

ZION-BENTON EAST
ZION-BENTON TWP. HIGH SCHOOL DISTRICT 126
1634 23RD STREET
ZION, IL 60099

STUDENT HANDBOOK

2026-27



Important Phone Numbers

Attendance/Tardy Phone.....847-731-9813
Main Office Phone.....847-731-9800
Main Office Fax.....847-746-5428

Important Websites

ZBE Website: <https://zbeast.zb126.org/>
Canvas: [Canvas Access](#)
Infinite Campus: [Infinite Campus Access](#)

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BOARD OF EDUCATION

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President

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Vice President

Mr. Christopher Benitez
Secretary

Ms. Patricia Stephen

Ms. Pam Idleburg

Mr. Jerry Cook

Mr. Blake Fortenberry

ADMINISTRATION

Dr. Jesse Rodriguez	Superintendent of Schools	847-731-9792
Dr. James Woell	Chief School Business Official	847-731-9755
Ms. Cynthia Moreno	Chief Human Resources Officer	847-731-9796
Dr. Melissa DiGangi	Chief Academic Officer	847-731-9794
Dr. Chris Pawelczyk	Exec. Dir. of Community Engagement & Student Success	
Mr. Jacob Carlson	Exec. Dir. of Student & Specialized Services	847-731-9356
Dr. Cheri Bridge	Exec. Dir. of Technology & Innovation	847-731-9770
Dr. Reginald Lawrence	ZBE Principal	847-731-9803
Mr. Mike Isaacs	ZBE Assistant Principal for Operations and Academics	847-731-9806
Ms. Bonnie Felske	ZBTHS Principal	847-731-9303
Mr. Mike Wollney	ZBTHS Assistant Principal for Operations and Attendance	847-731-9305
Mr. Jack Niemi	Exec. Dir. of Athletics	847-731-9361
Ms. Jenn Lang	Director of Specialized Services	847-731-9501

SAFETY & PREVENTION

Mr. Arturo Hernandez	Exec. Dir. of Safety & Prevention	847-731-9321
Mr. MacArthur White	Asst. District Director of Safety & Prevention (ZBE)	847-731-9314
Mr. Rod Henry	Asst. District Director of Safety & Prevention (ZB)	847-731-9808

DISTRICT SUPPORT STAFF

Ms. Aryan Betancourt	District Spanish Translator	847-731-9797
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ZBE FACULTY DIRECTORY

Freshman Team

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Sophomore Team

Ms. Mallory Biddle	847-731-9817	mallory.biddle@zb126.org
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Junior Team

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Ms. Kaitlin Dressel	847-731-9830	kaitlin.dressel@zb126.org.org
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Mr. Kurt Schachtschneider	847-731-9814	kurt.schachtschneider@zb126.org
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Support Services

Mr. Eric Decker, Counselor	847-754-3440	eric.decker@zb126.org
Ms. Kayla Matthews, Counselor	847-379-5646	kayla.matthews@zb126.org
Mr. Matt Hutchison, Interventionist	847-731-9820	matthew.hutchison@zb126.org
Ms. Robyn Ondo, Social Work	847-731-9805	robyn.ondo@zb126.org

ZBE Front Office

Ms. Cheri Carter	847-731-9803	cheri.carter@zb126.org
Ms. Yolanda McKenzie	847-731-9804	yolanda.mckenzie@zb126.org
Ms. Ramla Walker-Hakeem	847-731-9799	ramla.walker-hakeem@zb126.org

MISSION

To promote self-worth, social responsibility, and life-long learning in partnership with our community.

VISION

Empower students to thrive in today's global society.

CORE BELIEFS

- A safe and supportive learning environment that fosters self-confidence and social responsibility among all members of the school community.
- Intentional implementation of equitable policies, processes, and practices to ensure the academic, social, and civic success of both students and staff.
- Effective, efficient, and sustainable fiscal practices that maximize learning and working opportunities for students and staff, developed in partnership with the community.

GUIDING PRINCIPLES

- **Empowerment:** Fostering creativity and adaptability by encouraging innovative ideas that enhance student learning.
- **Equity:** Cultivating an inclusive environment committed to eliminating opportunity and achievement gaps.
- **Excellence:** Pursuing the highest standards of achievement by providing all learners with the support they need through intervention, enrichment, and acceleration.

EDUCATIONAL PHILOSOPHY & OBJECTIVES

(Board Policy 6:10)

District 126 envisions a dynamic learning community where every student graduates ready to lead, learn, and thrive in a rapidly changing world. Our schools will be places of innovation, equity, and excellence, where instruction is driven by data, inspired by curiosity, and grounded in authentic, real-world application.

We commit to fostering future-focused learning that equips students with the knowledge, skills, and mindsets needed for college, career, and life success. Through shared accountability, we will

empower students, staff, families, and community partners to take collective ownership of progress and achievement. With predictable, sustainable funding, we will design environments that are safe, inclusive, and inspiring spaces that promote creativity, collaboration, and continuous improvement.

By 2030, our graduates will embody Zee Bee PRIDE—Prepared, Resilient, Innovative, Diverse, and Engaged—ready to shape the future with confidence, compassion, and purpose.

The District's educational program will provide equitable opportunities and resources to meet each student's needs and aspirations. The objectives for the educational program are to:

1. Affirm, celebrate, and respect diverse backgrounds.
2. Empower students to achieve excellence, ensuring they are college, career, and life ready.
3. Maintain high expectations for all students coupled with appropriate supports.
4. Support students' social and emotional well-being and mental health.
5. Foster students' self-discovery, self-awareness, self-confidence, and self-discipline.
6. Develop students' awareness of and appreciation for cultural diversity.
7. Stimulate students' intellectual curiosity and growth.
8. Provide an environment that instills a love for learning.
9. Provide an inclusive educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal and Equitable Educational Opportunities*.

EQUAL AND EQUITABLE EDUCATIONAL OPPORTUNITIES **(Board Policy 7:10)**

Zion-Benton Township High School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws, Orders and Regulations. Equal and equitable educational opportunities shall be available for all students without regard to color, race, nationality, language, religion, sex, sexual orientation, ancestry, age, height, weight, hair or other physical characteristics; physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, and actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Dr. Jesse Rodriguez or his designee is the Coordinator for Equal and Equitable Educational Opportunities. For additional information, please contact Dr. Rodriguez at (847) 731-9792 or write to Zion-Benton Township High School District 126, One Z-B Way, 21st Street and Kenosha Road, Zion, Illinois 60099.

Course Information

All of our academic offerings are listed in the school's course guide. The course guide provides a description of each offering, any prerequisite requirements, and the graduation requirement it fulfills.

Once enrolled in a course, students will receive a course syllabus at the start of each course that outlines course objectives, units of study, and class policies, such as grading, reassessment, and late work.

ATTENDANCE OFFICE GUIDELINES

If a student is ill, tardy or must sign-out early, a parent/guardian must notify the Zion-Benton East Attendance Office at 847-731-9813. For any phone number changes, please contact the Zion-Benton East Office at 847-731-9800.

When a student is ill for less than three (3) days, parents/guardians and/or students are responsible for requesting homework by leaving the teachers a message on their voice mail or by sending the teachers an email message. For illnesses of three (3) days or more, please contact the Zion-Benton East Office. **Please allow a minimum of 24 hours for teachers to respond to a request.**

Attendance is recorded and reported using the actual number of minutes that students are in attendance and must be determined using both daily teacher attendance reports and sign-in/sign-out reports. A student-athlete must be in attendance a minimum of 150 minutes to be considered eligible for participation that day. The information below is based on the assumption of a regular school day.

ATTENDANCE GUIDELINES FOR SIGNING IN AND OUT DURING THE SCHOOL DAY

<u>Attendance Credit</u>	<u>Minutes</u>
Full day attendance credit	300 or more minutes present
1/2 day attendance credit	299 to 150 minutes present
No attendance credit	149 to 0 minutes present

EMERGENCY CLOSING INFORMATION

On days of inclement weather, please check the school website for emergency school closing.

Other forms of information for emergency school closings are:

1. Informational call from the Superintendent or Principal
2. Listen to radio station WXLC-102.3 for closings
3. Tune-in to TV stations: ABC, CBS, NBC or WGN and watch the information scrolling across the bottom of the screen.

SAFETY, VISITORS, & LATE ARRIVAL

SCHOOL SAFETY AND SECURITY

Maintaining safe and secure schools is a top priority of District 126 and one that requires everyone's diligence. As a result, District 126 enforces many safety procedures and practices emergency drills on an annual basis. Visitors are restricted to entering the campus through the front, secured visitor's

entrance during normal school hours and should be prepared to present a picture ID and pass through a metal detector before being allowed into the building. Visitors will be required to wear a visitor's badge, will be restricted from navigating school hallways during specific times, and may be escorted to their desired location as needed. Students are expected to wear their school issued ID in a visible location upon entry and throughout the entire school day. Students and parents/guardians are also urged to report as soon as possible any rumors or known issues of concern to administration via a phone call, email, or the Anonymous Alerts link located on the district's website under Student Services.

LATE ARRIVING STUDENTS

All students arriving after the first period bell also **MUST** enter the campus through the front entrance, present their school issued ID to be scanned in, and will be given a four-minute pass to go to their locker and class.

PARENTAL INVOLVEMENT

District 126 recognizes the importance of partnering with parents/guardians in the education of their children. If a parent or legal guardian would like to visit their student's classroom, the parent/guardian is required to communicate with the classroom teacher at least 48 hours in advance. This communication can be either in the form of a phone call or email to the teacher.

Parents/guardians must sign in at the security desk or main office, provide a photo ID and receive a visitor's pass before proceeding to the classroom. Any parent/guardian visiting a classroom is to be an observer only so that the learning environment is not disrupted. The classroom teacher will provide an appropriate location for the parent/guardian within the room. Teachers will proceed with their normal classroom instruction during a parent/guardian visit. If a parent/guardian wishes for a teacher conference, that time should be set up with the teacher outside of the classroom period.

ADMISSIONS

STUDENT ADMISSIONS

Only those youths under the age of 21, who have completed eighth grade, and who reside with their Parents or legally appointed guardians within the boundaries of high school District 126 are entitled to enroll at Zion-Benton East High. ***Residency must be verified annually during the online, on-site registration process.*** Verification of residency may be done by presenting one document showing proper name and address from **each** of two categories. (Detailed category listing can be located in the Zion-Benton East Main Office).

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residency. The district shall not deny enrollment to any student based citizenship status of student or their family. Military dependents temporarily living outside the district may enroll if they provide proof that they will move into the district within six months.

Any student not living with his or her natural or adopted parents in the District must present proof of residency and guardianship papers prior to enrolling. For details, contact the Zion-Benton East Office.

Any other student seeking admission must apply to the Board of Education for special admission and pay the full tuition cost.

The District follows all rules and regulations associated with the McKinney Vento Homeless Assistance Act when enrolling homeless students. The District Homeless Liaison is Ms. Tina Garcia-Purdy who may be reached at 847-731-9356 or by email at tina.garciapurdy@zb126.org

RE-ENROLLMENT

Students requesting readmission should contact the Zion-Benton East Office for details.

COMPULSORY PHYSICAL AND DENTAL EXAMINATIONS AND IMMUNIZATIONS

The Illinois School Code, Section 27-8.1, requires all students entering ninth grade or transferring from another school, irrespective of grade, to present a physical and dental examination and proof of immunization. ***Failure to present the physical exam and proof of immunization will deny a student's admission to school.*** All freshmen and transfer students should turn in a completed physical and dental exam form and proof of required immunizations prior to picking up their schedule. Dental exams are required by May 15th of the ninth-grade year. TB skin tests are strongly recommended.

All students who intend to participate in sports, cheerleading, or intramurals must have a physical examination and file evidence of this with the District 126 Athletic Department at the beginning of the school year. For freshmen, their ninth-grade physical exam will suffice.

Pupils whose parents or legal guardians object on religious grounds need not receive the immunizations if they present to Zion-Benton a signed statement of objection, which details the grounds for such objection. For additional information, contact the Zion-Benton East Health Office. An outbreak of a contagious disease may cause exclusion from school until the danger is over for those not immunized.

EMERGENCY INFORMATION

Each year students are required to update demographic information for use in case of accident or emergency. If there are any changes that need to be made to a student's emergency information, these should be reported to the Zion-Benton East Office as soon as possible. ***Students can only be released after contact has been made with a parent/legal guardian or authorized emergency contact.***

INSURANCE

The District has purchased student accident insurance that covers students for injuries incurred while participating in school sponsored and supervised activities, including all sports. Since accidents also occur away from school, the District has made available for purchase 24-hour coverage that provides additional coverage anywhere in the world, while on vacation, during travel and away from school. The District has also made available 24-hour accidental dental coverage for purchase. These insurance plans provide secondary coverage and will pay benefits after the family's primary insurance has concluded participation in the claim. Enrollment options can be found at: www.k12specialmarkets.com.

ACCIDENT REPORT

In case of an accident, it is the student's responsibility to immediately report the accident to his coach, teacher or the Zion-Benton East Health Office. The Zion-Benton East Health Office will provide paperwork, which should be completed within 24-hours of the accident.

VIDEO SURVEILLANCE

This facility is under 24-hour video surveillance. All school buses are equipped with video and audio surveillance while transporting students to and from school and school sponsored activities.

STUDENT CLASS FEES

Student accounts, listing all outstanding fees, are available online through the online parent/guardian access portal. It is the responsibility of the parent/guardian to access and monitor their student's account on a regular basis to ensure its accuracy. If a concern is found, the parent/guardian should contact the appropriate office associated with the fee to discuss the matter.

On the day of schedule pickup, all students must pay a fee. The basic registration fee covers technology resources, classroom consumables, student ID card, hallway locker and a student planner. The freshman fee also includes a P.E. lock charge. Please be aware that the textbook fee is a rental fee and students and/or parents/guardians are financially responsible for lost, damaged or unreturned books and Chromebooks. Please read below for information pertaining to Driver Education fees, course fees and the collection procedure and penalties.

Driver Education

Driver's Education is no longer a graduation requirement. If you choose to take the class you should note, there are two portions of Drivers Ed. Classroom and Behind the wheel. While the classroom does not come with a fee there is a cost for Behind the Wheel. The \$275 Driver Education BTW Fee must have been paid in full. **In order for this fee to be waived, the Fee Waiver Form must have been completed - with all required documents and submitted to the Business Office.

Additionally, students must obtain their permit from the DMV (\$20 paid to the DMV) and provide a copy of it to their driver education instructor on the first day of semester.

Other Fees

Courses may charge a fee for particular projects that students may take home or materials used in the class. These fees **must be paid** upon request throughout the year. Students who have a 1:1 Chromebook/IPADS are also responsible for any damage to the Chromebook/IPAD and for excessive loaner charges.

Collections

Students may not be permitted to participate in certain extra-curricular activities, such as dances, unless past due fees are paid.

Consumables

Students may be required to purchase paperbacks and/or workbooks, or electronic storage media, (e.g., flash drive).

Refunds

All refunds will be processed through the Bookstore. Refunds will be applied to all outstanding fees first, regardless of the reason. The only exception will be a student scholarship.

Students transferring into school, other than incoming freshmen, will pay an additional lock fee.

Payments made to the student lunch accounts will carry over each year but will not be refunded at the end of senior year.

The District has adopted a policy that governs the waiver of school fees for students who are eligible via the school fee waiver form process. Students must submit a separate form with supporting documentation to have their fees waived on an annual basis. ***Please be aware that completion of this form does not automatically qualify a student for a fee reduction or waiver. An incomplete waiver will not be accepted. If mailed in, it will be denied for being incomplete. All school fees should be considered due and payable unless/until notified of a waiver or reduction. Fee waivers are prorated by the date of approval and are not retroactive.*** (See [Board Policy 4:140](#) for information regarding the waiver eligibility process for school fees and fines.)

TEXTBOOK ISSUANCE AND RETURN PROCEDURES

1. Students are required to return the same books issued to them.
2. Each book has a barcode. Students should not remove the barcode. Doing so will mean the student will have to buy the book.
3. Semester books must be returned at the end of the semester.
4. All textbooks must be returned by the last day of school.

WARNING: Students and/or parents/guardians will be billed for all damaged books or books not returned during the established book return schedule. Students may not leave books or personal items in their locker on the last day of the school year. Any textbook left in lockers will not be credited to students and will be considered not returned.

STUDENT LOCKERS

Students have been assigned a hall locker for their books and personal belongings. Students should not share their locker. Students may not change their locker location and must use the lock provided by the school. Problems with locks or lockers should be reported to the Zion-Benton East Office.

A student's locker combination is given only to him/her. The lock turns R-L-R to open. Students should keep their combination a secret.

Students are responsible for keeping their locker in good order. Lockers are school district property and may be inspected by the administration any time it appears necessary for school safety and security. All coats and school materials should be secured within the lockers and not brought into classrooms unless advised to do so by a staff member.

PERSONAL SUPPLIES AND COURSE FEES

It is the student's responsibility to have supplies such as pens, pencils, paper and folders. Physical education requires a uniform. The uniform for students is to include P.E. shirt, P.E. shorts, athletic socks and gym shoes.

A sweatshirt or sweat suit is recommended for outside activities. To ensure security, all gym equipment should have an identifying mark.

Some courses require material fees, workbooks and/or supplemental reading texts. As soon as the instructor informs students of what is needed, students should pay the fee or purchase the materials.

DISTRICT ISSUED ELECTRONIC DEVICES

1:1 DEVICE CARE

A device will be issued to students without charge; incoming 9th graders will receive an Apple iPad, and grades 10-12 will keep their district-issued Chromebook. This device will be uniquely coded, identified and assigned to the student during their enrollment at District 126. This device remains the property of Zion-Benton Township High School District 126, even though the student will be allowed to take this device home.

- Charging – Device must be charged at home every evening. Students who repeatedly violate this policy will be subject to disciplinary action. District 126 classrooms can guarantee they will be able to accommodate the charging of student devices. There are charging stations available in common areas like the cafeteria and library. However, students must bring their chargers.
- Sounds - Devices must be muted at all times unless permission is granted from the teacher. Earbuds may be used at the discretion of the teachers.
- Cameras – Devices have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students. Upon report of the loss or theft of a device, security software can be activated which will activate the webcam for purposes of recovering the lost or stolen device.
- Printing – Students will be encouraged to digitally publish and share their work with their teachers and peers. Students may print their work from their devices to the library. Students may set up their home printers with the Google Cloud Print or AirPrint solution to print from their Chromebooks at home.
 - Information about Google Cloud Print can be obtained at: <https://support.google.com/chromebook/answer/7225252?sjid=17257251363085791120-NA>
 - Information about AirPrint can be obtained at: <https://support.apple.com/en-us/109349>
- Need for Internet Access - Students who do not have Internet access at home will still be able to work on their devices to complete assignments. When the student returns to school, the saved work can then be linked to their Google account.
- Student Device Responsibilities -
 - Comply with the District's Electronic Network Policy (6:235) and Student Authorization for Electronic Network Access, as well as all school procedures and guidelines when using the device.
 - Bring the device to school every day fully charged.
 - Always know where your device and chargers are located. They are your responsibility.
 - Treat the device and chargers with care and never leave them in an unsecured location
 - Promptly report any problems with your device to a teacher or Tech Office.
 - Do not remove or interfere with the serial number or other identification tags.
 - Do not attempt to remove or change the physical structure of the device.
 - Do not remove the district-issued case from the device, if applicable.
 - Do not lend the device to anyone, including members of your family.
- Security
 - The device contains tracking and monitoring software that may provide the district with information concerning the student's use of the device including Internet activity. The

District has the right to enable the location tracking function at any time, including if the device is lost, stolen, or not returned.

