

ARCOLA JR./SR. HIGH SCHOOL

“Home of the Purple Riders”

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2018-2019 STUDENT HANDBOOK



EXCELLENCE...AN ARCOLA TRADITION

Approved 6-13-18

Arcola Jr./Sr. High School Schedule of Periods

Regular 3:00 p.m. Dismissal Schedule

1 st Period	8:00 - 8:47
2 nd Period	8:51 - 9:35
3 rd Period	9:39 - 10:23
4 th Period	10:27 - 11:12
5 th Period	11:16 - 12:02 (JH Lunch 11:12 - 11:42)
6 th Period	11:46 - 12:32 (HS Lunch 12:02 - 12:32)
7 th Period	12:36 - 1:21
8 th Period	1:25 - 2:10
9 th Period	2:14 - 3:00

Reduced Time Schedule - 2:00 p.m. Dismissal

1 st Period	8:00 - 8:38
2 nd Period	8:42 - 9:17
3 rd Period	9:21 - 9:56
4 th Period	10:00 - 10:36
8 th Period	10:40 - 11:15
5 th Period	11:19 - 12:00 (JH Lunch 11:15 - 11:45)
6 th Period	11:49 - 12:30 (HS Lunch 12:00 - 12:30)
7 th Period	12:34 - 1:15
9 th Period	1:19 - 2:00

Reduced Time Schedule - 11:30 Dismissal

1 st Period	8:00 - 8:25
2 nd Period	8:29 - 8:51
3 rd Period	8:55 - 9:17
4 th Period	9:21 - 9:44
5 th /6 th Period	9:48 - 10:11
7 th Period	10:15 - 10:38
8 th Period	10:42 - 11:04
9 th Period	11:08 - 11:30

Late Start Schedule - 10:00 a.m. start

1 st Period	10:00-10:36
2 nd Period	10:40-11:12
5 th Period	11:16-12:02 (JH Lunch 11:12-11:42)
6 th Period	11:46-12:32 (HS Lunch 12:02-12:32)
3 rd Period	12:36-1:02
4 th Period	1:06-1:32
7 th period	1:36-2:02
8 th Period	2:06-2:31
9 th Period	2:35-3:00

P.M. Assembly Schedule

7 th Period	12:36 - 1:13
8 th Period	1:17 - 1:54
9 th Period	1:58 - 2:35
Assembly	2:39 - 3:00

Class Meeting Schedule

1 st Period	8:00-8:42
Class Meeting	8:42-9:00
2 nd Period	9:04-9:44
3 rd Period	9:48-10:28
4 th Period	10:32-11:12

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I. INTRODUCTION

A. PURPOSE OF THE HANDBOOK

This handbook has been prepared to provide information to students and parents concerning the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. This handbook, however, cannot possibly cover all potential scenarios and remain an efficient and effective notification instrument. Therefore, during the course of the school year, the building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools. Also the provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

B. MISSION STATEMENT

The mission of the Arcola School District is to foster a safe, positive and rewarding environment that challenges the mind, body and soul of each student to reach his/her unique academic potential. Students will use these skills to communicate effectively, think clearly, make knowledgeable decisions, and become responsible citizens who embrace diversity, encourage community pride and are productive members of our society and country.

C. BELIEFS

WE BELIEVE.....

1. That each student should be taught to think critically, learn problem solving skills, experience fluency in English, and be exposed to real-world applications
2. That everyone should be well informed of what is expected of him/her
3. In the importance of respect towards each person and the environment around him/her
4. In encouraging lifelong learning
5. In promoting parent and community involvement
6. In creating a sense of belonging throughout the student body
7. That students should become successful members of the community - contributing to society (job service, purpose) as opposed to taking from society
8. That school and community are mutually dependent upon each other for success
9. That it is our job to develop the unique needs of each student
10. Teachers, students and the community should set the highest expectations for each other
11. Parents should have primary responsibility for encouraging and supporting their student's education
12. That the Supreme Being created each student as a unique individual
13. Character education is essential for everyone
14. That each student should be nurtured to his/her best physically, socially, emotionally, spiritually and academically
15. That each student deserves a safe environment that is conducive to learning
16. That all students are responsible for their own actions and behaviors
17. That the district should model a strong family - school - community partnership
18. That the district should provide a welcoming environment for everyone
19. In hiring and retaining only the best teachers and staff
20. Without compromising fiscal responsibility, the Board of Education should provide facilities and resources for each student to achieve his/her unique potential
21. In developing, respecting and celebrating the cultural diversity of the community
22. That each student should develop a sense of patriotism and pride in our great United States of America.

D. STUDENT-PARENT-SCHOOL COMPACT FOR SUCCESS

As a Student, I realize my education is important. I agree to carry out these responsibilities:

- Attend school regularly and arrive on time, ready to learn, and with the necessary materials each day.
- Be prepared for class by doing all assignments, preparing for tests and quizzes, utilizing Parent Connect for grades, visiting the teachers' classroom websites regularly, and completing all missed work due to absences and field trips.
- Be an active participant within my classes, the school, and community.
- Talk to my parents/guardians and my teachers each day about how I am doing in school.
- Share all notes/papers with my parents/guardians.
- Strive to give my best effort in all school work and school behavior.
- Read daily for at least 20 minutes.
- Respect myself and take pride in my school.
- Respect and cooperate with staff, students, and parents and ask for help when I need it.

- Model “Life Takes VISA” and follow the student Code of Conduct.

Student Signature: _____ **Date:** _____

As a Parent/Guardian, I agree to carry out these responsibilities:

- Make sure that my child attends school every day, on time and with homework completed.
- Call the school or send a note when my child is absent.
- Review and support the school handbook (available online) and support the school’s plan to encourage positive behavior through the “Life Takes VISA” program.
- See that my child is dressed in accordance with the school dress code policy.
- Provide a quiet time and location each day for my child to do homework.
- Encourage my child to read daily for at least 20 minutes.
- Set high expectations for my child and give them support and praise regularly.
- Attend Parent/Teacher Conferences.
- Monitor my child’s progress regularly by communicating with teachers, utilizing Parent Connect and visiting the teachers’ classroom websites.
- Stay updated by reading the daily announcements and checking the school website for information pertaining to school activities and academic resources.
- Be respectful and civil when communicating with school faculty and staff, and follow the proper chain of command when contacting the school.

Parent/Guardian Signature: _____ **Date:** _____

As a School Staff, we agree to carry out the following responsibilities:

- Provide a safe, caring, and positive learning environment for all students which promotes active learning.
- Provide high-quality curricula and instruction in a supportive and effective learning environment that supports children in meeting the state’s student academic achievement standards.
- Explain assignments clearly, and provide practice and assessment that supports the curricula and meets the individual academic needs of our students.
- Provide clear expectations and procedures.
- Promote student decision making, self-confidence, and responsibility through the “Life Takes VISA” program.
- Communicate regularly with parents/guardians regarding student progress and achievement of expectations by updating Parent Connect and classroom websites regularly.
- Provide parents/guardians with opportunities to volunteer and participate in their child’s education in order to promote a partnership with the school.
- Respect our students, their families, and their cultures.

Principal Signature: _____ **Date:** _____
(on behalf of the staff)

E. STATEMENT OF NONDISCRIMINATION

Arcola CUSD #306 policy ensures that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to Superintendent of Schools, Arcola, Illinois. Telephone 268-4963.

F. SCHOOL PERSONNEL

Superintendent’s Office: (217) 268-4963

Superintendent: Dr. Tom Mulligan

Bookkeeper: Jenny Frichtl

Jr. High/High School Office (217) 268-4962

Principal: Lisa Sigrist

Secretary: Christy Johns

Clerk: **Debbie Diaz**

Nurse: Debbie Stenger

Board Members:

Jim Crane

Randy Rothrock

Chad Strader

Lucas Shonkwiler

Sue Stout

Dr. Robert Arrol

Erica Theiman

G. SCHOOL VISITATION

Parents are welcome to visit or volunteer at Arcola Schools. All visitors, including parents, must first report to the office and sign in. As a courtesy to the teacher, please make an appointment in advance with the classroom teacher prior to the visitation and/or conference. Teachers are available for conferences at a variety of times.

H. VISITORS

All visitors must check into the high school office before going to (or meeting with) anyone in the junior or senior high schools, student or faculty.

I. PARENTS WITH DISABILITIES

Parents or guardians with disabilities who require reasonable accommodations to attend a parent conference, school program, athletic event, school board meeting, etc. should contact the district superintendent.

J. DIRECTORY INFORMATION

Directory information includes routine student information: a student's name, picture, special recognition, and other information that is not of a highly personal nature. This information can be released without parent permission unless the parent opts out by contacting the office.

K. AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL INFORMATION

When a parent or guardian wishes to allow the school to share or release permanent/temporary records as well as release confidential records and reports to persons other than the parents/guardians, he/she must complete a Consent to Share Information form from the office. School personnel are not authorized to discuss a student's academic progress, concerns, health, etc. with anyone besides the legal parent/guardian without this form on file. The consent will expire after the current school year unless legal parent/guardian requests that it be voided at an earlier date. This does not include the exchange of a student's transcript with prospective colleges

II. ENROLLMENT PROCEDURES

A. REGISTRATION REQUIREMENTS

Entrance details for students entering Arcola Schools for the first time may be obtained by phoning the appropriate school. Registration requirements are:

1. Completing an information form for each student.
2. Providing a copy of the student's birth certificate and social security number.
3. Providing the school with the required immunization and health examination information and information on allergies for each student.
4. Providing the necessary information to permit our school to get the transfer record from the previous school attended.
5. Provide the school with a **STUDENT TRANSFER FORM** from the previous school which would indicate whether the student is "in good standing"
6. Providing the school with the necessary information for proof of residency.

