules set forth in the Student Handbook and those adopted by the coach/sponsor, including but not limited to, the provisions of the Student Handbook relating to alcohol, tobacco and other drugs;
- C. To meet the scholastic requirements of the Quincy Public Schools;

- D. To attend school, practices, and contests/performances; and
- E. To conduct themselves in a manner that demonstrates respect for people, property, and public laws at all times

### **Consequences for Not Meeting Expectations:**

Any conduct in violation of the expectations shall subject the participant to a range of consequences listed below:

1. Participants violating the Code of Conduct will be appropriately disciplined by the coach, sponsor, director of athletics, and/or building principal
2. Flagrant violations of the Code may result in immediate dismissal from the team or extra-curricular activity. The athlete may also be subject to the consequences outlined in #3 below.
3. Violations of the Code considered to be serious in nature typically result in the following progression of consequences:
  - a. First Offense: Suspension from the activity for 1/3 of the activity season (games, matches, contests, performances).
  - b. Second Offense: Ineligible for all activities for one calendar year from the date of the second infraction.
  - c. Third Offense: Ineligible for all activities for the remainder of the high school career.
4. Suspensions will carry over seasons and/or years (if needed in order to fulfill the suspension requirement).
5. While on Code suspension students may be expected to practice and attend their school-sponsored team/activity events.
6. Any member of an extra-curricular activity who *presents* himself/herself to the athletic director, building principal, or teacher/coach as having a substance abuse problem will not be subject to Code violation consequences provided:
  - a. Admission of said abuse is not initiated by the participant as a means of escaping disciplinary action.
  - b. Participant and parent(s) receive medical counseling and successfully complete medical counseling, the cost of which to be paid solely by the participant and/or parent(s) at a recommended treatment center.
  - c. Participant does not have violations of the Code of Conduct after he/she admits abuse.

### **Appeal Process:**

The principal may review all decisions and/or consequences and the principal shall endeavor to foster some reasonable uniformity of penalty among all activities. The decision and/or consequence may be reviewed by the superintendent as the superintendent deems appropriate.

The decision of the superintendent may be reviewed by the Board of Education as it deems appropriate. The decision of the Board of Education is final, including the decision of the Board of Education not to review the decision of the superintendent.

### **CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **IHSA ELIGIBILITY RULES FOR 2020-2021 SCHOOL TERM**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

### **2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public-school district;
  - 2. Your transfer is between high schools within a public-school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an inter-scholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

## **5. Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

## **6. Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

## **7. Amateur Status**

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## **8. Recruiting of Athletes**

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

## **9. School Team Sports Seasons**

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:



1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### **10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### **11. All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

#### **12. Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

### **PART IX – SAFETY AND SECURITY**

#### **SAFETY DRILL PROCEDURES**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a

minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Safety drills may/may not be preceded by a warning to students.

### **SCHOOL RESOURCE OFFICER PROGRAM**

A member of the police department has been assigned to work full-time at Quincy High School. The primary purposes of the presence of a police officer are:

- The promotion of better understanding between students and the police. He/she will be available to give informational talks to classes on such topics as students' rights and responsibilities under the law, and law enforcement careers. Through both formal presentations and informal discussions, he/she will help students become more knowledgeable about the law and their responsibilities to society.
- The prevention and investigation of delinquent behavior both in and out of school. He/she will be on campus while school is in session and will work closely with administrators, counselors, deans, and teachers in dealing with delinquent behavior. He/she will, on occasion, conduct interviews and investigate incidents involving high school students.
- The protection of the rights of the entire student body and the community in general.

### **VALUABLES BROUGHT TO SCHOOL**

A student should not bring valuables or excessive amounts of money to school at any time. If it is absolutely necessary to bring anything of value, it should be checked in the Main Office or Deans' Office until needed. Quincy High School will not be responsible for any lost or stolen items/money brought on campus by students, including items placed or stored in lockers.

### **VEHICLE SEARCHES**

Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials, which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property. (*See Search & Seizure Policy - page 59*)

### **VIOLENT OFFENDER COMMUNITY NOTIFICATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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