- The district filters or blocks any material that the District deems inappropriate.
- The district may access and/or retain any student emails or communications made using the district device or district network. Some of those communications may constitute student records under the Illinois Student Records Act and the Family Educational Rights and Privacy Act. Students should have no expectation of privacy in communications made using the district devices or networks and must provide passwords to the Technology Department school administrators upon request.
- The district has no duty to provide supervision or protection to students using the device outside of school.
- Parents/guardians must supervise their children's device use at home and other environments outside of school and discuss Internet safety with them. While inside the district, students are subject to the District's Internet filter which blocks Internet access for both minors and adults to certain visual depictions in compliance with the Children's Internet Protection Act. While at home, Internet access will be monitored and filtered with the same parameters as within the district buildings. Regardless of where the Internet is accessed and whether or not the Internet is filtered, students are subject to all provisions of the district's board policy on Acceptable Use Policy and are expected to use the devices in a responsible manner. Your compliance with this agreement may require parental and self-monitoring while using outside of District 126 facilities.
- Screen Care – The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the device
 - Do not place anything near or on the device that could put pressure on the device.
 - Do not place anything in a carrying case that will press against the cover.
 - Clean the screen only with anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
 - Do not “bump” the device against lockers, walls, car doors, bus seats, floors, etc., as it will break the screen.
 - Do not have any liquid or food near the Chromebook.
- Device Failure - Should the device fail as a result of no fault of the student, the cost to repair or replace the device will be the responsibility of the District.
- Loaner Procedure -
 - If a student needs a temporary loaner device, he/she will need to obtain that through the Bookstore, either before school or during his/her lunch period. Students will not be released from class to go to the bookstore except for device failures beyond their control.
 - The loaner device must be returned that day unless it is issued as a result of a needed repair. If a loaner device is not returned as required, the full replacement cost of the loaner will be added to the student's account until the loaner is returned in good condition.
 - No more than one loaner will be issued to any student at any time.
 - Temporary loaner devices will be limited per student each semester. It is imperative that students are responsible to bring their charged device to school every day. Students with a device out for repair with the Technology Department are the exception.

Failure to apply the above standards will result in disciplinary, or behavior-correcting action.

The District reserves the right to amend these policies at any time.

Zion-Benton Township High School District 126 **Technology Acceptable Use Policy for Students**

Zion-Benton Township High School District 126 is committed to providing students with access to technology for educational purposes through our 1:1 Mobile Learning Program. This program equips students with personal mobile devices to enhance their learning experience. To ensure responsible and safe use of these devices, all students are required to adhere to this Technology Acceptable Use Policy (AUP). This policy outlines the guidelines and expectations for the appropriate use of technology within the school environment.

The purpose of this policy is to establish clear expectations for students' use of technology devices provided by the school, ensuring a productive and respectful learning environment, promoting digital citizenship, and safeguarding the school's technological resources.

1. Device Use:

1. Students must use school-provided devices solely for educational purposes during school hours.
2. Devices should be used in accordance with classroom instructions and under the supervision of teachers.
3. Students should come to school with their devices charged or bring a means for charging with them.
4. Personalization of devices is allowed, but any changes must be school-appropriate and non-disruptive.

2. Internet Usage:

1. Internet access should be utilized for research, educational websites, and resources aligned with academic goals.
2. Access to inappropriate content, including but not limited to explicit, offensive, or illegal material, is strictly prohibited.
3. Students must not engage in any form of cyberbullying, harassment, or online misconduct.

3. Data Privacy and Security:

- Students must not share personal information, including full names, addresses, phone numbers, or passwords while using school devices.
- It is prohibited to attempt to bypass security measures or access unauthorized networks or accounts.

4. Digital Citizenship:

- Respectful and responsible online behavior is expected at all times.
- Students should engage in positive online interactions and contribute constructively to digital platforms.

5. Appropriate Use of Resources and Copyright:

- Plagiarism, copyright infringement, and unauthorized distribution of content are strictly prohibited.
- Students should respect the intellectual property rights of others, including respecting copyright and fair use laws.
- Properly cite and give credit to sources used in research, assignments, and projects.

6. AI and Emerging Technologies:

1. Students are encouraged to explore and learn about artificial intelligence and emerging technologies in an educational context.
2. Responsible use of AI tools and technologies should be guided by ethical considerations, accuracy, and relevance to the educational task.
3. Use of AI tools should supplement learning and not replace critical thinking and problem-solving skills.

7. Device Care:

- Students are responsible for the proper care and maintenance of their assigned devices.
- Devices should be kept clean, protected, and stored securely when not in use.
- Any damage or technical issues should be reported to the school's IT department promptly.

8. Monitoring and Compliance:

1. School staff may monitor device usage to ensure compliance with this AUP and educational objectives.
2. Non-compliance with this policy may result in disciplinary actions.

9. Parent/Guardian Involvement:

- Parents/guardians are encouraged to discuss this AUP with their child and ensure its understanding.
- Parents/guardians should report any concerns about inappropriate device usage to the school administration.

By adhering to this Technology Acceptable Use Policy, students contribute to a safe, respectful, and productive technological learning environment. Zion-Benton Township High School District 126 believes that responsible technology use enhances the educational experience and prepares students for successful digital citizenship.

Failure to comply with this policy may result in consequences in line with school disciplinary procedures. This policy is subject to periodic review and updates. The school reserves the right to amend this AUP as necessary to address emerging technologies and changing educational needs.

1:1 DEVICE INFORMATION AND LIABILITY

A device will be issued to students without charge; incoming 9th graders will receive an Apple iPad, and grades 10-12 will keep their district-issued iPad or Chromebook. This device will be uniquely coded, identified, and assigned to the student during their enrollment at District 126. This device remains the property of Zion-Benton Township High School, even though the student will be allowed to take this device home.

Apple iPad (Gr 9-10)

iPad with 4 Yr AppleCare +

Chromebooks (Gr. 11-12)

Option 1: Non-insured Chromebook

Option 2: Insured Chromebook

Loaners

Chromebooks for Gr. 9-12 during 2024-25

For any family with **an iPad with 4 Yr AppleCare +**

Your student will receive an iPad with 4 years of AppleCare + coverage. AppleCare + for schools provides 4 years of hardware coverage including battery, USB cable, power adapter, and up to two incidents of accidental damage per year. The device must stay inside the district-provided case to participate in this program.

Replacement for lost or stolen iPad devices will be \$299 plus Apple Care+.

For any family who chooses **Option 1: Non-insured Chromebook**

Non-insured Chromebook, the parent/guardian will be responsible for 100% of the repair or replacement costs of the Chromebook. This applies to families who pay registration fees, as well as those who qualify for Free or Reduced Lunch for any intentional damage. Under these circumstances, the Chromebook will be treated the same as a textbook for damage or replacement purposes.

- The District will determine at its discretion, if the Chromebook will be repaired or replaced.
- Cost of repairs will be billed through Skyward as a student fee. If the cost to repair exceeds the value of the Chromebook, the student will be charged the full replacement cost, at which time the student will be issued a new Chromebook.
- Outstanding balances will follow board policy (referenced in the student handbook) in regard to school fees.

For any family who chooses **Option 2: Insured Chromebook**

Insured Chromebook, there will be an annual insurance fee of \$30. All parents/guardians will be responsible for the applicable deductibles for loss, theft, or damage. Parents may make installment payments for the annual insurance fee, however, the insurance will not apply until the fee is paid in full. If a parent fails to make the installment payments, the insurance fee is considered past due and is immediately due and payable. The past due fee cannot be removed at a future date even if the student did not use the insurance.

Insurance Benefits Include:

- o Up to two incidents of damage per school year covered by a deductible not to exceed \$50.00 per incident where the Chromebook is repairable.
- o Third and all other incidents of damage in the same school year are covered at a cost up to a maximum of \$125 out-of-pocket expense per occurrence, where Chromebook is repairable.
- o Replacement cost of a Chromebook that is lost, stolen, or accidentally damaged beyond repair has a \$150 deductible. The full replacement cost of a Chromebook, without insurance, is currently \$332.

DEDUCTIBLE PER CLAIM	FEE
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First incident of accidental damage	Not to exceed \$50.00
Second incident of accidental damage	Not to exceed \$50.00
Third and all future incidents of accidental damage	Not to exceed \$125.00
Lost, Damaged, or Stolen Chromebook	\$150.00

LOANERS

It is imperative that students are responsible to bring their charged device to school every day. From time to time, a student may need to check out a loaner Chromebook. Temporary loaner devices will be limited per student each semester. When this happens, the student will be responsible for returning that Chromebook to the Bookstore at the end of the school day. If the device is not returned the same day, the full replacement cost of the unreturned Chromebook will be added to the student's fee account just as we would a replacement textbook. When the loaner device is returned, and provided it is in the same condition as when it was issued, the student's account will be credited. If Option 2 is chosen for the student's assigned Chromebook that insurance coverage will also apply to any loaner issued. Please refer to the Chromebook Care Document for more details on loaners and associated fees.

If my student's device is lost or stolen, I will notify the district Technology Department immediately (within 24 hours), so that the tracking software can be activated. If the Chromebook is stolen, I am also responsible for filing a police report within 48 hours and providing the district with a copy of the report as soon as it is available. I understand that not following this required procedure will void any insurance coverage, and I will be responsible for the full replacement cost.

Prior to graduation, all students must return their device to the Tech Office. After graduation, all district-owned software will be removed. The student will then be given the device to keep for personal use. If the student receives a replacement device at any time, the student will be given a device that was originally purchased during their freshman year.

ACADEMICS

Infinite Campus (Student Information System)

Infinite Campus is Zion-Benton High School's Student Information System. Through the Infinite Campus portal, parents and students can easily access important student information, including:

- Class Schedules
- Grades
- Attendance
- Transportation Details
- Student Demographic Information
- Student Contact Information

Mobile App: You can also stay connected on the go by downloading the Infinite Campus Parent Portal app, available on Google Play and the Apple App Store.

Login Information: Parents should have received an email with their login credentials. If you have forgotten your username or password, please click the "Forgot Username?" or "Forgot Password?" links on the login page.

Access the Portal: <https://zb126il.infinitecampus.org/campus/portal/zionbenton.jsp>

CANVAS

Canvas is the Learning Management System (LMS) utilized at Zion-Benton East. Canvas LMS is a centralized hub where all online learning tools are connected in one location. Canvas allows students to monitor grades, daily assignments, missing work and view detailed descriptions of assigned projects.

ACADEMIC HONESTY POLICY

Plagiarism is unacceptable in the academic program of Zion-Benton East High School. Plagiarism is defined by Zion-Benton East High School as using the written work or ideas of another student, author, website, or Artificial Intelligence (AI), and representing it as one's own. Zion-Benton East High School has established an AI Use Scale that clearly defines acceptable and unacceptable uses of artificial intelligence for assignments, and students are expected to follow the level designated by their teacher. Zion-Benton East requires explicit acknowledgement of sources.

Cheating is defined as accessing and using unauthorized notes or resources (e.g., phone, websites, another student) to gain an unfair advantage on an assignment or assessment where these notes or resources are not permitted.

The penalties for plagiarism or cheating are serious. Plagiarism or cheating may lead to a total loss of credit for the project, presentation, paper or assignment. Plagiarism or cheating will be dealt with as a classroom issue, handled by the teacher. If students or parents/guardians have additional concerns, they should follow the Student and Parent/Guardian Problem Solving Procedure.

CAREER AND COLLEGE PLANNING

Students and parents/guardians are encouraged to use the current Course Guide to consider the appropriate courses that will help achieve career goals. A student's counselor and administration are available for assistance.

HOMEWORK

Homework is assigned based on the curriculum and course requirements. The frequency of homework will depend on the course of study. District 126 believes that homework, work done outside the classroom period, is necessary and valuable. It is a tool, which teachers use to help students become confident and independent learners and thinkers. Homework is meant to provide useful practice in the skills that are important for learning competencies.

When a student is ill for less than three (3) days, parents/guardians and or students are responsible for requesting homework/classwork by leaving the teachers a message on their voice mail or by sending the teachers an e-mail along with checking Canvas for daily assignments. A student retains the right to receive assignments missed and to complete classwork for credit, provided the activity

can be completed outside the classroom and provided it is completed within the time limits established by the teacher. Whenever possible, assignments will be given in advance for an anticipated absence. ***Please allow a minimum of 24 hours for teachers to respond to a request.***

If a student becomes ill or injured and will be out of school for three days or more, the parent/guardian should call the Zion-Benton East Office to request the student's assignments. Arrangements to pick up assignments and books are the student's responsibility. For absences that will exceed two weeks, homebound instruction is available. Please see the student's guidance counselor for details.

For absences due to family vacations, a form is available in the Zion-Benton East Office, which must be filled out for teachers to provide the student with assignments. The form must be returned to the Zion-Benton East Office ***prior to the start of the absence.***

From freshman to senior year, a student's most important job is to thoroughly complete the work that his/her teachers consider important for his/her education.

Benchmark Testing

District 126 believes in the importance of ongoing academic progress monitoring using universal measures. We periodically assess students throughout their freshmen through junior years to determine progress, engage in goal setting, and inform instruction. These results become part of the student's temporary records. District State Assessments-become part of the student's permanent record.

Final Exams

The purpose of final exams is to comprehensively assess a student's mastery of a course's objectives. All students are expected to attend final exam days and take final exams as part of the required coursework outlined in the course syllabus. Exam exemptions are outlined below:

Second Semester Seniors: Second semester final exams for graduating seniors may be optional. Students will be informed at the start of second semester if a final will be given. All freshman, sophomore, and junior students are required to take second semester final exams.

Second Semester AP Students: Students who take their scheduled AP exam on their official AP exam date will be exempt from the final exam in that course. Students who do not take the AP exam will be required to complete the final exam during the designated exam period. Exempt students are still expected to attend school and take all required final exams for their other courses.

Grading Practice

Guiding Principles/Understandings

1. Grades communicate student achievement of learning standards; students' grades should not be reduced or inflated due to student behaviors outside of the standards.
2. Students learn at different rates and should be given several opportunities to demonstrate mastery.
3. Grades are determined by student performance on formative and summative assessments, with summative assessments being weighed more heavily or in entirety.

4. Formative assessments are used to provide timely, specific, and continuous feedback in order to allow students to self-assess progress towards a standard.
5. Grading policies are consistent among teachers of a course, and common summative assessments are utilized to measure student achievement.

Grading Categories

All gradebooks will reflect students' performance on the course's formative and summative assessments, with summative assessments being weighed more heavily or in entirety. Accordingly, grading categories may include Essays/Writing, Projects, Tests, Quizzes, etc.--those categories that measure student performance and progress within the course content. Other categories may be present (e.g., participation) to communicate with students and families, but they should not affect the overall grade.

Grading Procedures

All courses will provide revision or retake opportunities for a minimum of one unit's time. Course teams may build in remediation and retake opportunities into the course calendar where appropriate.

Each test and assignment will be graded in light of its importance, participation requirements, and time devoted to instruction. Comprehensive tests, projects, or essays (e.g., summative assessments) will be weighed more heavily than a daily assignment (e.g., formative assessments). Teachers do their best to return assignments and make grade information available as promptly as their schedule allows. Many factors determine how soon a teacher can assess and return assignments. For example, essays and research papers take longer to grade than quizzes or daily work.

Assignment Grading Scale

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	41-59
F	0-40 = 40

Overall Grading Scale

Scores will average for the overall semester grade, converting to our 13 letter grading scale (A+, A-, A, B+, etc.).

Letter Grade	Minimum Percent
A+	97%
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
F	40%

GRADUATION REQUIREMENTS

A unit of credit is given for successfully completing a 36-week full-credit course or two 18-week courses. See the Course Guide for specific units given for each course and additional information regarding graduation requirements.

To be eligible for a diploma from Zion-Benton East High, a student must have completed eight semesters of full-time attendance with the final semester as a full-time student at Zion-Benton East High. In the course of eight semesters, students must meet the minimum graduation requirements listed below.

Curriculum Area	Carnegie Units Required
English	4.00
Mathematics	3.00
Science (1 year of a lab science)	3.00
Social Science (1 year of U.S. History, 1 semester of Government)	3.00
Physical Education	3.00
Health	0.50
Electives	4.50
Personal Finance	0.50
Senior Core Electives	1.00
Total Required Credits	22.5

Graduation Requirements

4.00 Units of English
 3.00 Units of Mathematics
 3.00 Units of Science
 3.00 Units of Social Studies
 3.00 Units of Physical Education*
 0.50 Unit of Health
 0.50 Unit of Personal Finance
 1.00 Unit of Senior Core Electives
 4.50 Units of Electives
22.50 Total Required Credit

*This requirement can be met by enrolling in NJROTC. See your counselor for details. If an exemption is granted, the course must be replaced with another credit.

**Driver Education is no longer a requirement beginning with the Class of 2023.

In addition to the existing course and credit requirements, students are required to satisfactorily complete the District's standardized testing program and the Constitution exam as conditions for graduation. To keep up with their class, students must have at least the number of units indicated on the table below at the beginning of first semester.

Sophomore – 10 th Grade	6.00
Junior – 11 th Grade	11.50
Senior – 12 th Grade	17.00

SAMPLE FOUR YEAR HIGH SCHOOL PLAN

Freshman Year

Semester 1	Semester 2
English 1 Composition	English 1 Composition
Math	Math
Social Studies	Social Studies
Biology	Biology
Spanish or Heritage 1	Spanish or Heritage 1
Physical Education or NJROTC	Physical Education or NJROTC
Freshman Seminar	Freshman Seminar
Study Hall/Overload	Study Hall/Overload
Advisory/Lunch	Advisory/Lunch

Sophomore Year

Semester 1	Semester 2
English 2 World Literature and Composition	English 2 World Literature and Composition
Math	Math
World Cultures	World Cultures
Chemistry	Chemistry
Spanish or Heritage 2	Spanish or Heritage 2
Health	Driver Ed**
Personal Finance	Career Exploration
Study Hall/Overload	Study Hall/Overload
Advisory/Lunch	Advisory/Lunch

Junior Year

Semester 1	Semester 2
American Lit. & Composition	American Lit. & Composition
Math	Math
Dual Credit US History or US History	Dual Credit US History or US History
Physics	Physics
Physical Education or NJROTC	Physical Education or NJROTC
Elective (2)	Elective (2)
Study Hall/Overload	Study Hall/Overload
Advisory/Lunch	Advisory/Lunch

Senior Year

Semester 1	Semester 2
Dual Credit English Composition 1 or English 4	Dual Credit English Composition 2 or English 4
Math	Math
Government	Social Science Elective
Science Elective	Science Elective
Physical Education or NJROTC	Physical Education or NJROTC
Core Elective	Core Elective
Elective (2)	Elective (2)
Study Hall/Overload	Study Hall/Overload
Advisory/Lunch	Advisory/Lunch

**Driver Ed is not a graduation requirement but may be taken sophomore, junior, or senior year.

FOUR YEAR PLAN

Earned Honors English, Social Science, Math, and Science grade-weighted courses are available to students who fulfill earned honors course requirements. See Course Guide descriptions for additional details.