All checks to cover fees should be written to **Arcola Community Unit No. 306 Schools**. Parent(s) or guardian(s) unable to pay for school textbook rental may petition school officials for a textbook rental waiver or reduced fee form.

B. RESIDENCY

Resident Students

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided in Board policy or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the district, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without the payment of tuition.

Non-Resident Students

Non-resident students may attend District Schools:

1. Upon the approval of a request submitted by a student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
 - a. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
 - b. The student will attend the school designated by the School Board.
 - c. The student will be accepted only if there is sufficient room.
 - d. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
 - e. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).
2. According to an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act's school choice provisions.
3. Pursuant to a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.
4. Pursuant to a written agreement with a cultural exchange organization or institution supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
5. Whenever any state or federal law or a court order mandates the acceptance of a nonresident student.

Rights of Homeless Students

The Arcola School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, the Arcola School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

Challenging a Student's Residence Status

If the superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code.

C. WITHDRAWAL FROM SCHOOL

Parent(s) or guardian(s) of students who intend to withdraw from school must notify the building principal. Students must turn in books and pay all bills. Withdrawal forms must be signed by the parent(s) or guardian(s)

and returned to the school office. Information that will assist enrollment in another school will be provided by the school office. A student transferring to an Illinois school must have a **STUDENT TRANSFER FORM** completed by the principal to indicate to the school whether the student left the Arcola Schools “in good standing”. School records will be sent when requested by school officials after enrollment in another school.

D. EMERGENCY REFERENCE

At registration, it is extremely important for your child that the school be furnished with the following information to help the school take care of your child if he/she becomes ill or is injured:

1. Parent(s)'s or guardian(s)'s work and home telephone numbers.
2. The name of your child's doctor
3. The name and telephone number of a neighbor or relative who could take care of your child if you are not available.

E. TEXTBOOK RENTAL

Textbook rental will be determined prior to each school year. Students will be charged for willful damage to a book. The students will be required to pay a price equal to the replacement cost of any book issued to a student and not returned or a book damaged to the degree that it cannot be re-issued.

F. STUDENT DEBT COLLECTION

The following procedure will be used to collect unpaid fees due to the Arcola Community Unit School District #306.

1. September 15th: Elementary and Junior/Senior High Principal will send a statement to the parents of those students with unpaid fees. Statement will include: amount of debt, what the debt is for, and a due date of October 14th.
2. October 15th: Elementary and Junior/Senior High Principal will send a letter and statement to the parents of those students with unpaid fees. Statement will include: amount of debt, what the debt is for, and due date marked past due. Letter will ask them to contact the office to set up a payment plan if they are unable to pay the amount in full.
3. November 15th: List of students and their parents who haven't responded to the two previous requests for payment is turned over to the Superintendent.
4. November 22nd: Superintendent sends letter and a copy of their statement to the parents saying that if progress towards resolving this matter isn't made by December 20th they will leave us no alternative than to turn the matter over to a collection agency.
5. January 15th: Any parents who have yet to make any progress towards paying their child's fees will be turned over to a collection agency.

G. POLICY ON STUDENT FEE/WAIVERS

In conjunction with the imposition, collection and/or waiver of fees or charges to be paid by students, including the costs of school lunches, it is the intention of the Board of Education to comply with the provisions in The School Code of Illinois (Ill. Rev. Stat., Ch. 122, Pars. 10-20.13, 28-19.2 and 712.1 et seq.) and federal law (42 U.S.C. 1757 et seq.) and regulations promulgated thereunder. Administrative procedures may be developed to facilitate compliance.

H. LETTER TO PARENTS

This is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office.

The use of false information to obtain a waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which your child is enrolled.

I. APPLICATION FOR WAIVERS

Submission/Appeal of Denial

Applications for waivers of student fees and/or lunch charges should be submitted to the principal of the school attended by the student. The principal shall review each application received and shall promptly notify the parent(s)/guardian(s)

whether the request is granted or denied. If the application is denied, a written appeal of the decision may be filed with the Superintendent within ten (10) days after notice of denial. If the application is denied by the

superintendent, a written appeal of the decision may be filed with the Board of Education within ten (10) days after notice of denial. The decision of the Board of Education is final.

Forms

Applications for waiver of lunch charges shall be submitted on forms developed by the State Board of Education to comply with federal law. Applications for waiver of student fees shall be submitted on the Application for Waiver of Student Fees Form which can be obtained in the district office or on the district website.

Notice to Parents

All parent(s)/guardian(s) shall be advised by this letter of the opportunity to apply for free or reduced price lunches on forms developed by the state Board of Education which are to be sent to all homes, and parents shall also be notified of the opportunity to apply for waiver of student fees on the attached form. At the inception of each school year the school district or the regional superintendent shall cause to be published in a newspaper serving the district, notification of the opportunity to apply for free and reduced price lunches on forms developed by the State Board of Education to comply with federal law. Each application and notification to parents shall state that providing false information to obtain a waiver of fees is a felony under the statutes of Illinois, and that falsification may be reported to the office of the State's Attorney.

Confidentiality

All information received in conjunction with applications for waivers will be treated confidentially and used only for the purposes for which intended.

J. END OF YEAR CHECK OUT

All school personnel will report all debts and missing/damaged school-owned property to the office prior to the end of the school year. Students will be required to pay all debts by the last day of the school year. Arcola School Community Unit School District #306 will follow the procedure as outlined in section F for collection of all unpaid fees and debts.

III. ATTENDANCE

The progress and success of each student depends to a large extent upon regular attendance at school. Responsibility is one of the most important personal attributes to be learned in school. Strict enforcement of attendance is one way to help in teaching this concept. Regular attendance is necessary to insure maximum educational benefits. A student who is not present in school is not learning. Because excessive absences from class result in a lack of participation and interaction by the student with the class, Arcola Jr./Sr. High school shall adopt the following attendance policy.

According to Illinois law, whoever has custody or control of a child between the ages of 6 (by September 1st) and 17 years shall cause such child to attend school the entire time it is in session during the regular school term. For purposes of this policy, "parent" is defined as the parent, legal guardian, or other person having legal custody of the student.

A. REPORTING OF ABSENCES

Anytime a student is absent from any part of the school day, the student's parent must notify the school by 9:00 a.m. on the day of each absence or at the time of any such absence. This notification may be made in person by calling the office at 268-4962. Notification may also be made using the 24-hour call-in line whenever the office is not open. The 24-hour phone line number is 268-4703. Such notification must include the following:

1. the name of the parent,
2. the student's name,
3. the date(s) and time/period(s) absent, and
4. the valid cause of the absence.

In the event a phone call is not received by 9:00 a.m., the office personnel will call the home of those students who are absent. If a parent cannot be reached at home, an attempt will be made to contact the parent at work. Any absence without parental notification may be considered truancy. Parents who do not have access to a telephone must notify the school in person or in writing as stated above. Such notification must be submitted to the office by 3:00 p.m. upon the student's return to school. If such notification is not received by 3:00 p.m., the absence may be considered truancy.

B. MID-DAY ABSENCE

If a student is feeling ill, he/she should report to the nurse's office, where a phone call will be placed to the parent. Upon notification of the parent and after transportation has been arranged, the student will receive an early dismissal and be sent home. If the nurse determines that the illness is not serious enough to be sent home, the student may rest at school until his/her condition changes. When ill, students should not go to the restroom without first notifying his/her teacher or the office. Spending excessive class time in the restroom without notifying the teacher or office will be interpreted as an unexcused absence, resulting in disciplinary action. **At no time should a student leave the building without first notifying office personnel and receiving permission to sign out.**

Students who need to leave school during the school day for an appointment (medical or otherwise) must report directly to the office to sign out. If parental notification of the student's approaching absence has not been received, then every attempt will be made to contact a parent at home or at work. Once permission and transportation arrangements have been made with a parent, the student must sign out. **No student will be excused from school unless permission and transportation arrangements are first made with the parent.**

Students who are absent from school due to an appointment (medical or otherwise) must bring written verification (i.e., appointment card, physician's note, court document) of the appointment to the office prior to the appointment or when the student returns to school. Verification must be received in the office by 3:00 p.m. upon the student's return to school. Failure to follow these procedures may result in the absence being considered unexcused.

C. PROCEDURES FOLLOWING AN ABSENCE

Upon returning to school after being absent the previous day, the student should report directly to his/her class. This is to ensure that the student does not end up losing valuable class time waiting in line in the office. If the office has not been notified of the absence by telephone, then the student must report to the office prior to 8:00 a.m. to determine if the absence is excused. Students who need to deliver doctor's appointment cards or notes must report to the office prior to 3:00 p.m. Students returning from a mid-day absence, such as a doctor's appointment, should report to the office to sign in and then a pass will be issued to the student to return to class. Failure to provide verification of an absence may result in the absence being considered unexcused.

D. EXCUSED ABSENCES

Valid causes for absences in accordance with Section 26-2A of the Illinois School Code are:

1. Illness or injury
2. Observance of religious holiday
3. Death in the immediate family
4. Family emergency
5. Other circumstances which cause reasonable concern to the parent for the safety or health of the student
6. Attending a military honors funeral to sound TAPS
7. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
8. Other critical or emergency situations as approved by the principal

Other absences that will be considered excused are:

1. Pre-approved planned absences
2. Medical appointments and court appointments (with written proof from doctor or court)
3. College visitation days
4. School field trips
5. Extra-curricular contest
6. Counselor/administrator/social worker/special needs conferences

E. EXCESSIVE ABSENCES

Arcola Jr. /Sr. High School believes there is a direct correlation between a student's attendance (or lack thereof) and a student's achievement in school. Therefore, after the SIXTH (6th) day of absence in a semester, a parent conference and/or note from the doctor (Medical Doctor, MD, Doctor of Osteopathy DO, physician assistant, or advanced practice RN) may be required or the absence will be marked as unexcused. The doctor's note must be provided by 8:00 a.m. on the day the student returns to school. All absences of 3 or more consecutive days will require a doctor's note before the student returns to school.