GRADUATION PARTICIPATION

At the end of the first semester, the office will prepare a list of seniors who may graduate in June provided they complete the second semester satisfactorily. Students who have not completed all credit and graduation requirements will not be permitted to participate in the graduation ceremony.

EARLY GRADUATION

Students who choose to graduate in less than the required eight semesters covering four calendar years must meet specified conditions and have special/extenuating circumstances to warrant consideration. See Course Guide for details, if needed see student's counselor.

CLASS LOAD

A normal class load is seven full-unit subjects including physical education, except sophomore year when students take Driver Ed/Health in lieu of physical education.

SEAL OF BILITERACY

Zion-Benton Township High School District 126 is proud to offer the Illinois State Seal of Biliteracy to qualifying District 126 seniors who demonstrate a high level of proficiency in English and one or more additional languages. The seal is a recognition given to graduating high school students who have demonstrated a high level of proficiency in reading, writing, listening, and speaking in English and in another language. This proficiency will be noted on each awarded student's diploma and transcript. For information regarding the criteria and the benefits, please visit <https://www.zb126.org/Page/3728> or reach out to your counselor in Student Services.

PROGRESS REPORTS AND REPORT CARDS

Parents/guardians will receive a progress report approximately by the fifth week of each quarter. Quarterly report cards will be issued following the close of each nine-week grading period. Semester report cards are issued shortly after the last day of the semester. Credit is issued for semester grades only.

HONOR ROLL

At the end of each grading period an Honor Roll and a High Honor Roll will be computed and published. Students achieving a 3.50 to 3.74 grade point average will be listed on the Honor Roll. Students achieving a 3.75 or higher grade point average will be listed on the High Honor Roll. Only full credit courses will be averaged. Driver Education and Pass-Fail classes will not be included. Please note that the second and fourth honor rolls are based on semester grades only.

Students receiving incomplete grades may not have their names published although they may make the Honor Roll after the incomplete is removed. A student is not eligible for the honor roll if they received a failing grade.

GRADUATION HONORS

Graduating seniors will be recognized based on their 7th semester cumulative weighted Grade Point Average as follows: Cum Laude 3.50-3.74; Magna Cum Laude: 3.75-3.99; Summa Cum Laude: 4.00+.

HONORS AND AWARDS

Each year, prior to the close of school, a series of Honors and Awards Programs are held recognizing outstanding students. Awards are made for excellence in scholarship and citizenship. Students should strive for this recognition from the first day they enter high school. For seniors, this is the program at which cash scholarships are awarded by local businesses, industries and civic clubs. Applications for these scholarships are taken each year during the months of February and March. Winners are judged on the basis of scholarship, leadership, participation in school activities, citizenship and financial need.

INCOMPLETE GRADE

At times, extenuating circumstances beyond the student's control at or near the end of a grading period necessitate an extension of time for completion of class assignments. An Incomplete (I) grade may be allowed in such instances subject to the following guidelines:

1. The teacher and student will communicate to ensure that an understanding exists concerning the nature of the required assignment(s), dates for completion, etc.
2. Teachers are to submit a final grade for each student receiving an incomplete grade within ten (10) school days following the end of a grading period. The Principal must approve extensions to this.
3. The Principal must approve all requests for incomplete semester grades. This approval may be granted only after written guidelines for completion of the assignment(s) are established and agreed upon by both the teacher and student.

PARENTAL CURRICULUM OBJECTION

Parents/Guardians have the right to voice their concerns in writing to the principal regarding their student receiving instruction in sex education; family life instruction on the prevention, transmission, and spread of AIDS; and or instruction on diseases. Parents/Guardians may request alternate assignments be arranged.

ALTERNATIVE TO HIGH SCHOOL ATTENDANCE – COLLEGE CREDIT DURING JUNIOR AND/OR SENIOR YEAR BEYOND ON-SITE DUAL CREDIT CLASSES

Students may elect to substitute college attendance for their elective classes during junior and/or senior terms. See the Course Guide and Principal for details, restrictions, and costs. For information regarding alternative learning options, please contact the Director of Student Services.

DUAL CREDIT

A student who demonstrates mastery of skills at Zion-Benton East may be eligible to participate in dual credit opportunities as an upperclassman with the College of Lake County. Students may earn college credits or college placement above beginning courses while completing their high school requirements.

To be eligible for dual enrollment, students must meet the College of Lake County's enrollment requirements and complete the College of Lake County's application process.

Dual enrollment can produce tangible savings in both time and money and real potential to enter the job market or graduate from college earlier. See the Course Guide for details.

LAKE COUNTY HIGH SCHOOLS TECH CAMPUS

The Lake County High Schools Tech Campus is an extension site for Juniors and Seniors to attend classes in a specific career training program. The Tech Campus (located near CLC) provides

students the opportunity to earn career certifications and college credit. Sophomores and Juniors must complete an application available sometime in December to attend Tech Campus for the following school year. For more information, please contact the Career Counselor or refer to the Course Guide.

Tech Campus Drop Policy:

Students will be informed by March if they've been accepted to Tech Campus for the following school year. Since a student's Tech Campus tuition is covered 100% by the District, there is a drop policy. To avoid drop fees, students (or the parent/guardian of the student attending) must directly talk to or email the Career Counselor to inform them of their decision to no longer attend Tech Campus the following year. Failure to do so by the deadline specified may result in a drop fee, which will be added to the student's account. The Career Counselor will confirm the student's drop via email.

Students withdrawing from the Tech Campus program before the September cut-off deadline will be charged \$50. Students withdrawing without valid cause after the September cut-off will be assessed a \$500 charge due to the District's liability to pay full-year tuition cost.

CORRESPONDENCE SCHOOLS

Under special circumstances, Zion-Benton will accept credits toward graduation from approved, accredited correspondence schools. A student may not pursue such work for credit while enrolled as a full-time day student without prior approval from their counselor.

A student may enroll in two (2) units of credit at a time, up to a maximum of four (4) units of credit may be earned from correspondence courses.

9th HOUR CREDIT RECOVERY

Each term the District will offer Zion-Benton East High students after school credit recovery sessions at the Zion-Benton East campus, which provide students opportunities to make-up courses. A separate registration form will be published at the beginning of each semester. See student's counselor for details. All students attending 9th Hour credit recovery opportunities are subject to all school rules and policies.

SUMMER SCHOOL

Each year the District will attempt to offer a summer session, which will be based on sufficient enrollment. During these summer sessions students may take a maximum of two semesters of work to make-up courses missed or failed. A separate bulletin describing the summer term is published in May. All persons attending summer school are subject to all school rules and policies.

HELPFUL INFORMATION

BOOKSTORE/ZION-BENTON EAST OFFICE

Limited emergency replacement supplies are sold in the bookstore and in the Zion-Benton East Office. Here students may also pay book fees, material fees and all other charges incidental to attending Zion-Benton East High. The Main Office handles all matters pertaining to lockers and locks. It is the student's responsibility to bring any necessary supplies to school in order to successfully complete his/her coursework.

LIBRARY

Students are welcome to use the Zion-Benton East Library before school, during lunch, after school and when approved by a teacher. No food or beverages are allowed without faculty permission.

HEALTH SERVICES OFFICE

First aid, health records, P.E. medical excuses and all matters pertaining to student health are handled in the Health Services Office.

Any student with a note from either a doctor or parent/guardian prohibiting participation in physical education must present the excuse to the Health Services Office. A parent's/guardian's note will be honored for no longer than three days.

Medication Procedures: Parents/guardians are responsible for administering medication to their children. Temporary or chronic prescription medications should be taken in accordance with the directions on the label. Medications must remain in their specified containers with the directions remaining on the container. These medications should be taken home with the student either at the end of the school day or end of the prescribed medication administration period.

Students are not allowed to possess ANY medication in the school at any time during the school day without the express knowledge and permission of the Health Services Office. Medication Permission Forms, located at the Health Services Office, must be properly completed and signed by physician and parent/guardian to keep prescriptions and over-the-counter medications in school for a prolonged period of time.

Students will report to the Health Services Office at the designated time, take their medication as instructed, and return to class. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including medication administration.

Medicine Refusal

In accordance with school policy 6:30 "No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Food Allergy Management Procedures: Parents/guardians of students with food allergies must complete an Allergy History Form and School Medication Authorization Form available in the school's Health Services Office and return both forms to the Health Services Office. Parents/guardians are to work cooperatively in filing an Individual Health Care Plan with the school that outlines the specific needs, including the precautions necessary for food allergen avoidance, emergency procedures and treatments. This same information should also be included within the 504 Plan of any student possessing a 504 Plan.

Authorization to Provide Diabetic Care: Parents/guardians of students with diabetes that require assistance with managing this condition while at school and school functions, must submit a Diabetes Care Plan to the Health Services Office. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change that needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers and contact numbers for health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Asthma and Epilepsy Plans

Students with care plans related to asthma and/or epilepsy must keep the plan on file and up to date in the school's health office at all times.

Anaphylaxis Management

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the School Board has adopted [Board Policy 7:285](#), which addresses anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylaxis should file and emergency health plan with the District, or in the case where a student would medically qualify as a disability, a 504 plan could be considered.

EXCLUSION

Students who are excluded are restricted from school attendance because concerns exist for health, safety or welfare pertaining to the individual student.

ANNOUNCEMENTS AND BULLETIN BOARD DISPLAYS

School announcements will be posted on the Zion-Benton East Webpage. Any school-sponsored activity may publish announcements of importance or concern to the student body. Please submit announcements to the Zion-Benton East Office. The Principal or designee must pre-approve announcements.

Bulletin boards are displayed throughout the building for student information. The posting of bulletins and posters must be approved by the Main Office. These may be put up only on the bulletin boards provided or in specific areas designated by the Main Office. After the event, sign removal is the responsibility of the sponsor, club or individual and should be attended to in a timely manner.

HOMEBOUND INSTRUCTION

If a student becomes ill or injured and his/her doctor feels that he/she will be unable to attend school for two weeks or more, the student may request homebound instruction through his/her Guidance Counselor. Tutors are assigned to visit the home (or hospital) and provide instruction at no cost to students or parents/guardians. **This service requires a doctor's statement to begin services and upon re-entry to school.** It is very important that the student and/or the student's parent/guardian act quickly in requesting this service so that no time is wasted before instruction can begin. Successful completion of such work can prove helpful in maintaining school achievement while the student is engaged in homebound instruction. Contact the student's guidance counselor for details.

CLASS PROGRAM - (CAREER, LEADERSHIP, ACADEMIC AND SOCIAL SUCCESS)

An integral part of the weekly program for our students is the C.L.A.S.S. program. The goal of the program is to provide each student with an advocate in order to nurture, inform, protect and promote each student's best interest. At the heart of the system is the relationship between staff and students – where the student has a person who knows, defends and helps fulfill their educational and personal potential.

The teacher-advisor functions as:

1. MENTOR – provides important information on how the school functions and on how to make real life choices. Helps the student plan his/her academic career, helps him/her to apply himself/herself to studies, and to participate in the extra-curricular life of the school.
2. EDUCATED FRIEND – listens, guides and refers students to appropriate in school and outside services.
3. ADVOCATE – serves, when needed, as a buffer/problem solver for students in need of assistance for coping with problems at home or with school.

During this time, students will have access to opportunities that bring students of different grade levels and/or clubs and activities together for academic, social, and community growth. The system will foster student-led initiatives calling for students to design, develop, and implement school-wide programs that benefit the students, the school, and the community as a whole. Parents/guardians are especially urged to make use of this service in working with the school. The student's schedule will include the name of the C.L.A.S.S. teacher.

TESTING

Another important service is a testing and inventory program for all students designed to uncover abilities and interests students may not know exist as well as to bring to light any problem or learning concerns students may have. Testing is done for incoming freshman students and periodically through graduation. These results become part of the student's temporary records. District State Assessments will become part of the student's permanent record.

COLLEGE AND CAREER CENTER

The District 126 College and Career Center (CCC) is located off the ZBTHS Courtyard Cafeteria. Students of all grade levels are invited to drop in or make an appointment to visit the College or Career Counselor, who can help assist with post-secondary college and/or career planning. Throughout the year, counselors will plan workshops, field trips and events focusing on aspects of college and career exploration and development.

Parents and students of all grade levels will utilize SCOIR, the District's post-secondary College and Career online program/app, to assist with researching post-secondary options, development, and planning.

COLLEGE ENTRANCE TESTS

Almost all colleges now require examinations for entrance. There are two major organizations whose tests are used by most colleges: The American College Testing (ACT exam) Program and the College Entrance Examination Board (SAT exam).

Students should consult the catalogs for the colleges in which they are interested to find what tests they require and the earliest and latest dates they will accept a student's test scores and application. A special schedule of testing will be published annually and distributed to students who desire it. The guidance counselor is available for help.

LOST AND FOUND

The school cannot be held liable for lost or stolen items. Students are not to bring unneeded money and valuables to school. In the event of loss, parents/guardians should check their homeowner's policies for coverage.

Students who lose items are to report them on the Lost/Stolen Report Form found in the Zion-Benton East Office. School personnel will make every attempt to assist the student in recovering the item(s). Students who find any valuables in and around the school should turn them in to the Zion-Benton East Office. Unclaimed items are discarded quarterly.

STUDENT SUPPORT TEAM (MTSS)

The Student Support Team (SST) is a component of the District's Multi Tiered System of Support (MTSS) initiative to provide solutions for struggling students. SST is made up of a combination of administrators, counselors, attendance staff, and special service personnel. The SSTs meet weekly to discuss student issues of academic, social/emotional, and disciplinary nature. Students' advisors and teachers may be consulted as part of this process. Teachers, staff, administration, or parents/guardians may refer students to the SST for review, investigation, and intervention. Applicable interventions are assigned on a case-by-case basis and are reviewed for effectiveness by the team on a weekly, monthly, and quarterly basis in conjunction with the classroom teacher(s).

CONCUSSION PROTOCOL

District 126 follows required concussion protocol for Return to Play and Return to Learn. If your student has a concussion, they may be required to follow steps that may include, but are not limited to, check-ins with the School Nurse and/or Athletic Trainer and doctor's documentation.

SECTION 504 OF THE REHABILITATION ACT, 1973

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) 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. Questions about the identification and placement of students should be directed to the Director of Student Services at 847-731-9340 or the student's counselor.

SPECIAL EDUCATION

Zion-Benton Township High School District 126 provides all students with disabilities a free and appropriate public education. Student's parents/guardians serve as team members with the public school in determining eligibility for and provisions of special education services. Every identified student will be assigned a case manager to facilitate registration, monitor state-required documentation and provide assistance to students, teachers and parents/guardians. The "Parent Guide—Educational Rights and Responsibilities: Understanding Special Education in Illinois" provides additional guidance and is available at <https://www.isbe.net/Pages/Special-Education-Parent-Rights.aspx>. Arrangements for the use of a service animal should be made through the Director of Special Education and be in accordance with Illinois School Code.

Parents/guardians, an independent educational evaluator, or a qualified professional retained by or on behalf of the parents/guardians or student are afforded reasonable access to educational facilities, personnel, classrooms and buildings, and to the student, consistent with school district policy.

District 126 offers a full range of special education services required by law. Inquiries about services may be made to the student's counselor who will conduct a preliminary evaluation, which includes a review of records with staff and other relevant resources. The counselor and the parents/guardians maintain close contact with each other on the progress of the review. If the parents/guardians and the Counselor or Principal agree that special education services may be warranted, a referral for special education evaluation will be prepared by the Counselor or Principal and submitted to the Executive Director of Specialized Services who will determine the educational assistance appropriate to the student's needs and acceptable to the parents/guardians.

Special education students are subject to and accountable for the same rules and regulations unless the behavior is related to or results from a disability listed in Article 14 of the School Code. Special education students may be excluded or suspended from school if their behavior can reasonably be considered a danger to themselves, staff or other students.

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)

District 126 is a member of a cooperative organization (SEDOL), which provides instruction and educational services for physically and emotionally handicapped students. Classes for the hearing-impaired, vision-impaired, physically challenged and multiple-handicapped are offered by this co-op, which also assists in administering the homebound program. If a student has need for any such services or knows of a high school age youth needing such services, please contact the Executive Director of Special Services located at Zion-Benton Township High School District 126 at 847-731-9501.

TRANSFER STUDENTS

A student seeking admission to a District 126 school must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by state law. A student must also present a "student in good standing" form from the school from which the student is transferring. In order to be admitted, the form must indicate that the student is not currently suspended or expelled.

Parents/guardians of a student transferring from the District should give the registrar written notification of their intent, pay outstanding fees or fines, sign a release of records form and return all school owned property. See the Zion-Benton East Office for details. Refunds are not made unless this procedure is followed. Failure to check out within 30 days after the student's last day in school will cause the student to forfeit his/her refund.

If a student has attended Zion-Benton East High for the first 3 1/2 years of high school and moved away at the beginning of or during his/her final semester, he/she may petition to have his/her final semester's credits transferred from another accredited high school to apply toward this school's graduation requirements. In all cases, prior arrangements for such transfers must be made. See student's counselor for more information.

INTRA-DISTRICT TRANSFERS

Enrollment at Zion-Benton East High is a four-year commitment. The Board of Education policy regarding intra-district transfers will govern all intra-district transfers.

TRANSCRIPTS

Official copies of students' high school records must be provided whenever students transfer to another school, apply for college admission or for numerous other purposes. Requests for transcripts should be made via Schoolinks at least two weeks in advance of the date on which they are needed.

WORK PERMITS AND CERTIFICATES OF AGE

State of Illinois work permits are issued by the Zion-Benton East Main Office.

A parent/guardian must accompany the student to sign the paperwork along with the following:

- Students under age 16 must present evidence of a physical exam, their birth certificate, social security card and a statement from their prospective employer before a work permit will be issued.
- Students over the age of 16 must present their birth certificate and a statement from their prospective employer to obtain a certificate of age from the Lake County Regional Office if required by their employer.

All students must be passing all classes, as evidenced by the most current grade report in our student information systems (Skyward and/or Canvas), when they apply for the work permit/certificate of age.

STUDENT AND PARENT / GUARDIAN PROBLEM SOLVING PROCEDURE

Any student or parent/guardian having a question or complaint about the application of an administrative rule, the actions of a school employee, or who feels there are deficiencies in the school system, such as, curriculum content, disciplinary practices, educational facilities, teaching methods, sexual harassment, etc., has the right to raise a question for attention.

Students should consult with their advisor, parent/guardian, counselor, or assistant principal for assistance in selecting the best and most appropriate means for presenting a matter for consideration.

However, should the complainant engage in conduct or actions during the problem-solving procedures prohibited under Board Policy 8:110 then the provisions under Enforcement shall be utilized to address such conduct or actions. A copy of Board Policy 8:30 may be found on the District's website at <https://www.zb126.org/Page/3718> under the heading About Us – Board of Education Policies.

STEP ONE:

1. The question or problem should be discussed at a personal conference with the staff member directly involved in the question or problem. An administrator will be involved if it relates to a disciplinary action or upon the request of other appropriate personnel.
2. Any substantive complaint regarding an employee by a parent/guardian must promptly be called to the attention of the employee. The complaining party shall first discuss the matter with the employee with the intention of resolving the complaint. An administrator, if requested in advance by either party, will attend the meeting of the complainant and the employee. A complainant's refusal to meet with the employee or present evidence may terminate any further action.

If the conference does not resolve the matter within ten school days:

STEP TWO:

The following information will be needed in writing:

1. Date, time and place of any situation causing the question or problem.
2. Specific nature of the question or problem for which remedial action is requested.
3. The remedy desired and why this remedy is felt to be appropriate.
4. Information as to whether anyone else would be affected by the requested action.

5. Result of the original conference (Step One) and reasons for dissatisfaction with the conference result.

The question or problem may be taken to the Principal, who may bypass Step Two and refer the question to Step Three.

If the Principal feels there is no basis for the question or that the conference result was the proper resolution, s/he will inform the complainant. If informed in writing, a copy will be sent to the Superintendent and/or other appropriate District staff.

If the Principal feels the question or problem merits further investigation, s/he will hold a conference with all persons involved and will make a determination as to whether further action is necessary. In any case s/he will notify all involved with the situation of his/her decision. If informed in writing, a copy will be forwarded to the Superintendent.

If Step Two does not resolve the situation within ten school days:

STEP THREE:

The question or problem may be taken to the Superintendent for a review. This procedure shall be the same as Step Two.

If Step Three does not resolve the situation within ten school days:

STEP FOUR:

The question or problem may be taken to the Board of Education for final review and decision. This procedure shall be the same as Step Two. Information concerning the time, date and location of Board of Education meetings may be obtained from the Superintendent's Office.

STUDENT RECORDS

District 126 complies with rules and regulations governing the Illinois School Record Act of 1975, the complete text of which is on file in the Zion-Benton East Office. The following statements are required by that Act and the Rules and Regulations of March 24, 1976:

- I. The student records covered by this Act will include the following materials:
 - A. Permanent records of basic identifying data, academic transcript, grade average, rank, graduation date, state test scores, college entrance examination scores, attendance, accident and health record, record of releases of records, honors received and co-curricular activities.
 - B. Temporary records of family background, intelligence, aptitude and achievement test scores, teacher anecdotal records, disciplinary information, special education records of referral, placement, hearings and appeals, verified reports or information from non-educational sources of relevance to the student, and records of release of temporary information.
- II. Maintenance of records
 - A. Permanent records will be microfilmed and kept by the school permanently.
 - B. Temporary records will be destroyed according to the following schedule:
 1. Temporary records of students who have graduated will be destroyed five years following the date of graduation.
 2. Withdrawn or transferred student temporary records will be destroyed five years following June 30th of the year in which the student withdrew or transferred.

3. A student has the right to request a copy of their records prior to destruction. Cost per sheet for copies is 35¢.
 4. Temporary records of special education students will be kept on file for a period of five years following the date the student officially left school.
- III. Parents/guardians or students age 18 or over have the right to inspect and copy records. Cost per sheet for copies is 35¢.
 - IV. Parents/guardians have the right to control release of records and the right to a copy of information released, except as provided by law.
 - V. Records may be released without parent/guardian consent or notification to local district staff, including the Special Education CO-OP, the State Board of Education, to approved research workers (20 U.S.C. §1232g(b)(1)(F); 34 C.F.R. §99.31(a)(6); 105 ILCS 10/5(1)(4)), or pursuant to a court order under IL Revised Statutes, 1975, Ch. 122, Article 50-6(a).
 - VI. Parents/guardians or students age 18 or over have the right to challenge any entry except grades and reference to expulsion or out of school suspension in the school student record via direct written request to the school. In case of a dispute, a hearing may be requested before an impartial hearing officer. A formal hearing will be held pursuant to Section 9.03 of the Student Records Act. Any party has the right to appeal the local hearing officer's decision to the Superintendent of the Regional Office of Education. The school shall implement the decision of the Superintendent of the Regional Office of Education.
 - VII. Per Illinois law, directory information may be released without parent/guardian consent unless specifically prohibited in writing by the parent/guardian. This information includes name, address, phone number, email address, date of birth, period of attendance, honors received, activities and field of study, and diplomas awarded. This information is primarily requested by military recruiters, institutions of higher education, the Student National Clearinghouse, and other approved research workers.
 - VIII. No person may condition the granting of 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 records which such individual may obtain through the exercise of any right secured under the Act or these regulations.
 - IX. Confidential records that are maintained by a school employee or office solely for the carrying out of a school function; which are confidential information relayed by a student or parent/guardian; recommendations for college admission, employment or receipt of an honor or award; physician's, psychologist's, or psychiatrist's reports are not included in the provision of this Act and will not be made available to a parent/guardian or student.

PROFESSIONAL QUALIFICATIONS

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, parents/guardians have the right to know the professional qualifications of the teachers who instruct their children and the paraprofessionals, if any, who assist them. Parents/guardians may request the following information about each of their children's classroom teachers and their paraprofessional assistants, if any:

1. Whether the teacher has met Illinois state certification requirements.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
3. The teacher's college major.
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

5. Whether any instructional aides or similar paraprofessionals provide services to the parent's/guardian's child and, if so, their qualifications.

If a parent/guardian would like to receive any of this information, please contact the District personnel office.

EQUAL EDUCATIONAL OPPORTUNITIES

Zion-Benton Township High Schools are in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws, Orders and Regulations. Equal educational opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Dr. Jesse Rodriguez has been designated as the Coordinator for Equal Educational Opportunities. For additional information, please contact Dr. Rodriguez at 847-731-9792 or write to Zion-Benton Twp. High School District 126, One Z-B Way, 21st Street and Kenosha Road, Zion, Illinois 60099.

EMERGENCY DRILL PROCEDURES

FIRE ALARM / DRILL

1. ***All persons must leave the building.***
2. The fire alarm is a loud, continuous signaling device.
3. Leave your area immediately by the assigned exit as designated by the posted Disaster Plan. Promptly follow all directions given and remain with staff.
4. Have an alternative route in mind in case your assigned exit is blocked.
5. If traffic appears to be blocked or slow, do not push. Wait calmly in line. Be prepared to turn back and use alternative exits.
6. Turn off utilities used in class.
7. Proceed at a rapid pace. Do not wait for friends. No loitering or delaying in hallways or cafeterias.
8. ***Move at least 500 feet away from the building.***
9. ***Do not stop at exits - do not go to lockers.***
10. Take purses and valuables with you.
11. No unnecessary talking. Listen carefully for instructions throughout the evacuation.
12. The ***Signal to Return*** to the building is an ***announcement*** on the intercom. (During fire drills the signaling device will be turned off after approximately two minutes. ***This does not mean it is clear to return to the building.*** Everyone must remain outside until the end of the drill is announced.)

TORNADO / DISASTER DRILL

When a Tornado/Disaster drill is in effect, all persons must move immediately to safer areas.

1. The signal for the start of the tornado/disaster drill is an announcement over the intercom, or a prolonged and interrupted beep of the passing tone, or both. An announcement over the intercom ends the tornado/disaster drill.

2. The Disaster Plan posted in every room will give directions as to where personnel are to report. Rooms are required to have the fire/disaster plan posted. If missing, request a replacement from the Zion-Benton East Office.

LOCKDOWN / LOCKDOWN DRILL

District 126 will practice lockdown drill(s) annually. During a lockdown/lockdown drill all students and guests should follow staff directions immediately. Directions on whether the lockdown is “soft” (concern outside of the building) or “hard” (concern inside the building) will immediately follow the initial notification of the lockdown/lockdown drill. Students who fail to comply with or disrupt an emergency drill or attempt to incite panic or initiate an unauthorized emergency drill, are subject to disciplinary action, up to and including suspension or a hearing before the Board of Education.

ROLE OF PARENTS: ILLINOIS PLAN FOR RADIOLOGICAL ACCIDENT (I.P.R.A.)

The Illinois Department of Nuclear Safety and the Illinois Emergency Services and Disaster Agency have developed a comprehensive plan for students and staff in the event of any radiological accidents. In Lake County the Regional Office of Education is responsible to notify affected school districts and recommend either TAKE SHELTER (remain indoors-precautionary plan) or EVACUATION (transportation via evacuation routes, to Congregate Care Shelter locations). Parents/guardians are advised to listen to radio stations listed for information and instructions. Please do not attempt to pick up students at the school. Students will be accompanied to Congregate Care Shelters where care will be taken to provide for student needs until they are reunited with their families.

ILLINOIS
WISCONSIN

AM 670
AM 1050

AM 1220
FM 91.1

FM 102.3
FM 95.1

EXTRA-CURRICULAR ACTIVITIES

Zion-Benton Township High School District 126 offers a variety of diversified activities for students to expand their knowledge and interest.

All students who participate in any of these activities are subject to the eligibility requirements, training rules and disciplinary guidelines as listed in this handbook. Activities are open to Zion-Benton Township High School and Zion-Benton East High students. Based on meeting times, not all activities may be available to all students.

Listed below are some of the activities currently available to ZBE students:

Academic Team	Hispanic Americans Talking	Sister 2 Sister*
Anime *	Together – HATT	Spanish Club
Aquatics	Healthy YOUth*	Speech Team-Forensics
Art Club*	Homecoming Committee	Student Leadership*
Bass Fishing	Rotary International Interact*	SWARM Spirit Club
Bee Leaders*	Key Club	Tech Crew*
Black Student Union	Mosaics	Thespians
Brotherhood of Extraordinary	National Honor Society*	Web Crew
Young Men*	NJROTC Drill Team	Weightlifting
Exchange Student Program	NJROTC Orienteering	
Fitness Club*	NJROTC Rifle Team	<i>*Meets at Zion-Benton</i>
French Club	Prom Committee	<i>East</i>
Game Club	Robotics Team	
German Club	SAGA	
Green Bees*	SHADES-Multicultural Club	

REQUIREMENTS /DISCIPLINARY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Students who wish to serve as class officers or advisory representatives and certain others (i.e., Student Government Day representative) must meet higher academic requirements and have no major referrals. In order to run for elected office, a “C” grade average in all coursework must be maintained. Should a student not fulfill these requirements once in office, specific disciplinary procedures will be followed to help the student remediate the problem during a probationary period. Dismissal from office may occur should the student continue to fail to meet the requirements during the probationary period.

ACTIVITY BUS

Activity buses are available after school for clubs, activities and detention. All students who stay after school must be in direct supervision of a teacher, coach, or afterschool activity supervisor. Students must have a pass from the teacher, coach, or supervisor in order to ride the activity bus. Students will not be given an activity bus pass if the student isn’t walked down by the teacher, coach or afterschool activity supervisor. Zion-Benton East buses leave at 3:30 p.m. (2:20 p.m. on Thursdays) from the main entrance. Zion-Benton buses leave at 3:50 p.m. from the South Lobby of Zion-Benton Township High School. Zion-Benton East students must stay in the Library or the designated room for the meeting/detention until bus pick up.

Students who stay after school without permission and abuse this privilege will lose the privilege to ride the Activity Bus. The length of time will be at the discretion of the administration.

ATHLETIC BOOSTERS CLUB

Membership in the Athletic Boosters is open to any adult interested in the Zee-Bee athletic program. The club assists in furthering the proper purposes of athletics as a part of the school curriculum, improving the understanding between the home and school in regard to athletics, and carrying out special projects for the betterment of the total athletic program. Contact the Athletic Director's Office at 847-731-9361.

ATHLETICS FOR STUDENTS

A well-rounded program of athletics is provided for both male and female students. It includes the following sports:

Varsity: Badminton (girls), Baseball (boys), Basketball, Bowling, Cheerleading, Cross-Country, Flag Football (girls), Football (boys), Golf, Soccer, Softball (girls), Swimming, Tennis, Track, Volleyball, and Wrestling.

Each of these sports has at least one underclass level (JV or Freshmen) and many have multiple levels of participation.

CHEERLEADERS AND MAJORETTES

Students desiring to become cheerleaders will have the opportunity to try out on a yearly basis. Cheerleaders will be selected in the spring of the previous year. Varsity and sophomore cheerleaders will cheer at all home and away football games. They will earn an award after the fall season. Those on the winter squad will also cheer at all home basketball games and earn an award. Freshman cheerleaders will cheer at home contests only and will only earn an award after completing **both** the fall **and** winter seasons.

Majorettes are selected the previous year and will need to perform at all varsity home football and basketball games to earn an award.

Participation in the above-mentioned sports/activities will involve some personal expense on the part of the students for personal items such as shoes and socks. Uniforms that remain with the school at the close of the season are paid for by the school or through fundraising efforts for a specific activity.

For participation in all of the above sports/activities, students must have passed a recent physical examination, turned in all athletic permission forms, and must follow all District 126 athletic training rules and regulations.

ATHLETIC REQUIREMENTS

These requirements must be met annually by every student who wishes to participate in the athletic program:

1. Students must maintain passing work in all subjects. (See Eligibility)
2. Students must have written permission from their parent/guardian on all forms provided by the school, including the student/parent permission form, the IHSA consent to random drug test form, the concussion information form, and the athlete emergency information form.
3. Students must pass a thorough physical examination by a medical doctor or nurse practitioner. Physical forms are available from the school for this examination. (Freshmen and transfer students do not need a separate physical examination for athletics. Upperclassmen must have a new physical examination each year before going out for athletics).

4. Students must follow all District 126 athletic training rules and regulations.

ATHLETIC TRAINING RULES / PENALTIES

Zion-Benton Township High School District 126 considers student participation in athletics as a voluntary, non-required activity. Students selected to represent District 126 in such extracurricular activities are offered a privilege by District 126, which may be revoked if the student violates established training rules. Training rules may be different from established school rules since athletes represent the finest that District 126 has to offer. The status and high visibility of student athletes makes them influential as school leaders and as public representatives of their school and community.

Any student desiring to represent District 126 in athletic competition must follow the following athletic training rules on a year-round basis. That means the student-athlete will be penalized for any violation that occurs on 24 hours a day, 365 day a year basis once any athletic permission form is turned in. All rules and penalties imposed on student athletes for violating training rules are subject to direction and interpretation by the Superintendent or designee. Penalties will carry over from one year to the next or from one sport to the next in which the student participates.

SMOKING, TOBACCO, ALCOHOL and OTHER DRUGS:

The use or possession of tobacco, nicotine, e-cigarettes, any vapor smoking materials, alcohol or any other drug, including steroids, that is not a prescription to an athlete, is strictly prohibited.

All smoking, tobacco, alcohol or drug offenses (including “reasonable suspicion” cases) will minimally be subject to the following consequences:

First Occurrence – *minimum* – suspension from competition for 1/4 of a season, mandatory testing for up to a year and enrollment in and successful completion of a counseling program.

Second Occurrence – *minimum* – suspension from competition for 2/3 of a season, mandatory testing for up to a year and enrollment in and successful completion of a counseling program.

Third Occurrence – *A career suspension from athletics.*

The reasonable suspicion threshold will be met when two members of the professional staff of the District substantiate a potential rules violation. If the reasonable suspicion is related to questions of use or being under the influence of drugs, the student-athlete may request a drug test at the time the allegations are brought forward by the administration of District 126. The school will pay for the test and make an appointment for the student. If the student-athlete tests negative, all allegations will be dropped. If the student-athlete refuses testing, the reasonable suspicion standard will be adhered to, and the consequences of the policy will be implemented. Also, the Board of Education’s policy is that all athletes will be subjected to the District 126 random drug testing policy, which is explained in detail in the Athletic Handbook.

STEALING: Any substantiated report of stealing, made by school personnel or law enforcement agencies, will result in Athletic Department action.

Penalty—possible career suspension to a minimum of one-week public service

SCHOOL SUSPENSION: Any school disciplinary action resulting in school suspension will warrant Athletic Department action. Student-athletes receiving Out of School Suspension (OSS) for 3-5 days will be minimally suspended for 5% of their next athletic contests. Student-athletes

receiving OSS for 6-10 days will be minimally suspended from athletics for 10% of their next contests.

QUITTING OR BEING REMOVED FROM THE TEAM: Student-athletes who quit or are removed from the team by a coach, after the start of games for that sport, will be ineligible to participate in other athletic activities (like open gyms or weight room) until that sport season is complete or the head coach of that team clears the student-athlete.

UNSPORTSMANLIKE CONDUCT: Reported gross unsportsmanlike conduct before, during or after an athletic contest will result in Athletic Department action.

Penalty — IHSA guidelines will be used in the case of game ejection. This means the student-athlete is minimally ineligible for the remainder of the contest plus one additional contest. Other acts will result in a minimum of one-week public service.

HATE SPEECH: North Suburban Conference bylaws define hate speech as any speech, gesture or conduct, writing or display which is forbidden because it may incite violence or prejudicial action against or by a protected individual or group, or because it disparages or intimidates a protected individual or group. Use of hate speech during athletic meetings, practices or contests is strictly forbidden. Penalty--minimal removal from game or practice, suspension for at least one additional contest, and school sanctions per the student handbook.

ABSENCE FROM SCHOOL: A student-athlete must be in attendance a minimum of 150 minutes to be considered eligible for participation that day. Therefore, student-athletes cannot participate in a practice or athletic contest if absent for more than 150 minutes of the school day unless excused by the Athletic Director, or in the Athletic Director's absence that Assistant Athletic Director, by 4:00 p.m. the previous school day.

PRACTICE SESSIONS: All athletes are required to attend practice. Absences from practice will result in a team penalty. Each coach will inform the squad about the penalties for missing practice.

PERSONAL GROOMING: As representatives of District 126, the impression made on opposing teams and schools is important. The major emphasis on personal grooming will be neat in appearance. The head coach, conferring with assistant coaches, will determine the appropriate attire for athletes.

HAZING: Initiation or harassment of students is prohibited by state law and school regulations. Incidents of this nature will cause appropriate athletic and school disciplinary action.

ELECTRONIC DEVICES: Any inappropriate or illegal use of any electronic device will cause athletic and school disciplinary action and possible referral to the appropriate law enforcement agency.

CURFEW HOURS: The City of Zion curfew laws will be followed. In addition, on nights of a game and the night before, the coaches may dictate special curfews. For special events, such as Homecoming, Prom, school plays, etc., extended hours may be granted if requested of the coach by the athlete.

Weekdays (Sunday thru Thursday)	11:00 PM
Weekends (Friday and Saturday)	12:00 Midnight

Situations involving athletes not covered under the current policy will be dealt with by the Superintendent or designee on an individual basis.

GROSS MISCONDUCT OR BEHAVIOR/CITIZENSHIP UNBECOMING OF AN ATHLETE:

Student-athlete behaviors must be in compliance with acceptable standards of conduct as listed in the parent-athlete handbook. Some examples of inappropriate behavior may include, but are not limited to, illegal acts, smoking, theft, criminal damage to property, fighting, agitation to fight, acts of violence, vandalism, aiding and abetting, lying to school officials, falsifying information/signatures on school forms, cheating/plagiarism, insubordination, gang-related activity, inappropriate use of a cell phone (including but not limited to sexting or taking inappropriate pictures), hazing, bullying intimidation or harassment. Maintaining or being identified on a website (or social media site) that depicts illegal or inappropriate behavior will be considered a violation of this code. Penalty: career suspension to a minimum of a one-week public service. The unauthorized or illegal possession of or use of firearms, explosives or other weapons as verified by law enforcement is considered particularly egregious and may result in Athletic Department sanctions. Penalty: Athletic career suspension to a minimum of 50% of a season.