Absences not included in the six-day total include the following:

1. School field trips
2. Medical appointments (with written proof from doctor)
3. Funerals for family members
4. Religious leaves
5. Court appointments (with written proof from court)
6. Absences of 3 or more consecutive days with required doctor's note
7. Extended serious/critical illness of student/family member
8. Suspensions for disciplinary reasons
9. Counselor/administrator/social worker/special needs conferences
10. College visitation days
11. Pre-approved planned absences
12. Other absences as determined by the administration.

F. UNEXCUSED ABSENCES

All absences that are not classified above are considered to be unexcused. Students shall receive no credit for work missed during unexcused absences. The following are some examples of unexcused absences:

- | | |
|--|-----------------------------|
| 1. Oversleeping | 7. Skip days |
| 2. Car trouble | 8. Driver's license exam |
| 3. Unverified medical/dental appointments | 9. Working |
| 4. Students who leave due to illness without signing out | 10. False or forged excuses |
| 5. Illness exceeding six days not verified by a doctor | 11. Truancy |
| 6. Shopping trips | 12. Senior Pictures |

Students receiving unexcused absences will receive a zero (0) for any class work missed during the absence and will face disciplinary consequences ranging from a discipline referral up to recommendation for expulsion. Parents will be notified in writing of all unexcused absences. Any student who receives 5 days of unexcused absences will be reported to the Regional Office of Education. Unexcused absences will be cumulative for the school year. In cases of chronic truancy, unexcused absences are cumulative for any 180-day period of time.

G. TARDINESS

Students are expected to be on time to class with required materials. Being prepared and on time contributes to a positive learning environment. Please plan your locker stops, restroom breaks, and routes to accommodate passing time. Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy excused from class. **Tardiness in excess of ten (10) minutes will be considered as an unexcused absence from class.** If a student is late to school in the morning or after lunch, the student must sign in and receive a pass from the office. Lateness to school because of a verified reason, such as a medical appointment or late school bus, will not be counted as a tardy. If a staff member detains a student, the student should request a pass for the next teacher.

Punctuality is essential for the educational process; therefore, the rules regulating this concern will be strictly adhered to. Teachers will notify the student when they have recorded the student as tardy in the student management program. Tardies will then be kept track of by the office personnel. A warning will be assigned for the first tardy a student receives and a discipline referral for each additional tardy.

H. PREARRANGED ABSENCES

Valid causes for absences in accordance with Section 26-2A of the Illinois School Code do not include prearranged absences for family vacations, meetings, etc. However, at the discretion of the administration, a student may be allowed to prearrange an absence for vacations, meetings, etc., thereby receiving an excused absence. The number of excused absences for vacations shall be limited to **five (5) days**. **No planned absences will be allowed during state testing or during the last week of school. Parents MUST contact the school in person or provide a written request at least five (5) days prior to the planned absence. Failure to do so may result in the absence being designated as unexcused.** The following steps must also be followed to secure a prearranged absence:

1. After a parent has contacted the school a student should obtain and complete a prearranged absence form from the office. Prearranged absence forms must be cleared by the principal before being submitted to the teachers for assignments. This must be done at least four (4) days before the scheduled absence.
2. All assignments must be secured prior to the prearranged absence.
3. All assignments must be completed the day the student returns to school.
4. Failure to complete the steps listed above will result in a grade of "0" for all assignments due.
5. Previously announced tests must be taken the day the student returns.
6. Any extension of make-up work must be approved by the principal.

Prearranged absences for field trips and athletic events are handled through the instructor/chaperone/coach. Guidelines for make-up work will follow steps 2-5 above.

I. COLLEGE VISITATION GUIDELINES

The selection of a college is a very important decision. Before enrolling in a college, seniors are encouraged to visit the college of their choice. Seniors will be limited to two (2) college visit days. Most colleges have select days for students to visit. **The visit should be scheduled through an admissions counselor at the college at least one week in advance.** This will allow a university or technical school the necessary time to prepare for the visit. Seniors may also have the opportunity to visit a college or job shadow during the **one** college/career development day in April while the juniors are taking **the state assessment** test. These days must be approved in advance by the guidance counselor.

If a visit is made during a normal school attendance day, approval must be obtained through the guidance office at least one week in advance. This will not count as a day of absence if approval is gained before the visit. Failure to have the college visit approved by the guidance counselor in advance will result in an unexcused absence. Students who have poor attendance or unexcused absences may be denied the privilege of a college visit day. No college visits will be approved during the last two weeks of school unless they are for test placement. Upon return to school, the student must present the attendance clerk proof of the college visit. Proof of attendance forms can be picked up in the guidance office.

Juniors will be allowed to take one college visit/career planning day. The date will be set by the administration.

J. TRUANCY

A “truant” is defined 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. “Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, or other circumstances approved by the administration (105 ILCS 5/26-2a). **A truant student will receive a ZERO (0) for work missed. Repeated truancy may result in detentions, suspension, expulsion, or other consequence as determined by administration.**

A “chronic or habitual truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (105 ILCS 5/26-2a).

Supportive services and available resources which are offered to chronic or habitual truants include, but are not limited to, the following:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline
- Student/parent/teacher/principal conferences
- Student and/or family counseling
- Information about community agency services

A “truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused (105 ILCS 5/26-2a). The district may report a truant minor to outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Douglas County.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

K. WITHDRAWAL FROM SCHOOL

If a student and his/her parent or guardian decides that withdrawal from school is essential, the student and parent must meet with the principal to complete a withdrawal form. **Students absent for ten (10) or more days without notification from parents may be withdrawn for non-attendance.**

L. REQUESTING HOMEWORK AND MAKE-UP WORK GUIDELINES

If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. When a student is excused from attending school for an extended period of time, his/her parent may call to request that homework be compiled. In order for school personnel to have a reasonable time to compile homework, a call must be placed by 9:00 a.m. on the first day of the student’s absence. Homework must be picked up on the requested day between 2:45 and 3:30 in the office. **All make-up work must be completed within the number of days equal to the absence.** If make-up work is completed according to the teacher’s directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.) the student may be provided with alternative assignments. In some cases, instruction that requires classroom attendance cannot be made up.

M. ABSENCES/EXTRA-CURRICULAR PARTICIPATION OR ATTENDANCE

Any program participant who is absent from school the last three (3) class periods of the day will not be permitted to practice, participate in or attend the extra-curricular activity that evening. Students who miss school on Friday may not be allowed to participate in Saturday or Sunday activities or contests. The decision about participation will be made on a case-by-case situation by the athletic director and/or principal. Also, the student will not be allowed to make the trip on the bus. **EXCEPTION:** Students who miss for a dentist or doctor appointment, funeral or other excuse subject to the approval of the athletic director and/or principal.

Any program participant who has an unexcused absence from school will not be allowed to participate in the next IHSA-Sanctioned contest

N. HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information or home or hospital instruction contact the Special Services Director.

IV. STUDENT CONDUCT AND DISCIPLINE

A. PURPOSE OF A DISCIPLINARY CODE

Rationale: Why do we have a general disciplinary code for our school?

Our first responsibility to our students and to our staff is to provide for their safety. Our Student Disciplinary Code was designed to enhance student achievement and to protect the safety and the rights of each individual. Also, the Conduct Code was designed to maintain a pleasant, healthy, respectful environment for students, staff, and visitors.

The Arcola Jr./Sr. High School Student Disciplinary Code conveys that our school stands for certain core values such as responsibility, honesty, being respectful to others, and good citizenship that are norms for our society. It is the responsibility of our school to teach these core values, to reinforce their importance, and to enforce behaviors that are consistent with them.

The Arcola Jr. /Sr. High School Student Disciplinary Code is aimed at teaching and maintaining boundaries of reasonable behavior. It is aimed at teaching students that responsibility includes knowing what the possible consequences are before choosing or acting, accepting that consequences accompany choice, and that choosing and acting must occur within the context of considering the impact on others.

The rules, guidelines and grounds for disciplinary action described in the Student Disciplinary Code apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- a) On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- b) Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- c) Traveling to or from school or a school activity, function or event; or
- d) Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or educational function.

B. Positive Behavior Intervention Support (PBIS)

Arcola Jr./Sr. High School uses the Positive Behavior Intervention and Support system (PBIS). PBIS focuses on improving a school's ability to teach and support positive behavior for all students. It is a proactive systematic approach of prevention and response to classroom and school discipline issues. The emphasis is on developing and maintaining a safe environment where teachers can teach and students can learn.

The foundation of the PBIS approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not. Our goal is to create a consistent teaching and learning environment, reinforce and recognize positive behavior on a universal system, identify and improve target behaviors, and develop a common language for teachers, staff, students, and parents.

One important piece of PBIS is to create a set of 3-5 expected behaviors that are well known to all affiliated with our school. The PBIS team created an acronym, VISA, to help disseminate those expectations.

Our motto reads..... Life takes Value & Respect
Integrity

Safety
Accountability

Students will be encouraged through rewards and incentives when they demonstrate these expected behaviors on a consistent basis.

In order to proactively address situations where the expected behaviors are not followed, data will be kept on the number of referrals. By proactively addressing the problems and finding out where the problems are occurring and why they are occurring, the staff will be able to develop behavior plans to teach positive behavior choices.