ATHLETIC COUNCIL: The council will consist of the Athletic Director as Chairman, a Dean/Building Administrator, and a blind draw of three head coaches. Two alternate head coaches will be blind drawn to serve in case a coach is eliminated due to sickness or is the coach of the sport in which the athlete is involved. Student athletes who wish to appeal their athletic disciplinary action must do so, in writing, to the Athletic Director. The Athletic Director will convene the Athletic Council within 72 hours of receiving the written appeal to hear the appeal and render a verdict.

ATHLETIC COUNCIL HEARING: The Athletic Council will convene within 72 hours and follow the guidelines in rendering a decision listed below:

1. Statement of offense by Athletic Director.
2. Athlete has opportunity to express views.
3. Parent/guardian has opportunity to express views.
4. Questions are asked by both parties.
5. Determination of guilt or innocence.
6. Penalty imposed if finding is that athlete violated Training Rule.

PUBLIC SERVICE: Work assigned by the Athletic Department. Examples of Public Service would be working at athletic contests, locker room clean-up, preparation of facilities (sweeping, raking diamonds, turning track pits), and officiating at home contests. Public Service will be assigned at the discretion of the Athletic Department. A rate of seven hours equals one week.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS:

ELIGIBILITY CHECK PROCEDURES

1. Each week teachers will receive an eligibility checklist of all activity participants.
2. By the end of the week each teacher must submit the eligibility checklist to the Athletic Director.
3. On Friday or Monday morning coaches, sponsors, counselors, students and parents/guardians will be notified of ineligible participation.

ELIGIBILITY GUIDELINES

To be eligible for athletics, the Illinois High School Association requires that students be passing 2.50 credits on a weekly basis. Students' grades will be taken from teachers at midnight on Wednesday night/Thursday morning. It is the student's responsibility to turn in assignments well in advance of (days before) deadlines to allow time for assignments and tests to be graded and recorded.

Semester Grades: Students must meet I.H.S.A. requirements (passing 2.50 credits in any previous semester of high school attendance) to be eligible for participation in the upcoming semester.

DRUG TESTING

On January 12, 1998, the Seventh Circuit Court of Appeals (covering Illinois, Indiana and Wisconsin) upheld a public school district's policy that required all high school students wishing to participate in any extra-curricular activity to consent to random, unannounced urine testing for alcohol, unlawful drugs and cigarette usage. *Todd by Todd, et al. Vs. Rush County Schools, et al.*, 1988 WL 7352 (7th Cir. 1998).

ACADEMIC WARNING – NCAA

The National Collegiate Athletic Association (NCAA) has established certain guidelines by which athletes may be rendered ineligible for athletic participation at the collegiate level. These include a set curriculum of core courses that must be completed during high school, a minimum grade point average to be achieved in these core courses, a minimum proficiency level on National College Board examinations (ACT/SAT), and submission of a student release form to the NCAA Initial Eligibility Clearinghouse.

Students cannot wait until their senior year to be concerned with these requirements. Grade point averages and core courses begin when a student starts school as a freshman. Student Services, the College and Career counselors and the Athletic Office have more information.

STUDENT ATTENDANCE

The Board of Education has the responsibility for providing a safe environment for all its students and an atmosphere that is free from disruptive influence and is conducive to learning. To accomplish this, reasonable rules and regulations will be established and enforced.

The rules and regulations governing student conduct will be reviewed annually by the Board of Education, the administration and a Parent-Teacher Advisory Committee. The revisions will be included in the current Student-Parent Handbook.

The Board of Education expects students to be courteous to fellow students, staff members and members of the community: giving directions, providing assistance, respecting basic rights, and the like. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct is prohibited.

The Board of Education recognizes that self-discipline is preferable to external forms of control. All efforts will be made to assist students in developing the internal controls necessary for successful school citizenship and school achievement.

The Board of Education recognizes that when self-discipline fails, external forms of discipline are necessary and must be applied. These controls will be applied fairly and impartially and will not be influenced by race, color, sex, creed or social position of the student or parents/guardians.

The Board of Education further recognizes that all conduct problems are not the same. Insofar as possible, minor disciplinary problems will be handled with assignment to after-school detention. Major or chronic disciplinary problems that demonstrate gross disobedience or gross misconduct will be cause for varying lengths of suspension and/or a disciplinary meeting with the Board of Education as determined by the Superintendent or his/her designee. A disciplinary meeting may result in a student's expulsion from school. The Board of Education authorizes the Superintendent or designee to develop guidelines distinguishing minor and major disciplinary problems for violations of district rules and regulations.

The guidelines are in effect for all school and school related activities during the 12 months of the year. They apply to "out of school" classes such as the Tech Campus, co-op programs, etc., plays, dances, practices, field trips, bus transportation, etc. They apply to all school sanctioned activities, whether on or off campus. All students on or about campus should be considered in school for disciplinary purposes.

SPECIAL NOTE

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by specially trained, professional staff members at Zion-Benton Twp. High School District 126. Each incident will be considered according to the individual merits of the case.

As in any set of regulations concerning procedural operations, it is not possible to specify every conceivable situation. Thus, a student may be disciplined for unacceptable conduct even if such conduct is not specified in this handbook. Further, the Board of Education and the administration have discretion in determining the appropriate level of discipline for a given offense. The levels of discipline set out in this handbook are guidelines only, and discipline in a specific case may be greater or lesser than indicated in this handbook.

School rules published in this handbook are subject to such changes as may be necessary to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

This handbook is only a summary of the Board of Education policies governing District 126. The Board of Education policies are available to the public on the District's website zb126.org under "About Us" ➤ "Board of Education" ➤ "Board of Education Policies" ➤ "Section 7: Students."

ATTENDANCE PHILOSOPHY

District 126 believes that student attendance is an integral part of the educational process. In addition, we believe that no classroom activity or experience can ever fully be replicated outside that time and place of its environment. As a result, students need to miss as few classes as possible. Student absences can hamper course progress and lead to increased work for students and teachers in attempting to make up for lost experiences. Every course emphasizes the participation of students and needs their committed, regular presence to allow for the greatest educational success. It is the responsibility of parents/guardians to ensure the regular attendance of his or her child. In partnership

with the school, parents/guardians can instill the positive habits of responsibility and reliability in their students, which regular daily attendance fosters. The attendance policy outlined in this section of the handbook complies with Illinois School Code and is designed to develop the most responsible, successful student possible. Regular class attendance will help to develop habits of self-discipline and responsibility, which translate into greater achievement academically and in all areas of life.

COMPULSORY ATTENDANCE

The Illinois Compulsory School Attendance Law (Article 26 of the Illinois School Code) holds the parent/guardian responsible for the enrollment and regular attendance of children enrolled. District 126 expects parents/guardians to make responsible efforts to ensure the regular attendance of their students and to inform the school of any absence and the reason for absence.

When absences become excessive due to illness, District 126 will require parents/guardians to present medical documentation of physical and/or emotional conditions causing a student's absence. Absences due to court appearance will necessitate authorized documentation.

State law identifies students who have been absent from school for 9 (5%) of the previous 180 regular attendance days without valid cause as "chronic or habitual truants." Excused absences for the purposes of Illinois' ESSA school accountability guidelines are limited to "medically certified home/hospital instruction." Students who are absent 9 or more of the previous 180 regular attendance days for purposes other than these exceptions may be reported to the Regional Office of Education for excessive absences.

ATTENDANCE PROCEDURE

Excused Absences

Section 26-2a of the Illinois School Code, considers VALID CAUSE for a student's absence to be:

- Personal illness.
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency.
- Mental Health Day.
- Circumstances that cause reasonable concern to the parent/guardian for the safety and health of the student.
- Situations beyond the control of the student as determined by the Board of Education via its designee, the school administration.

Participation in a verified meeting with a staff member or verified as being in the Health Services Office are considered an excused absence from class.

Students who have verified through the Director of Student Services that they are living independently, without the supervision of a parent/guardian, are responsible for their own attendance. They must comply with regular attendance procedures, including the verification of any absences. Verification must be made on the day of the absence.

If there is no telephone at home, students must bring a note from their parent/guardian that lists all the dates of absence and the reason why. The note is to be given to the Attendance Office.

Students are required to make up all work missed because of absence. It is the responsibility of students to contact their teachers to determine what make-up work is expected. Teachers will establish a reasonable deadline for this work to be completed.

- **Excused All-Day Absence:**

Parents/guardians must call the Attendance Office, 847-731-9813, to make arrangements for the student to be excused following the guidelines listed above. Whenever possible, the call should be made a day in advance.

- **Excused Partial Day Absence:**

Any partial day absence due to circumstances, included but not limited to, court and/or medical appointments will only be excused with documentation verifying the appointment.

Early Release:

Parents/guardians must call the Attendance Office, 847-731-9813, the day **before** the student is to leave the building for the appointment. On those rare occasions when there is an unavoidable last-minute reason for removing a student from school, a call from the parent/guardian must be made at least 30 minutes before the requested release time to allow the Attendance Office sufficient time to contact the student.

If any documentation is needed for a planned early release, (medical appointment, etc.) the student must report to the Attendance Office at the start of the school day and provide proper paperwork for early release approval. A pass from class from the appointment will be provided to the student.

Students must report to the Attendance Office and sign out before leaving the building.

Late Arrival:

It is the parent's/guardian's responsibility to notify the Attendance Office, 847-731-9813, if the student will be arriving late to school. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason (see Unexcused Absences) the student will receive an unexcused tardy or absence on their record. ALL late students **MUST** enter and be scanned in at the front entrance.

- **Illness During the School Day:**

If a student should become ill during the school day, the student must first secure a pass from their teacher and then go to the Health Service Office located in the Main Office. The health officer will contact the parent/guardian. If it is determined that the student will go home, the student must report to the Attendance Office prior to leaving. A parent/guardian is responsible for arranging transportation home.

- **Multiple and Prolonged Absences:**

For prolonged absences due to illness or emergencies, special arrangements may be made with the Attendance Office not to call in each day. If a student is able to do homework, arrangements may be made through the Guidance Counselor's office.

- **Pre-Arranged Extended Absences:**

Vacations and participation in a non-school related activity or sport are not recommended when school is in session and may be counted towards excessive absences. Pre-Arranged

Absence forms may be obtained from the Attendance Office. Approval of a pre-arranged extended absence will be limited to five (5) days and is subject to the completion of all required steps for approval. The form needs to be filled out for the following absences: college visits, vacations, or participation in a non-school related activity or sport. Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused.

1. The student must pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the top of the form with details regarding the reason for the absence and the relevant dates. Secure a parent/legal guardian signature.
3. Return with the form to school in order to: inform all the teachers of the absence, list on the form all the homework that must be completed during that time, have each teacher sign the form after the homework is listed, and have the form signed by the counselor.
4. Turn the completed form into the Attendance Office two days before the absence for approval by the administration.
5. Parents/guardians will need to contact the Attendance Office in order to verify the absence.
6. If the form is not turned in/or on time for college visits, the absence will be counted in determining excessive absences.

Early Dismissal – Late Start

A shortened class schedule for any reason is rarely permitted unless a student is a part-time homeschooled student or concurrently enrolled in the College of Lake County. The Principal is the first person to contact in special circumstances. ***Early Dismissal/Late Start is determined on a case-by-case basis.*** The final decision regarding Early Dismissal/Late Start will be made by the Principal. Students who have a shortened schedule are required to remain off campus until their scheduled time begins unless permission is granted from administration and must leave campus at the time of their scheduled dismissal. Students must have permission from the Principal to stay on campus or return to campus after their scheduled dismissal.

Emergency Dismissal – Late Start

Students are expected to remain in school for their entire school day. On occasion, doctor or dental appointments or emergency situations may necessitate leaving school early. (Students are requested to return with verification from their doctor or dentist.) In these cases, only parents or legal guardians may request early dismissal. No other relative or friend is legally authorized to act on the student's behalf. These calls must be received on or before the day and time to be excused. Students ***must sign out*** in the Zion-Benton East Office ***before*** they leave school. If they return to school, they must sign in immediately upon arrival. Failure to sign out or sign in may cause disciplinary action.

Unexcused Absences

If the Attendance Office has not received a phone call from the student's parent/guardian within 24 hours of the day of the absence, the student will be considered unexcused. Unexcused absences are defined as those absences that are not authorized and/or school related.

In order to comply with School Code, the school reserves the right to determine if an absence is unexcused. The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused status:

1. Oversleeping
2. Car trouble

3. Missing the bus
4. Missing one class to study for another or make-up test and quizzes
5. Babysitting
6. Shopping
7. Personal
8. Vacation
9. Message on school voicemail with no reason given for absence
10. Call outs for lunch or personal appointments other than those defined as an excused absence.

The above list is used for illustrative purposes only and is not to be considered all-inclusive. Unexcused absences are subject to disciplinary action as follows:

Unexcused absences may result in, but are not limited to, the following, as determined on a case-by-case basis:

- After School Detention
- Parent/Guardian Meeting
- Building/Event restrictions
- Parking Pass revoked
- Referral for truancy ticket

Excessive Absences

Any student who is absent for 9 of the previous 180 attendance days without cause will be considered as having excessive absences (105 ILCS 5/26-2a) and may be reported to the Regional Office of Education. Exceptions are made for absences that occur for the purposes of “medically certified home/hospital instruction and absences pertaining to the death of a family member.” Absences that result from participation in a school-related activity will not be counted in determining excessive absences; however, absences due to unapproved vacations and non-school related activities/sports may be counted.

Once a student has been absent for 5 school days, a doctor’s note (licensed M.D., nurse practitioner, or physician’s assistant) will be required for each absence before an illness-related absence will be excused. The doctor’s note must be an original, legible note on physician’s stationery signed by the doctor or nurse and presented to the Attendance Office upon the student’s return. The note must state the date(s) the student was not able to attend school.

A student who is excessively absent will be referred to the building SST team, which will develop an individualized intervention plan designed to remediate the attendance pattern. Chronic absences that violate state attendance expectations will be treated as truancy (See “Truancy from School”).

Unauthorized Absences/Class Cut

An unauthorized absence is an absence from class or assigned area while present in school that is not authorized by an administrator, Zion-Benton East Health Office, teacher, counselor, or other support staff.

1. Guidelines - Parents/guardians shall be notified at each step and available supportive services and other school resources will be used for corrective purposes.
 - 1st Unauthorized Absence - Warning or 1 After School Detention
 - 2nd Unauthorized Absence - 2 After School Detentions

- 3rd Unauthorized Absence - 2 After School Detentions or discipline up to a Suspension Pending Parent Conference as determined on a case-by-case basis.
 - Continued unauthorized absences may result in discipline up to and including suspension from school.
2. An unauthorized absence from a multiple period class will result in two unauthorized class absences. Penalty for an unauthorized class cut is as stated above in paragraph #1 Guidelines.

TRUANCY FROM SCHOOL

Illinois School Code 105 ILSC 5/26-2a defines a “truant” as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. “Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (9 days) or more of the previous 180 regular attendance days. Excused absences for the purposes of Illinois’ ESSA school accountability guidelines are limited to “medically certified home/hospital instruction.” Every effort will be made to notify parents/guardians within 24 hours of suspected truancy.

Additional examples of truancy include, but are not limited to:

- If the Attendance Office does not receive a call reporting the absence, the absence may be considered truancy.
- If parents/guardians were not aware of an absence at the time it occurred, the absence may be considered truancy.
- Exclusion from school due to failure to meet state requirements for immunizations is considered truancy.

Frequent truancy or lack of parental cooperation in regard to truancy may cause referral to the Regional Superintendent of Schools for action under the truancy act of the Illinois School Code.

Truancy – Parent Liability (122:26-10)

Any person having custody or control of a child, to whom notice has been given of the child’s truancy and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500 (105 ILCS 5/26-10). If a student is found to be truant, it may be required by District 126 for the parent/guardian of the student to accompany the student back to the school for re-admittance. Truancy tickets may also be issued by the local authorities.

Truancy Ordinance of the City of Zion Municipal Code

The truancy ordination of the City of Zion Municipal Code will be enforced (Chapter 19, Section 12(A), 12(B), 12 (C), Ordinance no. 87-0-17). Any person violating provisions of this ordinance, parent/guardian and/or student, shall be “fined no less than \$25 and no more than \$500” for each day on which the violation occurs.

Chronic Truancy

Chronic truancy is considered gross misconduct and gross disobedience. It may cause referral to the Board of Education for possible expulsion from school. Truancy from school will be referred to the Student Engagement Specialist and/or the intervention team upon the student’s return to school.

Students with chronic truancy problems may be placed on an Attendance Contract. After an interview with the student, truancy will cause the following actions:

- 1st Truancy – 1 Day ASD
- 2nd Truancy – 2-3 Days ASD pending parent conference
- 3rd Truancy – 3 Days ASD
- Each Thereafter – 3 Days ASD/parent conference and attendance contract

District 126 will utilize available supportive services and other school resources for corrective purposes. These supportive services may include:

- o Conferences with school personnel,
- o Counseling services of school counselors, social workers, and psychologists,
- o Referral to Student Support Team,
- o Referral to community agencies for appropriate services, and/or
- o Referral to the Regional Superintendent.

TARDINESS TO SCHOOL

Definition: Not present in class when the bell rings for the start of the school day.

Tardiness is not acceptable because it disrupts class, hurts morale of students who come to school on time, reflects a negative attitude toward the class, creates disruptive problems in the halls and develops a habit that could make future employment difficult. Therefore, all students are expected to arrive at school and class on time.

- After the first period bell has rung, ALL late to school students MUST enter the building through Door 1 and have their ID scanned. Students will be given a pass allowing four minutes to get to their locker and to class. Failure to sign in immediately upon arrival will cause disciplinary action.
- All tardies to school will be counted unless a student/parent/guardian satisfactorily accounts to the Zion-Benton East Office for the lateness to school.
- Students who are exceedingly and deliberately tardy to school may receive an additional penalty, including but not limited to after school detention(s) and/or loss of privilege such as driving to school

Tardy To Class, Study Hall, Or Advisory

On-time arrival to class is an expectation we emphasize for all students. Tardiness is unacceptable because it disrupts instruction, affects the morale of students who arrive prepared and on time, and reflects a lack of commitment to learning. Additionally, late arrivals create hallway disruptions and can foster habits that may negatively impact future academic and professional success.

Attendance will be taken each period of the school day within the first 15 minutes of class.

A student is considered **tardy** if they are not in their classroom, Study Hall, or Advisory when the bell rings. Teachers will communicate tardy expectations and procedures on the first day of class and review them as needed throughout the school year.

Tardies 1-4 will be managed as part of the teacher's classroom management plan, consistent with Tier 1 behavior interventions.

Actions for Individual Classroom Tardies - Teacher Managed

- **Tardy 1:** Teacher-student conference -documented verbal warning
- **Tardy 2:** Parent Contact- documented contact -send/email Class Tardy Notification Letter
- **Tardy 3-4:** Optional teacher-led Accountability Action to address class period tardies

If a student has accumulated at least 2 tardies in any one of their classes, it is expected that the teacher has communicated with the student, communicated with the parent or guardian or has shared the Class Tardy Notification letter, and may have completed additional student accountability actions in an effort to correct the tardies.