C. DEFINITIONS

1. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to himself, other persons or property, or constitutes an on-going threat of disrupting the education process.
2. "Gross Disobedience or Misconduct" specifically includes, but is not limited to:
 - a. Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
 - b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, or bus driver.
 - c. Behavior which interrupts the orderly process of school affairs.
 - d. Conduct which is or may be physically injurious to persons or property.
 - e. Truancy—subject to the provisions of Section 26-12 of the Illinois School Code
 - f. Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - g. Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
 - h. Possession, use, delivery, sale, transmittal, or aiding in the possession, use, delivery, sale, or transmittal of any substance containing alcohol, or possession, use, delivery, sale, transmittal, or aiding in the possession, use, delivery, sale, or transmittal of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official national Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana (including medical marijuana), or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature or the appearance of the substance. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.
 - i. Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph 2(h) above, other than those prescribed by a licensed practitioner for medicinal purposes.
 - j. Excessive unexcused absences.
 - k. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus driver.
 - l. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
 - m. An attempt or attempts to violate a Board of Education policy, rule, or regulation.
3. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
4. "In-School Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Principal or his designee. No academic credit shall be lost solely by the imposition of an in-school suspension.
5. "Out-of-School Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate. No academic credit shall be lost solely by the imposition of an out-of-school suspension.
6. "Expulsion" means exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
7. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.

8. “Bus Expulsion” means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
9. “Social Probation” means an exclusion of a student from participation in and attendance at extracurricular activities during the period in which the probation is imposed.
10. “Discipline Referral” means any infraction of the school-wide PBIS expectations for behavior.
11. “Office Referral” means temporary removal from the classroom. Students will report to the Principal’s office.

D. BEHAVIOR SUBJECT TO SCHOOL DISCIPLINE POLICIES

School discipline is defined at Arcola Jr./Sr. High School as the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere which provides maximum educational opportunities for each and every student. A major goal of the staff and administration of Arcola Jr./Sr. High School is to maintain an environment that is safe for all students so that optimum learning is possible. If at any time a student feels endangered, he/she should report this concern immediately to any staff member including teachers, counselors and administrators. The following are some examples of unacceptable or disruptive behaviors that may occur and would be subject to disciplinary action:

1. CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant, iPod, laptop computer, tablet computer, or other similar device. The inappropriate use of electronic devices can be disruptive to the educational process and could be considered a violation of other students’ rights. Any device, object, or substance that disrupts the educational environment or daily routine and operation of the school should be left at home.

During instructional time, which includes class periods, cell phones and other electronic devices (with the exception of iPads) must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The classroom teacher has the discretion to require the students to have their cell phones powered-off and in-sight or placed in a container at the front of the room.

Students are allowed to use cell phones or other electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student’s lunch period. Students will not be allowed to use cell phones and other electronic devices (with the exception of iPads) during study halls or study time during a class period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The use of iPads for non-instructional purposes will not be allowed, with the exception of listening to music at the discretion of the classroom teacher. Students should not be playing games, watching You-tube videos, or searching the internet for non-academic reasons.

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

Students in violation of the cellular phone or personal electronic device rules will have the following consequences assigned:

Minor offenses: Minor offenses that cause a disruption to the classroom instruction or violate the classroom expectations will be handled by the classroom teacher. Discipline referrals will be issued at the teacher’s discretion. Continued cell phone violations in the classroom could result in an office referral.

Major offenses: Major offenses such as sexting, cheating, inappropriate photos, and cyberbullying will result in disciplinary consequences. The student’s cell phone will be confiscated, the student will be sent to the office, and parents will be contacted. Discipline will be at the discretion of the building principal and could include in-school and out-of-school suspension.

2. iPad HANDBOOK

The Arcola CUSD #306 Riding Innovation to Excellence 1:1 Digital Learning program was started in October of 2014 to help ensure excellence in education which requires technology to be seamlessly integrated

throughout the school district. The adoption of our 1:1 digital learning program does not diminish the vital role of the teacher. Integrating technology into the curriculum by using iPads is made possible by effective teaching.

The information found in this document applies to all students of Arcola CUSD #306. All iPads are considered the property of the school and are to only be used in accordance with the information in this document. The district retains sole right of possession of the iPads and related equipment, thus school employees have the right to collect and/or inspect the iPads at any time and also have the right to alter, add, and delete software or hardware. The ability to use the iPads is a privilege and not a right.

Distribution and Return of iPads

iPads will be handed out within the first few weeks of the start of school each fall. Each student will receive an iPad, case, and charger. If a student does not turn in a charger at the end of the school year, they will not be given one the next school year. They have the option to purchase a replacement charger from Mrs. Hohlbauch, for \$15, to replace the charger that they lost. The equipment that students are issued will follow them through school until it is replaced. The equipment that students are issued will follow them through school until it is replaced

iPads will be returned at some point in the last 2 weeks of school following a schedule to be determined. Any student that leaves the district, graduates early, or is expelled from school must turn in his/her iPad and other equipment by his/her last day of school so that all equipment may be inspected and fines be assessed if needed.

Fines, Damage, Loss, or Stolen iPads

Students must keep their iPads secure at all times and should never take the iPad to a place where there is risk of it being damaged or stolen. iPads must be left in their case at all times, without exception. Students are responsible for any damage to their school issued iPads, cases, chargers, bags, or other school issued equipment. The extent of the damage will be judged by Mrs. Hohlbauch, administrators, and the Tech Team. Fines will be applied based on the extent of damage found during the inspection process. Fines should be paid in the appropriate school office as soon as possible. Any fines not paid from the previous school year will be applied to the next school year’s registration fees and must be paid at the time of registration. Students that have unpaid fines may not be allowed to take their iPads home until the fines are paid in full. Any unpaid fines may be turned into collections, and any iPad that is not turned in will result in a theft report being filed with the Arcola Police Department.

Damage/Loss/Stolen

With this privilege of the use of these iPads comes the risk of damage. Students should notify Mrs. Hohlbauch right away about any damage to their iPads or other equipment, even if the equipment is still working. For example, if an iPad has a small crack in the screen but can still be used without problem, it should still be reported right away. Should a student’s iPad or other school issued equipment become damaged, the parent/guardian or student (if of the age of 18) will be responsible for the fines assessed with those damages. The responsible party may have the option to make monthly payments on the assessed fines if needed. Please contact the child’s principal to discuss this option.

FINES:

Damage	Fine
Missing/Destroyed Jr. Sr. High Case/ Keyboard	\$129
Broken or Missing Charger	\$15
Missing or Non-Repairable iPad	\$295
Missing or Non-Repairable iPad Pro 10.5	\$594
*Jr. Sr. High Pencil	\$89

*the school will only issue one pencil per student. The school will not issue another pencil until replacement fee is paid.

Damage	1 st	2 nd	3 rd
Broken Screen, Charger Broken in Port, or Headphone broken in jack	Warning	\$25	\$50
Jr. Sr. High School *	\$25	\$50	\$100

*Parents/Guardians will have the option to purchase insurance for \$15 annually for four years. If the parent purchases insurance, they will NOT be charged the fine for accidental damage while the device is in the school-issued case. This insurance does NOT cover lost/stolen devices and intentional damage or damage that occurs when the device is NOT in the school-issued case. JH-HS students that purchase insurance will also be charged the Elementary Fee for missing or non-repairable iPads below.

1. After the third time a device needs to be repaired, students may be assigned an alternative device for a period of time to be determined by administration.
2. Fines for other types of damage will be determined on a case-by-case basis
3. Violations for broken screen, charger broken in port, or headphone broken in jack will continue from year to year–
4. The fee schedule for missing or non-repairable iPads will be prorated annually in the following manner. The following fee schedule will apply for full replacement:

Missing or Destroyed	2018-2019	2019-2020	2020-2021	2021-2022
Elementary	\$295	\$250	\$175	\$110
Jr. Sr. High	\$594	\$505	\$429	\$364

CARING FOR THE IPAD AND ACCESSORIES:

- Only use a clean, soft, dry cloth to clean the screen. Do not use any type of cleaners.
- Insert and remove charging cords and headphone cords carefully.
- DO NOT wrap your charging cord around the wall plug as this has been shown to cause breakage of the wires in the ends of the charging cord.
- DO NOT write, place stickers or labels on the iPads, the cases, or charging cords.
- Protect your iPad and accessories from liquid and extreme temperatures.
- NEVER remove your iPad from your school issued case.
- School-issued cases are the only cases that can be used.
- NEVER lean on, throw, or slide your iPad
- Never leave your iPad in an automobile.
- Avoid using sharp objects on the iPad.
- Use caution when placing your backpack down when your iPad is inside.
- Jr. Sr. High Students: ALWAYS close the cover to your iPad case before placing it in your backpack

USING THE IPAD:

- Students should never leave their iPads unattended. If the iPad is not in the student's possession it should be locked in his/her school or PE locker. The iPad should be locked in a locker during practices and games.
- If a student takes an iPad to any extracurricular event, the student is responsible for keeping the iPad secure at all times. The iPad should only be used for school related purposes while at the event.

- Students are responsible for keeping their iPads locked in their P.E. locker during extracurricular practices.
- Students are responsible for bringing their iPads to school every day, and the devices must be at least 60% charged. Students who repeatedly leave their iPads at home or do not have at least a 60% charge on their devices may receive disciplinary consequences.
- A student will be issued a replacement device as soon as possible if his/her iPad has been damaged and sent in for repairs. If the district finds the student negligent for significant damages, it may be determined that the student will no longer have access to an iPad or at the very least he/she would not be allowed to take the device home.
- Students must use their first and last name during the setup process for naming the iPad. Students should not use “anonymous” or “unknown” as identification.
- Students are allowed to change their background and lock screens, but the use of inappropriate media is not allowed. Inappropriate media includes but is not limited to: guns, weapons, pornographic images, inappropriate language, drugs, tobacco, alcohol, and gang related symbols or pictures. The use of these materials will result in disciplinary action.
- Students are allowed to download personal music through the iTunes store. If storage becomes an issue on a student’s device, he/she will be required to delete personal music.
- No personal apps will be allowed.
- Space may become an issue on the iPad so the school encourages students to use Google Drive, Dropbox, etc for storing files.
- Students are allowed to print from their iPads to designated student printers throughout the building. Students are to only print when instructed to by a teacher.
- Students should be responsible and protective of their personal information such as usernames and passwords and should not keep them where other students can see them or share them with others.
- Students should protect themselves when they are online. Reference the links at the end of this document for tips on this topic.
- Students are required to provide their own earbuds or headphones for use during the school day. The school will not be responsible for any lost, stolen, or damaged personal property.
- Students will only be allowed to wear one earbud during passing periods.
- Students should completely shut down their iPads every two or three days to allow for better functioning of the iPad.
- The school has purchased sets of keyboards for students to use at school when needed. Students will be allowed to bring their own keyboards if desired; however, the school will not be liable for lost, stolen, or damaged keyboard

Email Accounts:

Each student in the district will be given a school email that is required to be used on his/her iPad. Students will need to check their school email regularly and use it for all school related work and communication. If a student were to receive a questionable or inappropriate email he/she should report it to district staff immediately.

Students will be allowed to set up personal email accounts on their school issued iPad but need to be aware that if their personal email is on the device that account is subject to inspection as well, and they could receive consequences for any inappropriate behavior made through that personal email just as their school issued email.

Student Activities that are Strictly Prohibited:

- illegal installation or transmission of copyrighted materials
- never attempt to repair an iPad or take it for repair on your own. All damages must be reported to Mrs. Hohlbauch and repairs will be made by the schools contracted repair company.
- sharing or allowing siblings to use a student issued iPad
- any action that violates existing School Board policy or public law
- sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- use of the iPad for photographing or videoing any inappropriate content, including transfer of this content to another device for posting to social media.

- use of sites or apps selling term papers, book reports, and other forms of student work
- use of any type of social media on the device
- changing iPad settings
- Jailbreaking (downloading Apps, movies, music, etc. from any site other than iTunes or the Apple App Store.)
- sending mass email messages of any type unless directed by a staff member
- gaining access to the school's Wi-Fi network passwords
- hacking into another student's accounts, files, and/or data
- using the school's Internet or email for financial or commercial gain or for any illegal activity
- use of anonymous and/or false communications
- bypassing the district web filter
- any other activity deemed inappropriate by the Arcola CUSD #306 administrators
- loaning iPads or equipment to other students
- borrowing an iPad from another student
- sharing passwords, login information or usernames
- printing to any printer or copier that is not designated for student printing
- Air Playing to an Apple TV that is not in the room or without teacher approval.
- Airdropping to anyone unless directed to do so by a teacher. (NEVER Airdrop inappropriate material or use the feature for sending messages to other students.)
- sharing personal information online

Parent/Guardian Responsibilities:

Internet Access Away from School:

Students are allowed to set up wireless networks on their iPads. The use of the iPads on any other network other than the school's will require the parent/guardian to take responsibility for filtering content. Any direct attempts to access inappropriate content at or away from school is strictly prohibited.

Concerns and Safety:

Parents should communicate with the teacher any concerns they have with the technology their student is using in the classroom.

Share with your student how to be safe on the Internet. Talk to him/her about values and standards that he/she should follow while using the iPad. Here are a few sites that can provide you with some useful information.

- <http://www.nationalcac.org/prevention/internet-safety-kids.html>
- <https://www.staysafeonline.org/stop-think-connect/tips-and-advice>
- <http://www.safekids.com/kids-rules-for-online-safety/>
- http://www.isafe.org/outreach/media/media_tips

3. DRESS CODE

Arcola Unit District #306 takes pride in the appearance of our students. All students are expected to exercise good personal hygiene and to dress and groom themselves in attire suitable for school activities. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate. The standards should be consistent with good judgment, common sense, decency, respectability and community standards.

Student dress and grooming will be the responsibility of the individual student and his or her parents within the following guidelines:

- a) Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment.
- b) When a student is participating in school activities, his/her dress, hairstyle, jewelry and/or grooming should not disrupt the performance or constitute a health or safety threat to the individual or to other students. Special consideration for hazards should be given when participating in shop, laboratory, physical education, art, etc.
- c) Any clothing or jewelry with provocative or suggestive slogans or illustrations will not be permitted. Clothing with lewd, vulgar, obscene, or plainly offensive language or symbols, including gang symbols will not be permitted. Clothing that promotes or mentions tobacco, drugs, alcohol, sex, obscene

gestures, or illegal or violent behavior will not be permitted. Students will be asked to remove apparel.

- d) Any clothing, either by design or the wearing of, which exposes any inappropriate area including but not limited to the chest, midriff, abdomen, buttocks, upper thighs and/or undergarments, is not permitted. The cut of the neckline should be moderate and tasteful (no cleavage visible).
- e) No spaghetti style tank tops, halter-tops, tube tops or backless tops are to be worn unless a shirt or top is worn over the top. All shirts or tops worn by both girls and boys must have sleeves that fit securely around the shoulder and under the arms. Sleeveless shirts and tank tops that have straps at least two fingers wide are allowed. Tank tops must not reveal cleavage. At no time should bra straps be visible.
- f) Pants or shorts must not at anytime, reveal underwear, or under garments of any kind. Jeans with rips in them may not reveal any area of the thigh or buttocks. The only type of shorts or skirts that may be worn to school are those that extend past finger-tip length. Shorts and skirts which are tight and short will not be allowed. Spandex, tights, and other close fitting pants will be allowed as long as they are covered by a top which extends to finger-tip length. Saggy pants are not allowed. Students who do not comply will be required to wear a belt.
- g) Winter coats, hats, hoods, bandannas, sweatbands and sunglasses are not to be worn in the classroom or hallways during school unless the principal has given permission.
- h) Appropriate footwear must be worn at all times.
- i) Articles of clothing that causes physical damage such as cleated shoes, shoes that scratch the floor, clothing with metal rivets that scratch furniture, and chains that are attached to clothing or wallets are unacceptable.

Appropriate/Inappropriate student dress will be monitored by the staff and ultimately determined by the principal. Students in violation of the dress code will be asked to change into acceptable attire. Violators will be given alternative clothing to wear or at the principal's discretion will be sent home to change. Time spent changing will be unexcused. If you have any questions regarding acceptability of a particular item of clothing, check with the principal before you wear the item to school.

Consequences for violation of the dress code are as follows:

First offense - student will be sent to the guidance office to change clothing and a discipline referral will be issued

Second offense - student will be sent to the guidance office to change clothing, discipline referral issued by the principal and parents contacted.

Repeat offenders will be subject to additional disciplinary actions as determined by the principal.

4. PUBLIC DISPLAY OF AFFECTION

Public display of affection will not be tolerated. Engaging in physical contact that is inappropriate for a school setting includes, but is not limited to, kissing, fondling, intimate or prolonged embraces. Public display of affection shall be considered anything beyond holding hands with an individual. First violation will result in parental contact, a conference with both students and a discipline referral. Second violation will result in parental contact and detention assigned. Repeat offenders will be subject to additional disciplinary action as determined by the principal.

5. PERSONAL ITEMS IN SCHOOL

Personal items such as book bags and purses may be allowed in the classroom as long as they do not cause a disruption to the educational process or present a safety hazard. Coats may be allowed in the classrooms at the teacher's discretion.

6. CLASSROOM CONDUCT

Each classroom teacher has a Classroom Management Plan which follows the school-wide PBIS plan for expected behaviors. Students who engage in disruptive behavior that interferes with the ability of the teacher to teach or the other students to learn will receive a discipline referral. Students who receive three discipline referrals during one class period or who engage in gross disobedience or misconduct will be removed from the classroom and sent to the principal's office.

Teachers will also use proactive approaches to create a positive learning environment by teaching the expected school-wide classroom behavior expectations, having conferences with the students when behavior is not appropriate, using strategies to improve student behavior, and involving parents and guidance counselors to help improve student behavior.

7. INSUBORDINATION

Insubordination, an act of disrespect, is the willful failure to comply with the directions of school personnel, including disobeying the rules and regulations governing student conduct. Insubordination toward a staff member or school official will not be tolerated. Students are expected to comply with all reasonable requests from school personnel. These requests may include but are not limited to asking a student to report to the office, asking a student to follow directions, asking a student to leave a particular area, asking a student for his/her hall pass and other instances when the student's behavior is such that it interferes or disrupts school purposes or educational functions. Students are expected to respond to requests made by any school personnel using respectful and positive language. Students are to refrain from defiance and willful disobedience, and are to follow instructions from authority figures in a timely manner. Discipline for insubordination may range from a verbal warning to a school suspension.

8. CHEATING/PLAGIARISM

Cheating/plagiarism is misrepresenting another person's work or any part of another's work as your own or allowing your work to be used in such a manner. The other work could be from a book, the Internet, or a peer or any other source. If a teacher suspects a student of cheating/plagiarism, the situation will be investigated and a determination will be made. Depending on the severity of the offense, the parents will be notified. If a student has cheated/plagiarized, disciplinary consequences could range from a disciplinary referral up to in-school suspension. This is considered an academic misconduct, and grades may be lowered. Students who plagiarize may be suspended from the Internet or suspended from the use of school computers or issued other disciplinary consequences. Students are expected to perform their own work.

9. DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as behavior that disturbs the educational atmosphere within the classroom, the school at large, or on school grounds; this includes loud and boisterous conduct, running, horseplay, throwing snowballs, etc., which disrupts the orderly, efficient, and normal conditions in the operation of the school.

10. AGGRESSIVE BEHAVIOR

Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, fighting, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, school officials will notify the student's parent(s)/guardian(s) and may notify law enforcement officials. The student also may be referred for intervention from available district and community-based resources. In addition, the student may receive disciplinary consequences ranging from detention to suspension and/or expulsion. All persons actively involved in a fight, as determined by school officials, may be suspended immediately for a minimum of the remainder of the school day if there is a disruption to the learning environment and/or a safety concern for students and staff.

11. PROFANITY/VERBAL ABUSE

Use of vulgar, profane, or obscene language is not allowed. Disciplinary consequences will range from a discipline referral to suspension.

12. FOOD/DRINK IN HALLWAYS/CLASSROOMS

Students may bring plain bottled water in the original container or in reusable bottles only into the classroom at the discretion of the classroom teacher. Food will not be allowed in the classroom on a regular daily basis. Special circumstances for bringing food into the classroom shall be determined by the classroom teacher and approved by the building principal. Students are discouraged from keeping food in their lockers, however students will be allowed to eat a healthy snack between classes as long as the hallway is kept clear of trash. Students may lose the privilege of eating snacks between classes if trash is left in the hallway.

13. HALLWAY CONDUCT

In order for students to be in the hall or restroom during class time, they must have a pass from their teacher. This pass must be visible at all times. The pass should state the time leaving class, the destination and the signature of the teacher issuing the pass. All hall passes will be issued on a limited

basis with selectivity and only when absolutely necessary. Obtaining a hall pass from a teacher is a privilege, not a right. If students wish to leave study hall for another classroom or area, they must have a pass from a teacher and give it to the study hall teacher. All passes must be obtained before class begins.

All teachers have authority regarding pupil conduct outside the classroom as well as in their own classrooms. Teachers may reprimand students and take stronger measures necessary to maintain proper discipline outside their classrooms. Passing time between classes should be quiet and orderly. Students should stop at their lockers to retrieve books and class materials and then move on to the next class to avoid possible tardiness. Students are encouraged to organize their books and materials for more than one class so that stopping at the locker between every class is not necessary.

14. LACK OF ACADEMIC PROGRESS

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely will be considered guilty of misconduct and subject to disciplinary action. Possible disciplinary actions include but are not limited to the loss of the PBIS quarterly celebration, lunch detentions, and social probation. Students will be referred for the tutoring program. Also, students who make little, if any, progress toward the necessary credits for graduation may be subject to an academic progress review by the administration to determine the problem for the poor academic record of the student and to consider an alternative education for the student.

15. BUS CONDUCT

Student's behavior is expected to be acceptable during the transporting of the student to and from school or any school function. If a student's behavior is not acceptable, the privilege of riding the school bus may be withdrawn, and it becomes the responsibility of the parent(s)/guardian(s) to transport the student. Discipline for a bus violation (conduct report) will range from a verbal warning and/or a conference with the parent(s)/guardian(s) to suspension of bus privileges. All students must follow the Arcola CUSD #306 School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes; but is not limited to, the following:

- a) Prohibited student conduct as defined in the student discipline policies within this handbook.
- b) Willful injury or threat of injury to a bus driver or to another rider.
- c) Willful and/or repeated defacement of the bus.
- d) Use of profanity.
- e) Repeated willful disobedience of a directive from a bus driver or other supervisor.
- f) Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the bus for a period in excess of 10 days for safety reasons.

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

16. LUNCH CONDUCT

- a. Cafeteria: Students are expected to enter and exit the cafeteria in a calm and orderly manner through the designated doors; remain seated except when purchasing or throwing away food; leave tables and floor clean; use proper table manners; clean up after themselves; use appropriate voice and language; wait their turn in line; show respect and courtesy toward the cafeteria workers by saying please and thank you; keep hands, feet and all other objects to themselves; and place all trash in appropriate containers. Students are expected to eat all lunches purchased in the cafeteria inside the cafeteria, unless under direct supervision of a staff member.
- b. Off-Campus: Students are expected to be good neighbors to the area residents when they leave campus any time during the school day but especially during lunch hours. **Only high school students are permitted to leave campus during the lunch hour.** Students who behave inappropriately, drive recklessly, litter or loiter on or near the neighbors' properties during their lunch time may lose the privilege of leaving the school campus for lunch for a time period that will be determined by the principal.
- c. When returning from off-campus lunch, high school students may not enter the hallways prior to the bell indicating the end of the lunch hour. Students must either remain outside the front entrance or, during inclement weather, they may remain in the front foyer entrance.

- d. Students will not be allowed to leave books or other belonging on the floor inside or outside of the cafeteria.

17. UNEXCUSED ABSENTEEISM/TRUANCY

An unexcused absence indicates the student is absent from school with or without the consent of parents/guardians but for a reason which is not permitted by the school or Illinois law. The principal has the authority to determine whether or not the absence will be considered “unexcused”. Please refer to the “Attendance Violations” section of the handbook for disciplinary consequences associated with unexcused absences.

Truancy occurs whenever a student skips or leaves a class or the school premises without permission from the office after reporting to school. Any student who is absent from school without the knowledge and permission of his/her parents or school authority is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student’s educational program may be interpreted as truancy. State laws and board policy on truancy control will be used with chronic and habitual truants.

18. TOBACCO PROHIBITION

In accordance with State Law, city code, and school board policy, no student shall use, possess, distribute, purchase, or sell tobacco of any kind or tobacco materials on school property at any place or at any time. Discipline for a violation may include in-school or out-of-school suspension and confiscation of the tobacco or tobacco related item. For students under the age of 18, a report shall be filed with the Arcola Police Department, and parent/guardian notification shall be made.

19. ALCOHOL PROHIBITION

Using, possessing, distributing, purchasing, or selling alcoholic beverages is prohibited in school buildings, on school buses, and on all other school property or during school related events at any time. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession. For the purpose of this section, the term “alcoholic beverages” shall mean any beverage with any alcoholic content. Suspected use may be determined in a variety of ways including admission, unsteady motor control, incoherent speech, breath odors or other obvious evidence at school at school activities or on school grounds. Disciplinary consequences and may include up to a 10-day out-of-school suspension, mandatory participation and completion by the student and his/her parent(s)/guardian(s) in an assessment program and/or approved counseling program at the parent’s/guardian’s expense, or possible recommendation to the Board of Education for expulsion.

20. ILLEGAL DRUGS, CONTROLLED SUBSTANCES, “LOOK-ALIKE” DRUGS, OR DRUG PARAPHERNALIA

Using, possessing, distributing, purchasing, or selling any of the following is prohibited in school buildings, on school buses, and on all other school property or school related events at any time:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
- c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug, or

controlled substance or other substance prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, or controlled substance, or other substance prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

Disciplinary consequences may include up to a 10-day out-of-school suspension, mandatory participation and completion by the student and his/her parent(s)/guardian(s) in an assessment program and/or approved counseling program at the parent's/guardian's expense, or possible recommendation to the Board of Education for expulsion.

21. VANDALISM

The act or attempt of willful destruction or defacement of school property or the property of another individual is prohibited. Damage of school property is defined as the defacing or destruction of any building or fixture; this includes the willful writing, making marks, drawing characters, etc., on walls, furniture, lockers, and texts. Any student found in violation of this policy will face disciplinary consequences. In addition, the Board may seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

22. WEAPONS

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

Required Notices

A school staff member shall immediately notify the building principal in the event that he or she

- a. observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision.
- b. observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
- c. observes a battery committed against any staff member.

Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, state police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the board's authority to impose discipline, including suspension or expulsion, for such behavior. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

23. PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Tom Mulligan
351 W. Washington, Arcola, Illinois 61910
268-4963

Cathy Brimmer
351 W. Washington, Arcola, Illinois 61910
268-4962

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

The Arcola School District's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment (PRESS 7:180) can be found on the District website under School Board Policy Information:

<http://www.arcola.k12.il.us/school-board-policies--11>

24. SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Tom Mulligan
351 W. Washington, Arcola, Illinois 61910

268-4963

Complaint Managers:

Tom Mulligan
351 W. Washington, Arcola, Illinois 61910
268-4963

Cathy Brimner
351 W. Washington, Arcola, Illinois 61910
268-4962

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

25. GANGS OR SECRET SOCIETIES

A “gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations. Arcola Jr. /Sr. High School believes that the presence of organized gangs, gang activities and other undesirable groups have the potential to cause major disruption of and/or material interferences with the school environment and school activities; therefore, no student on or about school property or at any school activity shall:

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, paraphernalia or other item which could be regarded as gang symbols, is evidence of membership or affiliation in any gang; commit any act or behavior, use either verbal or non-verbal gestures, hand-shakes, drawing, tattoos, etc. indicating membership or affiliation in a gang;
- use any speech or commit any act or behavior in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting membership, intimidating, threatening, committing any illegal act or violating school district policies.
- Request any person to pay protection or otherwise intimidate, harass or threaten any person;
- Commit any other illegal act or other violation of district policies
- Incite other students to act with physical violence upon any other person.

Furthermore, students are prohibited from having any association with any public school fraternity, sorority or secret society. Violation of this policy will result in discipline ranging from verbal warning to suspension and/or expulsion. Law enforcement officials may be notified.