Actions for Chronic Tardiness - Office Managed

- **Tardy 5:** Discipline Action: **Student conference**
 - Discipline Warning issued
 - Possible MTSS referral if circumstances are warranted.
- **Tardy 10:** Discipline Action: **After School Detention (1-2)**
 - Possible additional consequences may include Loss of Privileges (LOP) including parking and off-campus lunch for a designated period.
 - Parent/ guardian notification - 1st Discipline Tardy Notification Letter sent home
 - **Privileges may be reinstated by meeting expectations**
- **Tardy 15:** Discipline Action: **In-School Detention (ISD) and required Parent Administrative Conference (PAC)**
 - Administrative conference held with Support Team, student and parent to evaluate behavior plan and further disciplinary consequences if behavior continues
 - Student may be given Lunch detention, LOP, additional SSC assignments
 - **Privileges may be reinstated by meeting expectations**
- **Additional Tardies:** Discipline Action: **ISD and required Parent Administrative Conference (PAC)**
 - **Tardy Contract**-Administrative conference required to place student on contract
 - Referral to student support team to develop a comprehensive school engagement plan aligned to the Tardy Contract.
 - When a student is placed on a tardy contract, they must be accompanied by their parent/guardian to sign the contract with the Assistant Principal. Once the contract is signed the student is required to be on time to all classes. Violation of the Tardy contract may result in but not limited to: Lunch/Advisory Detention (LAD) and or After School Detention (ASD) assignment of 1-5 days or In-School Detention (ISD) Periods 1-8 (all day), or Suspension.
 - Violation of the tardy contract will result in the loss of privileges and or extracurricular participation such as field trips, dances, athletic events, driving, etc. Excessive violations of the tardy contract may result in further disciplinary actions as deemed appropriate.

The total or cumulative number of tardies for all classes will reset after each semester.

Note: If a student is late to class 10 minutes or less without a pass, the student must be allowed to enter class and must be recorded late by the teacher.

If a student is late to class 10 minutes or more without a pass, the student must report to the Assistant Principal's Office.

If a student is on contract for the first semester and reaches 12 tardies during the second semester, may be referred to the MTSS team for intervention.

FORMS OF DISCIPLINE

AFTER SCHOOL DETENTION (ASD)

1. Detention meets after school. Transportation and job conflicts are the responsibility of the students to resolve, these will not excuse students from serving detentions. If students are absent from school on the day they are assigned to ASD, they shall serve their detention on the next day that they are in school. If students are assigned to more than one detention on the same day, the detentions will automatically be reassigned to be served on consecutive days.
2. Failure to serve ASD will cause a discipline referral and may cause additional ASDs or suspension.

IN SCHOOL DETENTION (ISD)

10. In School Detention (ISD) is a major penalty.
11. If students are assigned to ISD, they will spend the entire day in the assigned ISD room. Students will ask teachers for their assignments and schoolwork done in ISD will be accepted for credit. Students will be counted as present if they are assigned ISD. If students are absent from school, they must serve their ISD immediately upon return to school. Refusal to attend or truancy from ISD may result in suspension from school or additional days of ISD.
12. Students assigned to ISD must comply with the rules and instructions of the program.
13. Students on any form of early dismissal are required to serve the full school day in the assigned ISD room. They are not excused early on these days. This applies to attendance at the Technology campus, CLC, etc.

SUSPENSION

1. Suspension is a major penalty.
2. Students who are suspended **may not** come to school, be on or around school property at any time or attend school sanctioned activities, on or off campus, unless they have telephoned and received permission from the Principal. This includes the Tech Campus and work in a co-op program. Violations of suspension regulations may cause another suspension or arrest for trespass or both.
3. Students are allowed to make up work missed while on suspension. A maximum of five school days may be allowed for completion of assignments that were made and were due while the student was on suspension. Assignments, which were made prior to the suspension and are due during the suspension, must be turned in to the teacher on the first day back in class. Exceptions to this policy may be made by the administration. Parents/guardians of students may request homework for suspended students by contacting the ZB East Office.
4. If a student is suspended for 2 (two) days or less, it is the student's responsibility to collect the homework from his/her teachers. The Assistant Principal will request homework for students who will be on suspension for 3 (three) days or more. It is the responsibility of the

parent/guardian of a suspended student to collect his/her requested work from the teachers via Canvas.

5. The district will provide appropriate, available services to students who are suspended for more than 4 days.
6. Upon re-entry to school, students must participate in a re-engagement process, which may include, but not limited to, a parent conference, reflection statement, counselor meeting and/or additional interventions.

ADMINISTRATIVE REVIEW

Excessive disciplinary referrals or suspensions may lead to administrative review. Administrative review is a step in the discipline process that is held when a student continues to demonstrate non-compliance with the student code of conduct and violates School Board policy. The administrative review meeting includes the student, parent/guardian, and administration; will include a review of the student's disciplinary history; and will result in the execution of a discipline contract/plan developed by the administration. The contract may include the student being assigned an alternative placement with parent consent until the student is able to demonstrate growth and appropriate behavior. Failure to agree to or comply with an administrative review contract may result in a hearing before the Board of Education for recommendation for expulsion.

EXPULSION

1. The Administration may suspend students for one to ten consecutive school days. Only the Board of Education may remove students from school for a longer period. This is termed **expulsion**.
2. If a student has received five suspensions in one year or is charged with gross misconduct and/or gross disobedience, there may be an administrative review for an alternative placement with parental consent or the student may be referred to the Board of Education for an expulsion hearing.
3. The Board of Education may expel students for up to two calendar years from the hearing date.
4. All recommendations for expulsion hearings with the Board of Education will be made by the administration to the Superintendent. The Superintendent, in his/her sole discretion, may offer the student and his/her parents/guardians the opportunity to continue his/her education in an alternative educational program for the period of the recommended expulsion, which if accepted would stay the expulsion proceeding. Any such stay of expulsion is contingent upon the student consistently attending and remaining in good standing in the alternative educational program. Failure to do so shall result in the expulsion hearing being reinstated. However, when the offense involves the possession of an illegal weapon; sale and/or intention to sell, possession, and/or under the influence of an illegal drug; or violence to student and/or staff resulting in significant injury, the matter must be referred for a hearing and only the Board may determine whether or not the student may attend an alternative educational program, if expulsion is found to be warranted.
5. Students who have been expelled, or who are attending an alternative educational program in lieu of expulsion, MAY NOT come to school, be on or around school property at any time, or attend school sanctioned activities, on or off campus, unless they have received written permission from the Superintendent or the Building Principal.
6. Students with expulsions that are held in abeyance may be eligible for additional district services, e.g., continued homework services, online coursework, access to special services staff, etc.

CODE OF CONDUCT

CLASSROOM CONDUCT

Students are expected to conduct themselves in accordance with the behavioral expectations of their teacher and school. Teachers have the right to send students out of class who fail or refuse to meet these expectations. Failure to report immediately to the Zion-Benton East Office may cause disciplinary action.

If a conduct report is written, the student will meet with his/her Principal or designee prior to disciplinary action. Serious or chronic misconduct problems in a class will cause parental/guardian contact and may cause removal from that class by the administration and may include additional disciplinary measures. In such instances, parents/guardians will be notified. Parents/guardians are urged to contact teachers on a regular basis.

MISCONDUCT BY STUDENTS WITH INDIVIDUAL EDUCATIONAL PLANS (IEP)

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

MAJOR DISCIPLINARY PROBLEMS

The appropriate law enforcement agencies will be notified of any infraction of school rules and regulations that are contrary to the laws of the State of Illinois and/or to the municipal code of the City of Zion. This reporting is mandated by the State of Illinois effective January 1, 1994. (Illinois School Code 105 ILCS 5/10-20.14).

The parents/guardians of any student who is victimized by another person while on school property or at a school activity, either physically or through loss or damage to personal property, should contact the appropriate law enforcement agency and file a report on the incident.

GROUP A: VERBAL AND PHYSICAL CONFRONTATION

Disputes between students in school should be resolved by immediately contacting a teacher, advisor, counselor, or administrator. Physical confrontation is pushing, shoving, wrestling, etc., and may be considered fighting. If students are involved in a physical confrontation, they should be prepared to receive the consequences of such behavior as identified in Section A-2. Any incidences of fighting and/or disorderly conduct may cause arrest by the appropriate law enforcement agency.

A-1 ATTACK / ASSAULT

A physical attack or assault or agitation for a physical attack or assault on any person authorized to be on District 126 property or protected by District 126 may cause disciplinary action up to a

suspension and/or a referral to the Board of Education for an expulsion. The appropriate law enforcement agency may be notified.

A-2 FIGHTING

1. Fighting may cause disciplinary action up to a suspension. A student's first fight may cause up to a 5-day suspension and possible arrest.
2. Agitating a fight may cause a suspension up to 3 days and/or arrest. Agitation may be verbal or physical.
3. Any fight or disorder that necessitates a staff member to use physical force in order to restrain or control a student may cause an additional suspension, arrest, and may cause an expulsion hearing with the Board of Education.
4. Refusal to obey a staff member's order to stop fighting may cause a longer suspension. In addition, this may cause an expulsion hearing with the Board of Education.
5. Penalties for Fighting and/or Agitation to Fight

Agitation to Fight	Fighting
• Agitation to Fight may be verbal or physical. • 1st Offense - suspension up to 3 days and/or referral to law enforcement. • 2nd Offense - suspension up to 5 days and/or referral to law enforcement.	• 1st Offense - suspension up to 5 days and/or refer to law enforcement. • In all cases, any additional fights may cause up to a 10-day suspension and may cause an expulsion hearing with the Board of Education.

A-3 GROUP DISORDER

A group disorder is when more than one student participates in an egregious act that causes significant disruption to the normal function of the school day, as defined by *School Code*, and/or school activities and events.

1. Participation in a group disorder may cause a suspension, arrest, and may cause an expulsion hearing with the Board of Education.
2. Verbally or physically agitating before, during or after a group disorder or precipitating a group disorder may cause disciplinary action up to an expulsion hearing with the Board of Education.
3. If a student is considered to be a part of a group, disciplinary action for that student will be based on the actions of that group.

A-4 ATTEMPTED INTIMIDATION, BULLYING, EXTORTION, HARASSMENT, THREATS

Harassment, attempted intimidation, extortion, either verbal, written, or physical threats, to or about students or staff may result in disciplinary action including a suspension and may cause arrest and an expulsion hearing with the Board of Education.

A-4A CYBERBULLYING AND SOCIAL MEDIA

105 ILCS 5/27-23.7 (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Violation of Policy A4 may result in a suspension pending a Parent Conference, and the student may be placed on a bullying/harassment contract.

A-4B SEXUAL HARASSMENT

It is the policy of the Board of Education that sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Students who are the victims of sexual harassment are encouraged to notify the School District through their Principal or Assistant Principal. Such a report is requested to be made in writing detailing the specifics and should be submitted within one school day.

Examples of sexual harassment may include such actions as: sex-oriented verbal kidding, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or intentionally brushing against another's body; sexual violence or demands for sexual favors.

Harassment directed towards students or staff, either verbal or physical, will not be tolerated. Such actions on the part of any person(s) will cause disciplinary action and may cause an expulsion hearing with the Board of Education. Refer to School Board Policy 720-R.

A-5 THREATS AND INJURY TO STAFF MEMBERS

Physical or verbal threats to or about any staff member may cause suspension, referral to the appropriate law enforcement agency, and may cause an expulsion hearing with the Board of Education. This includes the making of threats toward family members and/or personal property. Any physical act against a school employee causing injury may result in suspension and may cause arrest and an expulsion hearing with the Board of Education.

A-6 INFLAMMATORY OR DEROGATORY MATERIALS OR STATEMENTS

Possession, distribution or display of materials or clothing considered to be inflammatory or derogatory toward any race, religion, culture or ethnic group may cause suspension, arrest and may cause an expulsion hearing with the Board of Education. Verbal slurs, racial slurs, symbols and acronyms of the same nature will be penalized in the same way.

GROUP B: UNLAWFUL USE/POSSESSION

B-1 CIGARETTES / TOBACCO / E-CIGARETTES / VAPES

1. Students may not be in possession of or use tobacco, tobacco products, e-cigarettes, or vaping devices/cartridges while on or about school property or while in attendance at school sanctioned activities, on or off campus. If a student is in possession of any of these items, the Assistant Principal will confiscate the items.
2. Examples of smoking/tobacco/vaping violations (it is understood that these are not the only examples):
 - a. Possession of a lighted cigarette.
 - b. Exhaling smoke.
 - c. Smoke in an area that a student(s) is/was the only occupant(s).

- d. Students concealed in an area in which smoking is/was taking place.
- e. Students alone in an area with a lighted cigarette on the floor (or ground).
- f. Any staff observance of student(s) using smokeless tobacco.

3. Penalty for use/possession:

1st Offense

May result in disciplinary action including or up to ISD, Suspension Pending Conference and notice to the appropriate law enforcement agency.

2nd Offense and Thereafter

May result in Suspension Pending Conference or suspension and notice to the appropriate law enforcement agency.

4. Penalty for use/possession of vape cartridges containing THC:

1st Offense

May result in disciplinary action including or up to 1-3 day Suspension, Suspension Pending Parent Conference, and notice to the appropriate law enforcement agency.

2nd Offense or More

May result in disciplinary action including 3-5 day Suspension, Parent Conference and notice to the appropriate law enforcement agency.

These guidelines apply to tobacco look-alike products and lighting materials.

B-2 ALCOHOL AND OTHER DRUGS - CONTROLLED SUBSTANCES

1. Being under the influence of, possessing, using, transferring or distributing any controlled substance, including but not limited to marijuana, anabolic steroids, alcohol, performance enhancing drugs, inhalants, and prescription drugs not prescribed by a physician to the possessor, at school, on or about school property, or at any school sponsored activity is strictly prohibited. This same prohibition applies to counterfeit drugs and look-alike substances. See Board Policy 7:190 for further details.

Any student under the influence, possessing, using or transferring any controlled substance (illegal drugs) at school, on school grounds or at a school activity may be referred to the Board of Education for an expulsion hearing. It is our intention that our high schools be drug-free zones.

Evidence may include actions by the student and/or odor of the substance, which causes reasonable suspicion on the part of school personnel. Quantities greater than personal use may indicate that the student possessed the substance for the purpose of sale, transfer or distribution to others. Students believed to be in the process of sale, transfer, or distribution of an illegal substance to others may be suspended up to 10 days and be referred to the Board of Education for an expulsion hearing.

Penalty for use/possession

May cause an out of school suspension of up to 10 days, referral to the Board of Education for an expulsion hearing and referral to the appropriate law enforcement agency.

Upon re-entry to school, the student and parents may be required to participate in an Administrative Review. Through this process a behavior contract may require the student/parents to participate in interventions such as, but not limited to, monthly drug testing, drug counseling, and daily check-ins with designated personnel. Any further violations to the policy/behavior contract may result in an expulsion hearing before the Board of Education.

Possession of Drug/Alcohol Paraphernalia (Examples include, but are not limited to, papers, roach clips, syringes, flasks, etc.): Confiscation of the material and disciplinary action up to a suspension of 4 days.

This same prohibition applies to counterfeit drugs, look-alike substances and the misuse or abuse of prescription drugs, nonprescription drugs and inhalants.

2. Being under the influence of, possessing, using, transferring or distributing **alcohol** at school, on or about school property, or at any school sponsored activity is strictly prohibited. Evidence may include actions of the student and/or odor, which cause reasonable suspicion by school personnel.

1st Offense

May cause out of school suspension of up to 10 days, and referral to the appropriate law enforcement agency

2nd Offense (during high school career)

May cause an out of school suspension of up to 10 days, referral to the appropriate law enforcement agency, and may cause an expulsion hearing with the Board of Education

Any student who causes reasonable suspicion to exist that s/he is under the influence of alcohol or some other drug and denies that s/he is under the influence can prove innocence by having a drug test at a certified laboratory facility. Any cost incurred will be the responsibility of the student and his/her family.

3. **SELF-REFERRAL** - The use of illegal drugs and the unlawful possession and use of alcohol is wrong, harmful and against the law. Assistance and information for drug/alcohol counseling and treatment may be obtained by self-reporting, contacting advisers, teachers, administrators, the Health Office or any Zion-Benton East High staff member. Students who self-report, thereby seeking assistance, will have disciplinary penalties held in abeyance (in place of) as long as they commit to and successfully participate in a school or community-based student assistance program approved by the Principal.

GROUP C: DANGEROUS MATERIALS/ITEMS

C-1 WEAPONS

Firearms and/or live rounds are strictly prohibited on school district property and at school related events. Any student, staff member, or guest of the school district is required to immediately report to the Building Principal, security staff member, or other administrator if they have knowledge of someone in possession of a firearm.

1. Any student who brings or is in possession of a firearm, other deadly weapon, or look-alike weapon on or about school premises will be subject to suspension, arrest, and expulsion, absent extenuating circumstances.
2. Use of any weapons, or any dangerous device that is interpreted to be a weapon (potential weapon) to threaten, to intimidate, or to attack another person may cause disciplinary action up to a suspension and may cause an expulsion hearing with the Board of Education. If the administration/threat assessment team determines that a person may pose a “clear and present danger” to himself, herself, or to others, the administrator shall notify the appropriate law enforcement agency within 24 hours of the determination.
3. Examples of weapons and potential weapons (it is understood that these are not the only examples):
 - a. Weapons: (Immediate confiscation) Knife, straight razor, gun, metal knuckles, nun-chucks.
 - b. Potential Weapons: (Immediate confiscation) Knife, chain, self-defense apparatus, club, other dangerous items not appropriate to have in school.
 - c. Potential Weapons: (Possible confiscation) Broken glass, nail file, hair pick, bat, bottles, pencils, metal, plastic, glass or wood devices, spiked or studded belts, bracelets and the like and any other device that may be interpreted as a potential weapon.
 - d. All confiscated weapons and potential weapons will be impounded, and the Principal or designee shall notify the appropriate law enforcement agency. The weapon may be disposed of at the discretion of the administration.

C-2 EXPLOSIVE DEVICES, CHEMICALS OR INCENDIARY DEVICES

Possession or use of an explosive device, chemicals or incendiary device will cause a 10-day suspension and may cause an expulsion hearing with the Board of Education. Examples: cherry bomb, M-80, etc. The appropriate law enforcement agency may be notified.

C-3 FIRECRACKERS - SMOKE BOMBS

Possession or use of firecrackers, smoke bombs or similar items may cause a suspension of up to 10 days and may cause an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

C-4 USE OR POSSESSION OF MACE, TEAR GAS, OR OTHER NOXIOUS GASES

Possession or use of mace, tear gas, pepper spray or other noxious gases or chemicals may cause a 10-day suspension and may cause an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

GROUP D: INSUBORDINATION

D-1 INSUBORDINATION-DISRESPECT

Definition: Insubordination is defined as the refusal to submit to the authority of school personnel in the exercise of their duties or responsibilities.

1. Students who are insubordinate or disrespectful toward a school employee or are part of a group who are insubordinate or disrespectful toward a school employee will be disciplined and may be suspended from school. Gross or chronic misbehavior of this type may cause an expulsion hearing with the Board of Education.
2. Examples of insubordination or disrespect (it is understood that these are not the only examples):

- a. Students are expected to identify themselves and others upon request. Students are to present an official school identification card (or other valid form of identification). Students are expected to surrender identification to a staff member upon request.
- b. Students are expected to follow instructions as given by a school employee.
- c. Students are expected to refrain from making objectionable or obscene statements or gestures to or about a school employee on or about school property. (For example: names, obscenities, etc.)
- d. Students are expected to leave a classroom or other area immediately when so instructed by a school employee and must report immediately to the Zion-Benton East Office.
- e. Students are expected to report immediately to the Zion-Benton East Principal's Office when so instructed by a school employee.
- f. Students are expected not to interfere with or prevent staff members from the performance of their duties.
- g. Students are expected not to act as "look-out" for students who are breaking school rules or warning them when a staff member approaches.

D-2 INTERROGATIONS AND SEARCH

The right of inspection of students' automobiles, lockers and/or of articles carried upon their persons, in purses, etc. is inherent in the authority granted to the Board of Education. The "in loco parentis" relationship with students requires that school districts employ every safeguard to protect the safety and well-being of all students in their care. Alleged, unauthorized, contraband material or substances considered to be harmful or potentially harmful cannot be allowed in areas for which the school has jurisdiction or responsibility. Therefore, authority is granted to the Superintendent or designees to conduct search, seizure and interrogation during the school day and all functions before, during and after the school day.

Any unauthorized or suspected items found during a search will be confiscated and impounded by the school authorities. Disposition of these items will be made at the discretion of the administration. Appropriate school disciplinary action will be taken.

Maximum efforts will be made to protect each student's constitutional rights and resolve doubts, when possible, in favor of the student. Refusal to allow inspection (search) or interrogation by authorized school personnel may cause a disciplinary action including up to a 10-day suspension and may cause a disciplinary hearing with the Board of Education, which could result in expulsion.

105 ILCS 5/34-18.12 INSPECTION FOR DRUGS

The Board of Education is empowered to authorize school officials to request the assistance of an appropriate law enforcement agency for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including searches conducted through the use of specially trained dogs.

D-3 STUDENTS WHO HAVE BEEN SUSPENDED OR EXPELLED OR WHO HAVE WITHDRAWN FROM SCHOOL

1. Students who have been suspended or expelled are not allowed in the school building, on or about the grounds of the campus, or at any school activities on or off campus during the time period designated or they may be subject to an additional suspension and/or arrested for trespassing or both.
2. Students who have been suspended or expelled or who have withdrawn from school but have legitimate business requiring their presence on school property must call the Zion-Benton East

Office and request and receive permission before coming on school property. Failure to follow the above may cause an additional suspension and or arrest for criminal trespass. Students must call the Principal's Office to arrange to have textbooks and/or Chromebooks returned to the Bookstore.

D-4 MISCONDUCT AT SCHOOL ACTIVITIES

Any form of misconduct or unsportsmanlike behavior at school sanctioned activities, on or off campus, including away games, may result in exclusion from participation in and/or attendance at all athletic and extracurricular activities. All school rules apply, and appropriate school disciplinary action will be taken.

When a student is on suspension, they are not allowed to attend any school sanctioned activities or athletic events, this includes away games.

D-5 REGULATIONS AND POLICIES FOR SCHOOL SPONSORED DANCES, SOCIAL EVENTS, AND BANQUETS

1. In order to purchase a ticket to the event, the student must have a valid Zion-Benton East Student ID card. (See Zion-Benton East Office.)
2. Unless otherwise noted, all official dance and/or event tickets are pre-sold through the Library or Zion-Benton East Office. Only these tickets will be honored at the door of the event for admission.
3. Only single tickets are sold. There are no couple tickets.
4. All participants are responsible for their own tickets – no refunds or exchanges. Neither school nor the sponsoring club/organization/committee is responsible for lost or stolen tickets.
5. This handbook serves as policy and notification that event participants may be subject to security scanning prior to admission. This includes students as well as their guests.
6. In order to purchase a ticket, the student must have no outstanding financial obligations to the school. (See Zion-Benton East Office.)
7. Only those students and their guests who are between the ages of 14 – 20 will be admitted. Absolutely no one below the ninth grade will be admitted.
8. All participants must show their Zion-Benton East student ID and event ticket for admission. Guests must show a valid driver's license or photo ID and event ticket for admission. It is required that guests arrive at and enter the event with their Zion-Benton East host student. Guest forms are available in the Library. These must be completed before ticket purchase can be made.
9. School-sponsored prom and/or dances are limited to Zion-Benton East students and guests. Zion-Benton East students may bring no more than one (1) guest per event. The host student will be responsible for the behavior of his/her guest and Zion-Benton East rules and regulations apply to all participants.
10. Participants choosing to ignore rules and regulations and/or who demonstrate inappropriate behavior will be asked to leave the event.
11. Participants choosing to leave an event early for any reason will not be allowed to re-enter.

GROUP E: OTHER MAJOR DISCIPLINARY PROBLEMS

E-1 THEFT - VANDALISM - DAMAGE TO PROPERTY

1. Theft, attempted theft or vandalism of school or personal property may cause suspension and may cause an expulsion hearing with the Board of Education. The appropriate law

enforcement agency may be notified depending on the student's intent/action and the amount of property damage.

2. Theft, vandalism and accidental damage to school property requires full restitution of the cost of repair or replacement.
3. Students who accidentally damage property are required to report the accident to the Zion-Benton East Office. Failure to report the accident may cause a suspension from school.
4. Full and complete restitution may be taken into consideration as total or as partial fulfillment of the penalty to be imposed.
5. Possession or sale of lost/stolen property may cause suspension and may cause an expulsion hearing with the Board of Education.
6. The above applies to all school related vandalism, theft and damage to property.
7. Inappropriate use of permanent markers will result in disciplinary action.

E-2 FALSE FIRE ALARMS - UNAUTHORIZED USE OF FIRE SAFETY EQUIPMENT

Students involved may be suspended and may face an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

E-3 SAFETY VIOLATIONS

Students who violate safety protocols, including but not limited to students who chronically do not have their ID, who prop open outside doors, and/or who do not follow drill procedures, may be subject to disciplinary action.

E-4 THREATS OR COMMENTS

Individual-directed threats of violence or harm that are communicated to create fear of physical harm to a specific individual or individuals may result in a suspension, possible referral to the appropriate law enforcement agency, and may cause an expulsion hearing before the Board of Education or its appointed Hearing Officer.

Building-directed threats of violence or harm, direct or indirect in communication, with the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors may result in a suspension, possible referral to the appropriate law enforcement agency, and may cause an expulsion hearing before the Board of Education or its appointed Hearing Officer.

E-5 OTHER DISCIPLINARY PROBLEMS

Any other forms of disobedience and/or gross misconduct not specifically included in this policy or in the current Student-Parent Handbook may cause disciplinary action, up to and including a suspension or an expulsion hearing with the Board of Education.

GROUP F: FIVE SUSPENSIONS/EXCESSIVE REFERRALS

F-1 FIVE SUSPENSIONS

A student's fifth suspension in any one school year may be up to 10 school days. This fifth suspension may result in an administrative review, which could lead to an expulsion hearing with the Board of Education.

F-2 EXCESSIVE REFERRALS

A student may be suspended up to 10 school days for accumulating excessive referrals. This suspension may result in an Administrative Review, causing a Behavior Contract to improve student behavior. More than 20 referrals in a given school year or a combined total of more than 60 referrals

in the high school career are considered excessive. In the event a student's behavior is **not** corrected as evidenced by reduced referrals, a disciplinary hearing with the Board of Education may result in expulsion from school based upon gross misconduct and disobedience.

F-3 BEHAVIOR CONTRACT

Students re-entering school, transferring, or students with a history of discipline and attendance problems may be required to sign a Behavior Contract. The contract is tailored to the student's past problems. Any violation of a Behavior Contract may result in a 10-day suspension and an expulsion hearing with the Board of Education.

OTHER RULES AND REGULATIONS

HAZING: Hazing Prohibited Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion

Other misconduct problems may cause assignment to ASD or other forms of discipline. Serious or chronic situations may cause suspension.

SUBSTITUTE TEACHERS

Students are expected to show full cooperation and courtesy to all substitute teachers and any form of disrespect will be disciplined.

ASSEMBLY CONDUCT

At all assemblies, students are expected to enter and leave the assembly in an orderly manner and within a reasonable amount of time; sit in assigned seating sections; give proper respect and courtesy to those involved in the presentation; behave in an appropriate manner; and stay seated until released.

FREEDOM OF EXPRESSION

SCHOOL-SPONSORED PUBLICATIONS: School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

NON-SCHOOL PUBLICATIONS: Students are allowed freedom of expression, subject to the Freedom of Expression Policy (Board Policy 7.310). This policy covers bulletin boards, distribution of written and printed materials, petitions, symbols, etc. Violations of the Freedom of Expression Policy shall be considered gross misconduct and offenders shall be subject to administrative discipline, suspension, or expulsion. Copies of the policy are available online at zb126.org – About Us – Board of Education – Board of Education Policies.

PROBLEMS CAUSING DISCIPLINARY ACTION

Examples of misconduct (it is understood that these are not the only examples):

- Forgery, fake telephone calls and the like.
- 2. Objectionable language, racial slurs, etc. may not be used or worn.
- 3. Students may not be in any unauthorized area unless they have official business there and receive pre-approval from their Principal or Assistant Principal.
- 4. Students may not play cards, use dice or use any kind of gambling system at school. Cards, dice or gambling paraphernalia will be confiscated.
- 5. No more than one (1) student allowed in the All-Gender designated washrooms.
- 6. Students may not consume food or beverage anywhere in the building other than in the cafeteria during authorized times, unless permission is granted by the administration. Students are allowed to carry water bottles in their book bags.
- 7. Violations to "[Personal Electronic Device Use Policy](#)"
- 8. Unauthorized use of school owned/ school issued electronic devices including but not limited to classroom telephones, document cameras, TVs.
- 9. Acronyms (abbreviations of the names of clubs, organizations, mottos, symbols, etc.) that are objectionable, offensive or in bad taste may not be used, publicly displayed or worn.
- 10. Skateboards/roller blades/Heelys are not permitted on or about school property.
- 11. Participation in pranks/vandalism may result in loss of privileges up to and including prom and graduation in addition to appropriate disciplinary action(s).
- 12. Students will not be allowed to wander the halls. A student caught wandering the halls may result in a closed study hall, ISD or further disciplinary action.

AFTER SCHOOL EXPECTATIONS

All students are to exit the building **immediately** after school is dismissed. Students are allowed to stay after school **ONLY IF** they are with a teacher, coach, an extracurricular activity supervisor, attending an athletic study session, or have 9th hour Credit Recovery. Once a student is no longer supervised, they **MUST** go to the Zion-Benton East front lobby to wait for their ride or to the ZBTHS south/bookstore lobby to wait for the activity bus. Students are **NOT** allowed to wander the building or loiter in the athletic area.

FALSIFIED EMERGENCY REPORTS

In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity may result in suspension, referral to the Board of Education for an expulsion hearing, and/or arrest.

POLICY PROHIBITING GANGS AND GANG ACTIVITIES

Students are prohibited from engaging in gang activity. Gang means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining of three or more persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. Drug distribution, burglary, theft, assaults, and weapon-related offenses are typically associated with established gangs.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to:
 - (a) soliciting others for membership in any gangs,
 - (b) requesting any person to pay protection or otherwise intimidating or threatening any person,
 - (c) committing any other illegal act or other violation of school district policies,
 - (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity may be subject to one or more of the following disciplinary actions: Removal from extracurricular and athletic activities Conference with parent(s)/guardian(s) Referral to appropriate law enforcement agency Suspension for up to 10 days Expulsion not to exceed 2 calendar years. .

ID CARDS

1. Students **MUST** present a valid student ID daily upon entry to the school building. If a student does not have their ID, they must obtain a temporary ID for entry to the building and carry the temp for the entire day. The school ID will be needed for morning entry, lunch, bus riding, and extracurricular / athletic events. They **MUST** present their School ID at the request of any school official or staff member.
2. Any student defacing his or her ID will need to secure a replacement ID.
3. Students may not give their ID to any other person (unless requested by a staff member).
4. No student may be in possession of any other student's ID.
5. If a student loses his/her ID card, he/she must get a replacement.
6. Temporary IDs are only good for the day they are issued. If too many temporary IDs are issued, the student will need to get a new permanent replacement ID and lanyard.

STUDENT VEHICLES

Violation of vehicle regulations may result in one or more of the following: a ticket by the appropriate law enforcement agency, the vehicle towed away, After School Detention, or suspension.

Licensed student drivers must register their vehicle with Zion-Benton East High by completing a student vehicle registration form and affixing a student vehicle registration sticker on their vehicle's rear windshield. Registration forms are available at the Zion-Benton East office and proof of auto insurance must be provided. All registered student vehicles must park in the spaces designated for

students toward the north end of the Zion-Benton East parking lot. Zion-Benton East student vehicle registration stickers will be assigned first to seniors, juniors, sophomores, and then freshmen.

1. The school district is not responsible for theft, vandalism or damage to student vehicles. Students are encouraged to lock their vehicles.
2. If students drive a vehicle to school that does not have a school parking sticker, they must register the vehicle in the Main Office immediately upon arrival (license number, make, model, year and owner).
3. Parking permits are not transferable. They are only good for the vehicle to which they have been registered. If a student wishes to change vehicles, he/she must bring the old permit to the Main Office. A new permit will be issued to the student free of charge when he/she returns the original sticker. (Limit of 3 changes).
4. Students who use their vehicles to assist others in breaking school regulations will be assigned the same penalty as those who break the regulations and may lose their driving/parking privileges.
5. Student vehicles must be parked only in the designated student parking area and must be within the yellow lines. Use of visitor or faculty parking areas is prohibited from 7:00 a.m. to 3:30 p.m.
6. To deter theft, vandalism and other parking lot problems, students must leave their car immediately upon arrival at school and enter the school building. No one is allowed to remain in an automobile for any reason unless authorized by the Principal.
7. Students are not allowed to go to the parking lot during the school day unless they have permission from the Administration or Office Staff.
8. Reckless driving is a serious offense. Examples are spinning wheels, driving beyond the speed limit (5 mph in lot), driving too fast for conditions, improper turns, or failure to have a vehicle under control at all times.
9. Students must obey all Rules of the Road while on campus. This includes obeying all stop signs, one-way traffic signs, no parking areas and bus stop arms, etc.
- When a safety hazard exists, administrative personnel reserve the right to have any vehicle towed at the owner's expense.
11. Secure all bikes to a bike rack, using only one slot per bike.
12. Snowmobiles and dirt bikes may not be driven or parked on school property.
13. Any unauthorized vehicle may be towed.
14. To be issued a sticker or to continue driving, students must have a C average for the previous semester.

BUS REGULATIONS

1. State statute requires that bus transportation be provided if a student lives 1 1/2 or more miles from school. A copy of the bus schedule will be available upon the opening of school.
2. Students may board or ride the school bus only with a valid bus pass (ID card). Students MUST get a temporary ID from the Zion-Benton East Office prior to boarding their assigned bus any day school is in session.
3. Only Zion-Benton and Zion-Benton East students may ride the school bus. No other persons will be allowed on the bus.
4. In all cases, the District's first concern is to maintain the safety of school bus transportation. All school buses are equipped with video and audio surveillance while transporting students to and from school and school sponsored activities. The privilege of a student to ride the school bus must be placed second. For student welfare and safety these rules must be followed:

- a. Board bus in an orderly fashion.
 - b. No smoking on the bus.
 - c. Remain seated. No standing while the bus is in motion.
 - d. Emergency doors are not to be opened or fooled with except for emergencies.
 - e. Loud or rowdy behavior is not acceptable.
 - f. Student language must be acceptable.
 - g. No objects are to be thrown while on the bus.
 - h. No eating or drinking on the bus.
 - i. The bus driver is in charge. Student conduct must be acceptable to the driver. If not, action will be taken in order to ensure the safety of all students on the bus.
5. If students do not follow the above guidelines or fail to accept the driver's authority and follow instructions, the students' privileges to ride the bus may be suspended.
 6. School rules and regulations are in effect for all bus students. Appropriate school penalties will be applied.
 7. Bus evacuation drills will be held yearly. All students are required to participate in these drills.
 8. An activity bus will be available Monday through Friday. Check with the Main Office for specific times and departure locations.

BUS ACCIDENT PROCEDURES

In the event a student becomes involved in a bus accident, the following procedures will take place:

1. An Emergency Medical Service (EMS) provider will respond to the scene.
2. Assessment by the EMS at the scene will determine if there are any injured children at the scene. Any injured children will be transported to local hospitals.
3. After assessment of all non-injured students aboard the bus, the EMS will allow the children to be returned to school. An appropriate form will be completed at the scene of the accident for discharge of uninjured children to school officials.
4. It is the policy of Zion-Benton Township High School District 126 not to release students to parents/guardians at the scene of the accident.
5. Once the student arrives at Zion-Benton or Zion-Benton East, school officials will then notify parents/guardians by phone of the accident. The parents/guardians of the student will be asked to come to the school and pick up their students.

CAFETERIA - LUNCH HOUR REGULATIONS

1. Students may be in the cafeteria only during their scheduled lunch period.
2. Students must wear their ID card during their lunch period.
3. No backpacks are allowed in the Cafetorium during lunch. Students must place their backpacks in their lockers before attending lunch.
4. Cafeteria supervisors are in charge. Student conduct must be acceptable to cafeteria supervisors. If not, appropriate action will be taken. This includes the right to assign the student to a specific table or seat.
5. Throwing of food/objects is prohibited and may result in suspension. Do not move chairs or tables around. Do not move from one table to another.
6. Dispose of trash in the provided containers. Food must not be taken from the cafeteria.
7. Students are to remain in the cafeteria until dismissal. Students attending clubs or activities that meet during lunch must have a pass or be on a list provided to the lunch supervisor by the club or activity sponsors.
8. Students will be dismissed from lunch when their tables are cleared, and chairs are positioned in an orderly fashion.

9. Students are not permitted to have food delivered from local restaurants at any time during the day. Parents/guardians may drop off a lunch for cases of emergency only when a student forgets his/her lunch. This will not be allowed on a daily basis. Students will not be allowed to wait at the front door for their food to be brought to them. Students are to go to class until they are called to pick up their food from the Main Office.
10. Student lunch accounts will run on a debit basis only. Students must choose to bring a breakfast/lunch to school, pay at the register, or pay in advance on their account. Student meal accounts are not allowed to go into a negative balance.
11. Payments made to student lunch accounts will carry over each year but will not be refunded at the end of the senior year.
12. In accordance with federal law, students who are approved for free or reduced lunch must take all components of the federal approved lunch or the student's account will be charged for the individual food items taken.

LIBRARY

The purpose of the Library is to provide materials needed for class assignments, research and leisure reading in an atmosphere conducive to learning. It is a place for silent, individual, independent study and reading. Special areas are designated for A/V use and group usage. These are available on a need to use basis.

In general, the Library enforces **all** school rules as outlined in the Student/Parent Guide and adheres to **all** District 126 policies and procedures.

Use of the Library is a privilege. Students who engage in activities inconsistent with the purpose of the Library or engage in activities better suited to another time and/or place will have this privilege revoked. Students who have this privilege revoked will still be allowed to come to the Library before school or after school until 3:30 p.m.

Students should bring all necessary materials with them to the Library. Hall passes will be written in special needs situations only at the discretion of the Library staff.