26. THREATENING INTERNET MESSAGES PROHIBITED

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. Disciplinary consequences may include loss of computer privileges, up to a 10-day out-of-school suspension, or possible recommendation to the Board of Education for expulsion.

E. DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The superintendent or building principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The school board may suspend a student from riding the bus in excess of 10 days for safety reasons.

F. ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

G. CONSEQUENCES FOR MISCONDUCT

The following list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending, or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Consequences for gross disobedience or misconduct may include, but are not limited to, the following:

1. PERSONAL COUNSELING

Personal counseling may include, but is not limited to, a conference between the student and an administrator, teacher, counselor, or other staff member who bears a reasonable interest in the student's behavior; a meeting with a student and his or her parent(s)/guardian(s); a peer mediation or conflict resolution session; a counselor or counselor intern referral; other interpersonal communication between a student and staff member for the purpose of improving the student's attendance and/or behavior.

2. NOTIFICATION OF PARENT(S)/GUARDIAN(S)

Under a variety of circumstances, school personnel will notify a student's parent(s)/guardian(s) for the purpose of maintaining positive communications between the school and the home with the intent that such notification will improve the student's attendance and/or behavior. Such contact may be in the form of a personal conversation, telephone call, e-mail, or other written communication.

3. SEIZURE OF CONTRABAND

Illegal or banned items such as weapons, drugs, cell phones, pagers, electronic games, gambling or drug paraphernalia, tobacco products, pornography, hate literature, or other items that adversely affect the welfare and safety of the school community may be confiscated by the staff/administration. Confiscated items will be marked and secured in the principal's office. Confiscated items that are not in violation of criminal law will remain secured as stated until the student and his/her parent/guardian can pick up and sign for the item(s). Items not claimed within two calendar weeks after the close of the school term will be disposed of. Confiscated items that are in violation of criminal law will be turned over to the local law enforcement agency. Receipts for confiscated items in police custody will be filed with the principal, and such confiscated items may be recovered by contacting the Arcola Police Department.

4. WITHHOLDING OF PRIVILEGES

Withholding of privileges may include, but is not limited to, computer/internet access, media center access, driving/parking privileges, classroom/study hall sign-out privileges, PBIS celebration, social probation (including but not limited to dances, field trips, attendance at extracurricular activities, etc.) open-campus lunch privileges, and graduation ceremonies. The administration shall be involved in and approve all cases in which privileges are withheld, with the exception of the loss of classroom/study hall sign-out privileges.

5. RESTITUTION

Restitution is an act of restoring something to its rightful owner/original condition or giving an equivalent for some loss. Students may be required to make restitution by means of restoring, replacing, or reimbursing a loss or injury.

6. DISCIPLINE REFERRAL

A discipline referral is a disciplinary consequence that may be issued by any school employee for student conduct that

will be does not follow the school-wide behavior expectations. As part of the PBIS program, discipline referrals

review the reported to the office on a weekly basis and recorded in a universal data system. The PBIS team will

proactively data each week in order to discover where the student misconduct is occurring most often and why. By

addressing the problems, we will be able to develop tools for teaching positive behavior choices.

Conferences will be held with students who receive multiple discipline referrals. Consequences and other action plans will be determined on a case-by-case basis. Students who receive multiple discipline referrals may receive consequences as outlined in Section IV Part G of the student handbook.

7. DETENTION

Detention is a disciplinary consequence designed to improve student attendance and behavior, with minimal disruption to the student's school day. Detentions may be given for a variety of misconduct

including, but not limited to, tardiness, classroom disruption or misconduct, truancy, and various types of misconduct on school grounds. The following detention guidelines will be followed:

- Detentions will be assigned by the Principal or a member of the PBIS team. All detentions will be served in either 30-minute or 60-minute increments either during lunch or after school as determined by the principal. Detentions after school will begin at 3:05 in the designated detention room. Students who arrive after 3:05 will still be allowed to serve the detention, however an additional detention will be issued for tardiness. Tardiness beyond three minutes will be considered a no-show. Tardiness two consecutive days or excessive tardiness over a period of time will result in further disciplinary consequences.
- Students will be given 24 hours' notice for each after school detention in order to arrange for their own transportation.
- Students will be issued a detention notice by the Principal or member of the PBIS team. Students are encouraged to inform their parents of the detention on the day the detention is received. Parents will be notified of the assigned detention either by email, letter, or phone call.
- Students will be required to make constructive use of their time, and will be required to complete a PBIS behavior plan which addresses the expected school-wide expectations and how the student plans to improve their behavior in the future.
- Unexcused failure to attend after-school or lunch detention when it is assigned will result in a 2-hour late stay. Repeated failure to attend after-school detention will result in further disciplinary consequences. **Students will not be excused from detention because of extra-curricular practices or employment schedules.**
- Students who are tardy, fail to serve detention, misbehave, fail to cooperate, leave detention without permission, exhibit gross misconduct, fail to follow the detention procedures, etc, will be issued a 2-hour late stay. Continued infractions may lead to more severe disciplinary consequences.

8. LATE STAY

Late stay shall take place on designated days from 3:05 to 5:05. A late stay may be issued for violation of school policy. Failure to serve a late stay will result in further disciplinary consequences and restriction of privileges. A conference will be set up with the parents to address the lack of attendance at a late stay.

9. REMOVAL FROM THE CLASSROOM

Teachers may find it necessary to remove a student from the classroom due to serious and imminent danger to other students, blatant insubordination, and/or numerous failed attempts at other types of intervention to correct inappropriate behavior. The following procedure will be used when a student is removed from class.

First offense - A conference with the student, teacher and principal may be conducted. Parents will be notified by phone or mail. Administrative discretion may come into play if the offense is more serious and would require additional disciplinary action.

Second offense - A conference with the student, teacher, principal and parent(s) will be conducted. The student will not return to the class until the conference is conducted. The student will be assigned additional disciplinary consequences at the discretion of the principal.

Third offense - A conference with the student, parent(s), teacher and principal will be conducted. The student may be removed from the class and placed in study hall for the remainder of the semester. If the student is removed from class, the student will be accorded a due process prior to the removal, including the right to explain his/her version of the events that lead to the removal to the principal. The removed student shall be required to make arrangements with his/her teacher on a daily basis to complete the course requirements. If coursework is completed according to each of his/her teacher's directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Nothing stated in this policy limits the Administration's or the Board's authority to suspend or expel the student during the first three incidents if the student's behavior at one of those times is severe enough to warrant such action.

Students who are removed from class will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

10. DISCIPLINE BY A SUBSTITUTE TEACHER

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending school related activities. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful and considerate. The substitute teacher has the same authority as your regular teacher. Students who violate classroom rules or building code of conduct when a substitute teacher is present shall be disciplined in accordance with the following:

- If a substitute teacher leaves a note regarding individual conduct, the regular classroom teacher shall assign two discipline referrals.-
- If it becomes necessary for a substitute teacher to remove any individual student from class, a late stay may be assigned.

11. IN-SCHOOL SUSPENSION

The In-School Suspension room is intended to be a temporary placement that serves as a deterrent to truancy and misbehavior, and also addresses the problems that lead to out-of-school suspension. The ISS room is a place where students can renew their respect for the educational opportunities of the traditional classroom. ISS requires that a student be assigned a supervised area in which to study throughout the school day. Assignments will be provided and credit will be given if coursework is completed according to each teacher's directions and/or due dates. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentation, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Students who are tardy, truant, misbehave, fail to cooperate, leave ISS without permission, exhibit gross misconduct, or fail to follow the ISS procedures will be subject to additional disciplinary consequences. In this case, the original ISS assignment will stand, and additional action may result.

12. OUT-OF-SCHOOL SUSPENSION

Out-of School Suspension is a disciplinary consequence that is utilized when the student has committed a severe single infraction that results in disruption to the learning environment, has had repeated incidents of violating school rules, or when the safety and health of the student or other students has been endangered. A student disciplinary suspension is a temporary removal from school or from riding a school bus for a maximum of 10 days for any one offense. Only the Superintendent and Principal are authorized to suspend students. The Board of Education may suspend a student from riding a school bus in excess of 10 days for safety reasons. During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extracurricular event) without prior permission of the administration. If the infraction occurs on a Friday afternoon, the student will not be allowed to participate, practice, or attend any Friday evening activities or activities on the weekend. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference, or phone call must be held before the student will be reinstated to school. Students are permitted to complete their schoolwork during the suspension period, but they must request it in accordance with the procedures in the "Requesting Homework" section in this handbook. If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

13. EXPULSION

The Administration may recommend a student to the Board of Education for expulsion for gross disobedience or misconduct. Only the Board of Education may officially expel students. Expulsion is the removal of a student from school for a period exceeding ten school days, but not exceeding two calendar years. The student and his/her parent/guardian will be requested to appear before the Board of Education. During the expulsion period, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events,

concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing.

14. CORPORAL PUNISHMENT

Corporal punishment is illegal and shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

H. SUSPENSION/EXPULSION PROCEDURES/DUE PROCESS

1. SUSPENSION PROCEDURES

The following are suspension procedures:

- a. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- b. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
- c. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the superintendent.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the school board or a hearing officer appointed by the board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the board shall take such action as it finds appropriate.