EMAIL PRIVILEGES

Students at Zion-Benton East High School are assigned a district issued email account for use with curricular activities and should be used only for approved curricular use. Email privileges may be revoked by the technology director or an administrator if a student abuses any provision under the Guidelines for Use of Computer Resources and the Internet. If students lose their email privileges, they must conference with an administrator before they will be returned.

GUIDELINES FOR USE OF COMPUTER RESOURCES AND THE INTERNET

Computer resources and the Internet are provided for students to conduct research and communicate with others. Their use is limited to class assignments, and they are not to be used for non-school related activities. Independent access to computer resources is provided to students who agree to act in a considerate and responsible manner. Permission is required from a staff member. Access is a privilege, not a right. Access implies responsibility.

Computer storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system

responsibly. Users should not expect that files stored on district servers or on individual disks will always be private.

As much as possible, access to district computer resources will be designed in ways that point students to those resources that have been reviewed and evaluated prior to use. Computer use will be monitored, but students are responsible for following the District's guidelines for appropriate use and will be subject to the consequences for misuse.

The following are unacceptable and not permitted:

GENERAL

1. Accessing, displaying, printing or sending pornographic or offensive materials, whether written or graphic.
2. Accessing, displaying, printing or sending information inflammatory or derogatory toward any race, religion, culture or ethnic group.
3. Misusing, abusing, tampering with or vandalizing computer hardware.
4. Tampering with or copying school-owned software; loading personal software onto school-owned computers.
5. Tampering with or damaging computer networks, systems or security measures.
6. Intentionally wasting limited resources, e.g., unnecessary printing.
7. Trespassing in others' folders, work or files.
8. Using others' accounts or passwords.
9. Employing the network for commercial purposes.
10. Using resources for non-school related activities without permission.
11. Under no circumstances are students to download games using a flash drive or CD onto the school computers.

COMMUNICATION

1. Using obscene or abusive language.
2. Harassing, insulting or attacking others.
3. Revealing the personal addresses or telephone numbers of yourself or others.
4. Sending anonymous messages.
5. Sending inappropriate messages for public viewing; email is not private and may be viewed by others.
6. Sending all school email messages.
7. Sending emails that do not have an academic purpose.

ILLEGAL ACTIVITIES

1. Downloading copyrighted material for other than personal use.
2. Transmitting material in violation of any U.S. or State regulation.
3. Posting material authored or created by another without his/her consent.
4. Gaining unauthorized access to resources or entities.
5. Students choosing proxy sites to obtain web pages. (e.g., Facebook, etc.)

Failure to follow these guidelines will result in a Parent Phone Conference, Parent Conference, or more significant disciplinary action if warranted.

Students will be responsible for full restitution for any physical damage/vandalism to equipment and/or software. When necessary, the appropriate law enforcement agency will be notified.

BULLYING, HAZING, INTIMIDATION, HARASSMENT, AND TEEN DATING VIOLENCE

School Board Policy 7:180 regarding the prevention of bullying, intimidation, and harassment can be found at zb126.org – About Us – Board of Education– Board of Education Policies. Students experiencing or observing bullying, hazing, intimidation, harassment, or signs of teen dating violence should immediately contact an administrator to report the matter.

105 ILCS 5/27-23.7 (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

105 ILCS 135/1-2 (2008) defines harassment through electronic communications. The definition includes "making any obscene comment, request, suggestion or proposal with an intent to offend" and "threatening injury to the person or to the property of the person to whom the electronic communication is directed or to any of his family or household members." Violation of the provisions of the statute will result in a class B misdemeanor.

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, including but not limited to, cyberbullying, school officials must investigate whether the activity has a nexus to school. If there is a nexus to school, the school official will investigate and determine if disciplinary action is warranted. 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.

Bullying, hazing, intimidation, harassment, and instances of teen dating violence by students is prohibited by state law and school regulations. Such incidents are not acceptable in any form, create serious disruption to the educational environment, and are taken very seriously. Incidents of this nature will cause swift and appropriate disciplinary action. Students, staff, parents/guardians and community members are encouraged to report such incidents to the administration immediately. School Board Policies 7:180 and 7:185 further define these infractions and the seriousness with which they will be taken.

Students are prohibited from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status.

Students are prohibited from hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct, including, but not limited to, social media sites not under governance of the school or district. Teen dating violence occurs whenever a student 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.

Students are prohibited from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing

written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Events that take place outside of school property, which carry over to the school setting causing a significant disruption to or interference with the educational process are prohibited and subject to disciplinary action. This includes, but is not limited to, cyber bullying through the use of personal electronic communication devices. These types of incidents will result in the administration: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action and (c) protecting students against retaliation for reporting such conduct.

Bullying, hazing, intimidation, and harassment may result in a suspension pending a parent conference, and the student may be placed on a bullying/harassment contract.

Students experiencing or witnessing bullying should immediately contact their counselor, the Safety Office, or the Assistant Principal for assistance. Reoccurrences of incidents should continue to be reported to the Safety Office or Assistant Principal so that appropriate interventions and/or discipline can take place.

ZION-BENTON EAST BUILDING USAGE

1. No food or drink is allowed at any time in the ZBE classrooms, labs, hallways, Library, or Gym/locker rooms unless permission is granted by a teacher or administrator.
2. Students are not to use any classroom, gym or laboratory, resource center or IMC at any time unless there is a staff member present to supervise.
3. The building opens to students at 7:00 a.m., unless prior arrangements are made. If students have an early appointment with a teacher, make-up lab or arriving for breakfast, please use the main entrance between 7:00 and 7:30 a.m. Students must leave by 2:30 p.m. unless they are with a staff member or have credit recovery.
4. Students must leave by 1:30 p.m. on Thursdays, unless taking the activity bus. Students waiting for the activity bus must do so in the Library until 2:24 p.m.

FUNDRAISING

All fundraising must be pre-approved by the Principal. Online fundraising (GoFundMe) and selling of any items for non-school organizations or self-profit is strictly prohibited.

VISITORS

1. Students may not bring children, friends, guests or relatives with them to visit school, and these individuals may not come to school to visit with students or other individuals.
2. Visitors will receive a pass from the Zion-Benton East Office and must wear the pass on the front of their coat, shirt, etc.
3. Alumni are welcome to visit with teachers after school hours or by a prearranged appointment with the teacher. They will receive a pass from the Main Office and wear the pass on the front of their coat, shirt, etc.
4. All persons who do not attend school or work at the school must have a badge from the Zion-Benton East Office prominently displayed in order to be in the building. Failure to do so will result in the appropriate law enforcement agency being notified, and the person(s) may be arrested for trespassing.

MESSAGES

Messages will be delivered to students on an emergency basis from parents or legal guardians only. Please inform friends, employers, etc. that communication with students must be through their parents or legal guardians. Students are not allowed to receive phone calls or text messages during the school day. Should there be a family emergency, please contact the Zion-Benton East office with the emergency message.

TRESPASS

1. Persons who do not attend or work at District 126 High Schools may not be in the building or on the school property without permission. This includes any person who has been excluded from either campus for any reason. If unauthorized persons are on campus, a complaint may be signed against them for criminal trespass, resulting in arrest and court appearance. Students who assist or accompany non-authorized persons may be subject to disciplinary action.
2. No person should be on or about school property when classes or activities are **not** in progress. Students who violate this provision may be subject to disciplinary action and/or arrest.
3. It is prohibited by law to commit criminal damage to school property, to vandalize school property, or to distribute/deliver written or printed solicitation within 1,000 feet of school property for the purpose of inviting students to an event in which a significant purpose is to commit or solicit illegal acts or will otherwise be held in or around abandoned buildings.

CLOSED CAMPUS

After students arrive on campus they may not leave until the end of their school day. Failure to abide by closed campus regulations will cause disciplinary action. Students may not be outside the building without permission. Call outs for students to leave campus for lunch are not allowed.

DRESS CODE POLICY

District 126 believes that its high schools should prepare students for success both in and beyond high school, whether that be college, the military, or the world of work. District 126's dress code is designed to ensure that students demonstrate dignity and respect for themselves and others and promote genuine pride in our schools.

Dress code must meet reasonable standards of safety, modesty, decency, must be appropriate to the school setting, and must not be disturbing or disruptive to the educational atmosphere of the school.

Examples of unacceptable dress include but are not limited to clothing, hats and or masks with alcohol, tobacco, vaping, marijuana, drugs, gangs, guns, satanism, cults, obscenities, sex and/or violence in its messaging or graphics.

Students may not wear any head coverings that obstruct the face, prevent one from being identified, or pose a safety threat. Students must be recognizable at all times.

Outerwear/overcoats must be placed in student lockers and may not be worn to class. Shoes must be worn at all times. Shoelaces must be worn at all times and must be the same color. House slippers are not allowed as acceptable footwear.

Examples of inappropriate dress include but are not limited to:

- o Totally bare midriffs (includes crop tops and half shirts that reveal undergarments) NO tube tops
- o Excessive exposure of cleavage
- o Transparent blouses/t-shirts/dresses
- o Holes, rips, slashes and tears in inappropriate areas
- o Gloves
- o Underwear/shorts above the waist of the pants (sagging pants)
- o Spikes

Clothes must be worn in a way that no private parts or undergarments are visible.

Flannel pants can be worn as long as they do not have the button fly/open fly.

Sagging pants are prohibited. If a student is sent to the Dean's office for sagging pants, they will be required to rent a belt and wear it for the remainder of the day. Students are to return the belt at the end of the day. If the belt is not returned, a reminder will be sent to the student. The student's account will be charged for an unreturned belt.

No totally bare midriffs are allowed. Underwear must be covered by clothing (bottoms and/or tops). Transparent blouses/t-shirts where the undergarment is exposed are **NOT** allowed. Excessive cleavage and totally bare midriffs are **NOT** allowed. Also, (tightly fitted or sheer) clothing that reveals undergarments, or lack of, are **NOT** allowed.

Consequences for violating this policy will be assessed at the time of violation and will include consideration of previous infractions. Students who ignore these regulations will be sent home to change clothes and then return to school. If they refuse, students will be retained in ISD until the end of the school day.

Upon availability, the Dean's Office will have shorts, shirts, or belts for students to rent. Students are to return rented items after they have been washed. If the item is not returned, a reminder will be sent to the student. If the item is not returned after the reminder, the student's account will be charged for the unreturned item(s).

Students who are in violation of the dress code policy will be required to remove all inappropriate head coverings and/or masks, as well as correct any inappropriate dress. This violation will result in a warning. Students who repeatedly violate the dress code will be subject to additional disciplinary interventions including, but not limited to, required parent conferences.

Students who use head coverings as a gang identifier or gang affiliation will result in the loss of privilege and may be subjected to disciplinary action as outlined by our Gang Policy found on page 59.

This policy applies to all school sponsored events including field trips and athletic and extracurricular activities occurring on or off school grounds.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate in school. This includes embracing, kissing and body contact. Standards for acceptable behavior are the same as those for acceptable behavior at a place

of work. Students who are unable or unwilling to accept this time and place concept of appropriate behavior will be referred to the Principal or Assistant Principal.

LABORATORY CLASSES - SAFETY

The safety of all students is of the utmost importance. Therefore, in all laboratory classes, safety rules will be announced and strictly enforced. In order to assure the safety of all students, those who violate safety rules or regulations may be removed from class temporarily or permanently and therefore may lose credit in that subject.

ADDENDUM

During the course of the school year, it may become necessary to change or add to these guidelines. When this takes place the student body will be notified.

It is understood that the administration has the discretion to use alternative discipline strategies for students who have failed to develop the self-discipline necessary to follow the traditional attendance and discipline policies.

POSSESSION

As used in this policy, the term “possession” is defined as being on the person, in purses or clothing, in lockers, in or on vehicles, and in or on any other areas or items for which the individual has or shares responsibility or control.

FLOWERS/BALLOONS AND DECORATED LOCKERS

Students are not allowed to carry balloons during the school day. If flowers and/or balloons are brought to school or delivered to school, they must be kept in the Main Office. Students can pick their items up at the end of the day. Students are not allowed to put any kind of decoration or writing on lockers.

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; this policy; and federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries.

The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee student boundary violations as required by law and Board policies 2:265, Title IX Sexual

Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student;
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors.
6. **PROHIBITED CONDUCT:** **i.** Staff are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed. **ii.** Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission. **iii.** Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor; **iv.** initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone; **v.** socializing with students outside of class time for reasons unrelated to any appropriate purpose; **vi.** providing alcohol (regardless of age) or drugs - either prescription or illegal (except for those provided in accordance with district policy on medication administration) - to students.
7. **REPORTING PROCEDURES:** **(a) Duty to Report.** Any person with knowledge or suspicion of an improper relationship between staff and a student must immediately report the conduct to school administration, the Office of Student and Specialized Services, or the Office of Human Resources. Nothing in this paragraph is intended to relieve mandated reporters of their

obligations under state and local statutes. **(b) Protection from Retaliation.** Staff who make a good-faith report of a suspected fraternization violation, or who cooperates in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation in accordance with Administrative Policy 6.35, Whistleblower Protections.

PERSONAL ELECTRONIC DEVICE USE POLICY

It is recommended that items of value be left at home. If students choose to bring these items to school, it is their responsibility to keep the item secure, as the district will not be responsible. Students who bring cell phones into classrooms will be directed to store their device in a designated location for the duration of the instructional period, in adherence to the policy as stated below.

During instructional time, students are not permitted to use cell phones. *Instructional time* is defined as any time designated for teaching, learning, assessment, or enrichment activities. All personal electronic devices must be silenced and stored out of sight for the entire duration of each instructional period.

Students who violate the Personal Electronic Device Policy as stated above will be asked by the classroom teacher to put their device in the designated location for electronic devices for the duration of the instructional period. Repeated classroom electronic device violations, or refusal to comply with staff directives regarding electronic devices, will result in students being sent to the Main Office to turn in their device, students will receive a disciplinary referral, and parents will be notified.

Headsets (earbuds, headphones, etc), smartwatches, and other ancillary electronic devices may not be used to connect to personal cell phones during instructional time as defined above. Headsets MAY be used to connect to **school-issued devices** during instructional time if, and only if, the classroom teacher explicitly gives permission.

Consequences for violation of the Personal Electronic Device Use Policy are as follows:

Main Office Action Items:

1st Offense

Confiscation of device for remainder of day; warning and call to Parent

2nd Offense

Confiscation of device for remainder of day; After School Detention (ASD); call to Parent

3rd Offense

Confiscation of device for remainder of day; In-School Detention (ISD); Parent Conference

4th+ Offense(s)

Confiscation of device; Suspension Pending Conference; Parent must come in to sign for the phone.

PRIVACY ISSUES RELATED TO ALL ELECTRONIC DEVICES

At no time should personal or school-issued electronic devices (including but not limited to camera phones, cameras, video phones, smart watches, etc.) be used:

- in areas of expected privacy (bathrooms, locker rooms, etc.).
- to invade the privacy of, violate the rights of, or engage in harassment of any other student, staff member or community members.
- in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules or the law.
- for creating, sending, sharing viewing, receiving, or possession inappropriate messages, pictures, graphics or other materials including indecent visual depictions as defined in State law, i.e., sexting (possession is prohibited regardless of whether the depiction violated State law); or
- for videoing, and/or sharing student fights included but not limited to student media, texting, email, etc. Students who do so shall be subject to suspension.

Taking, distributing and/or uploading to any on-line site pictures/video of any student, staff member, or community member without their permission is strictly prohibited.

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

Any inappropriate or illegal use may cause a disciplinary action and/or an expulsion hearing with the Board of Education and possible referral to a local law enforcement agency.

AI/Meta Glasses

In accordance with applicable state and federal student privacy laws — including FERPA and applicable state biometric and recording statutes — the use of AI-enabled smart glasses (including but not limited to Meta Ray-Ban smart glasses) is strictly prohibited on all District 126 school property and at any school-sponsored event.

These devices are capable of recording audio, video, and images — and may transmit or process data via AI — without the knowledge or consent of students, staff, or visitors. Such recording constitutes a violation of individual privacy rights and the school's duty to maintain a safe, respectful learning environment.

This policy applies to all school buildings and classrooms, athletic events and competitions, school dances and ceremonies, and field trips and off-site activities.

Devices found in violation may be confiscated. Repeated violations may result in disciplinary action consistent with the student code of conduct. Questions should be directed to the building principal or district administration.

LASER POINTERS

No student shall use or be in possession of any laser pointer or laser sighting devices.

CONSEQUENCES FOR INAPPROPRIATE USE OF COMPUTER RESOURCES OR THE INTERNET

Violators will be referred to the Principal or designee for appropriate disciplinary action. Students will be responsible for full restitution for any physical damage/vandalism to equipment or software. When necessary, the appropriate law enforcement agency will be notified.

Infractions against the provisions under the Guidelines for Use of Computer Resources and the Internet may result in:

- 1. After School Detention
- 2. Suspension Pending Parent Conference and may cause suspension.

Infractions including email or Internet materials of a harassing or threatening nature may escalate this process.

Students will have the opportunity to earn lost privileges back at the start of each quarter through administrative review.

EMERGENCY HELP!

Emergency Help

Emergency counseling and support services are available for students and parents/guardians out of school through a variety of agencies. Listed below is a sample of services:

- | | |
|--|--------------------------------|
| -Suicide and Crisis Life Line | 988 |
| - 24 Hour Crisis and Referral Hotline | 800-784-2433 |
| (For crisis and suicide interventions) | |
| -Crisis Tex Line | Text HOME to 741741 |
| -Safe 2 Help Illinois | 844-4-SAFEIL Text SAE2 (72332) |
| - Child Abuse Hotline | 800-252-2873 |
| - Lake County Council Against Sexual Assault | 847-872-7799 |
| - Substance Abuse Services - Nicasa | 847-872-2830 |
| - Children's Advocacy Network of Lake County | 847-377-3155 |

friendsoflccac.org

Notice: Information regarding the District's policy on Suicide and Depression Awareness and Prevention (Policy 7:290) can be accessed at www.zb126.org under "About Us", "Board of Education", "Board of Education Policies", "Section 7: Students."

COMMUNITY NOTIFICATION LAWS

Information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry: www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry: www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders: www.isp.state.il.us/sor/faq.cfm

STUDENT-PARENT HANDBOOK COMMITTEE

Staff

Sunshine Brown

Matt Hutchison

Parents

Robyn Ondo

Administration

Mike Isaacs

MacArthur White

FIRST CLASSES AT Z-BTHS CHOOSE SCHOOL SONG AND COLORS

The school song printed here was chosen by the first student body at Zion-Benton in November 1939 at a school assembly. Students had been encouraged to write lyrics. There were five songs submitted, which were sung by the cheerleaders. The winning song was written by Leland Noll and sung to the tune of "The All-American Girl". In an earlier contest, the student body chose maroon and white as the school colors.

SCHOOL SONG

Hurrah for Zion,
We know you're tryin'
To bring us all to victory.
We know you're loyal,
Through all your toil,

And to good old Z.B.T.
 RAH! RAH!
 Throughout the ages,
 We sing your praises,
 As we fight on for your name.
 We got a rooter,
 In every village,
 To bring us All American, All American
 All American fame.
 Hey RAH, RAH, RAH, RAH, RAH,
 Hey RAH, RAH, RAH, RAH, RAH,
 Hey RAH, RAH, RAH, RAH, RAH,
 TEAM! TEAM! TEAM!

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