2. EXPULSION PROCEDURES

The following are expulsion procedures:

- a. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardians(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- b. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

3. EXPULSION ALTERNATIVE

At the discretion of the Board of Education and upon the recommendation of the Superintendent, a student who is guilty of gross disobedience or misconduct, which would otherwise warrant the student's expulsion because of an offense defined in paragraph 2(h) of the Discipline Definitions Policy, may instead participate, together with his/her parents or guardians, in an eight (8)-hour alcohol and drug program conducted by a County Mental Health Center in cooperation with the District. To be eligible for this program, the following conditions will apply:

- a. The student must admit that he/she was guilty of an offense defined in Paragraph 2(h) of the Discipline Definitions Policy.

- b. The offense is the first such offense committed by the student.
- c. A ten (10) day suspension may be imposed upon the student.
- d. The student will be placed on social probation for no less than one (1) semester.
- e. The parents or guardians of the student shall sign a consent form for the student to participate in the program and shall agree to be responsible for any fee assessed by the county Mental Health Center for its services.

4. RE-ENGAGEMENT OF RETURNING STUDENTS

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

I. MISCONDUCT BY STUDENTS WITH DISABILITIES

1. BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with students with disabilities 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 disabilities. The committee shall review the state board of education’s guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

2. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Behavioral Interventions

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

Discipline of Special Education Students

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

J. SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes liaison police officers.

1. School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

2. Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

- a) Outside the view of others, including students;
- b) In the presence of a school administrator or adult witness; and
- c) By a certificated employee or liaison police officer.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the superintendent. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

3. **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

V. HEALTH RECORDS AND POLICIES

A. REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

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

B. COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a suspected communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

C. HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment of infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

D. MEDICATION POLICY AND PROCEDURES

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

E. CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal and school nurse. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for the authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Diabetes Care Plan forms are on file in the high school office.

F. STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life threatening chronic illness, please contact the building principal or special services administrator.

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

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

G. ASBESTOS POLICY

The Illinois Department of Public Health and the Federal Environmental Protection Agency has determined that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Our buildings were initially inspected for asbestos on August 15, 1989. The law requires a visual surveillance of asbestos containing areas to be completed every 6 months and a re-inspection to be conducted every 3 years. Any evidence of disturbance or change in condition will be documented in the management plan as required. No abatement will be done when the students or personnel are present.

The Arcola CUSD#306 Asbestos Management Plan is available for public review in the unit office. It can also be accessed by visiting the district's website. Direct any concerns regarding asbestos-containing materials to the superintendent.

H. PESTICIDE USE POLICY

The Arcola CUSD#306 uses pesticide to control infestation of insects in various district buildings. The pesticide is distributed by means of a sprayer and is directed primarily at the baseboards of the rooms being sprayed. The spraying is done at times when the students and personnel are not in the building. A copy of the pesticide spraying schedule and the type of pesticide used is available upon request from the unit office. If you wish to be notified in advance of spraying of pesticides, please submit your request in writing to the superintendent.

I. STUDENT ATHLETE CONCUSSION AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

J. SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. While the school district is not an official suicide prevention organization, suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

VI. STUDENT SERVICES

A. HALL LOCKERS

Students are assigned a locker for their books and other personal belongings. Students will be charged \$6.00 for any misplaced or lost lock. Students may not change locks or lockers without permission from the office. Items kept in the locker will not be secure unless the locker is locked. School officials reserve the right to search a student's locker if they deem the search is necessary to maintain the integrity of the school environment and health and welfare of the school population.

The school is not responsible for items lost or stolen from lockers. Students should not reveal their locker combinations to other students and are expected to use only their assigned lockers. Open beverage and/or food containers of any sort may not be placed in lockers.

B. GYM LOCKERS

Each student must have an authorized gym lock on their assigned locker. The authorized lock will be issued by the instructor when school starts. This lock must be checked in at the end of the school year or a charge of \$6.00 will be assessed. Unauthorized locks will be removed from lockers. The school is not responsible for item lost or stolen from the lockers or locker room.

C. FOOD SERVICE PROGRAM

Cafeteria Lunch and Breakfast

Menus will be sent home in the district newsletter monthly. You may purchase breakfast and/or lunch daily, weekly, or monthly.

Breakfast Prices

Student Price **\$1.45**

Reduced Student Price: 30¢*

*Subject to change by the Federal Lunch Program

Lunch Prices

Student Price **\$2.30**

Reduced Student Price: 40¢*

Extra Milk

30¢

D. FREE AND REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS

To: Students, Parents/Guardians, and Staff
Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges.

Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education. Those who feel that they are entitled to free and reduced lunches for their children are encouraged to get application forms from the appropriate principal's office. To apply for free/reduced priced meals, complete the application and return it to the school office. Applications may be submitted at any time during the year. School officials will verify that the information furnished in the application is correct.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30th.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges. Those who feel that they are entitled to free and reduced lunches for their children are encouraged to get application forms from the appropriate principal's office.

To apply for free/reduced priced meals, complete the application and return it to the school office.

Applications may be submitted at any time during the year. School officials will verify that the information furnished in the application is correct.

E. SCHOOL TELEPHONE

Students are allowed to use the school telephone with permission from the office and only for school related purposes.

Students will not be called from class to the telephone except in a case of an emergency.

F. DISASTER DRILLS

FIRE: Signaled by one continuous blast over the alarm system. You should proceed to the nearest exit, at your teacher’s direction, with the rest of your class or study hall. Once the alarm has been silenced, you will be signaled to return to the building. **WALK AT ALL TIMES!** Running makes matters more dangerous.

TORNADO WARNING: The school district is constantly in touch with the Civil Defense officials. We will be warned in plenty of time if a tornado or bad storm is in the area. A tornado warning is signaled by a series of short blasts on the alarm system. Your teacher has been instructed on the various areas of safety within the building. Stay with the teacher and the members of your class at all times during the alarm. Pay close attention to the directions given by the teacher and follow those instructions that are given for your protection. **WALK AT ALL TIMES!** The teachers will be signaled to return to class when the danger has passed.

EARTHQUAKE: Take cover under desks. Do not leave room until shaking stops. If necessary to exit building—all classes meet on East side of building east of flagpole for attendance. Your cooperation during fire and tornado drills is important in case an actual emergency should occur.

G. EMERGENCY SITUATIONS

Parent Notification

Arcola District # 306 has detailed plans and procedures for emergency situations that may arise in relation to school. Included are plans for Fire, Tornado and Tornado Alerts, Winter Snow Storms and other Weather Conditions, Earthquake, etc. Emergency information is posted in each classroom. Each classroom teacher reviews the emergency information with students and the students practice disaster drills to prepare students and teachers for getting to the best safety location in an emergency.

The plan also addresses emergencies that will require evacuation of the building. In the event evacuation is necessary K-6 will be relocated in the Catholic Church and 7-12 will be relocated in the Methodist Church. Information regarding the release of all students to their parents will be available as soon as possible on the local TV and radio stations. Students driving cars will not be permitted to remove cars from the parking lot until local law enforcement agencies determine it to be safe. Additional information for all emergency situations will be made available to parents as soon as possible.

It is important that students and parent(s) or guardian(s) refrain from calling the school or school administrators’ home during an emergency or bad weather advisories.

Phone lines are needed by school personnel to provide for the safety and well being of the students. School plans call for the notification of parent(s) or guardian(s) directly, or by area/local radio and TV stations as soon as possible in cases where notification is advisable.

Parents should not call the radio or TV stations concerning school closing. Do not call the school. We need to keep phone lines open.

Decisions to close school will be made and given to the media by 6:30 a.m. if possible. Early dismissal notification will also be given to the media in as timely a manner to fit the conditions.

School closings and dismissals are announced on the following radio and TV stations:

Radio/TV Notification				
Radio			TV	
WKIO	92.5	Champaign	WAND	Decatur
WLBH	96.5 FM	Mattoon	WCIA	Champaign
WLRW	94.5	Champaign	WEIU	Charleston
WDZQ	95.1 FM	Decatur	WICD	Champaign
WMCI	101.3 FM	Mattoon		
WDWS	97.5 FM	Champaign		
WXET	1400 AM	Effingham		

H. GUIDANCE SERVICES

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

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

More information concerning the services offered through the guidance office can be found on the school website or in the guidance office. For questions please contact the guidance counselor.

I. PRE-REGISTRATION

Pre-Registration will begin in the fall for the upcoming school year. Students will be provided information and materials at special meetings starting with the freshmen and continuing in grade order during the following weeks. The class schedule will be developed student by student and class by class according to individual requests. The student is responsible for meeting all deadlines as posted in the daily announcements. It is critical that class requests be returned to the guidance office in a timely manner. After the schedule is developed and approved, a copy will be distributed to each student for review.

A practice schedule day will be held in May to provide students and teachers an opportunity to meet. Class schedule changes may be made following the practice day for the next two weeks or until the posted deadline. Changes will be made as requested with consideration to class size and graduation requirements as a priority. Limited changes will be made the first 5 days of the new school year for individuals who have a special circumstance or an emergency situation only.

A student may be taken out of a class only by written request from the parent or guardian and/or by teacher recommendation.

Parents are encouraged to contact the guidance office for additional information. New students may contact the school office for assistance. Students are responsible for meeting all posted deadlines.

J. PROGRAMS AVAILABLE FOR DROP OUTS

Any student who withdraws from Arcola High School without completing graduation requirements may consult with the guidance counselor in order to develop a plan for meeting individual career and educational goals. If a student does not wish to receive individual services, they may contact the following local organizations for assistance:

1. Parkland College for GED and Continuing Ed. information.
2. Lakeland College for GED and Continuing Ed. information.
3. Regional Office of Education concerning Pathways, GED, and additional Resources
4. Mattoon Adult Education or Pathways for GED

K. STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age

or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, The building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools may include each of these scores on the student's transcript, which may result in academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

6. **The right to prohibit the release of directory information.**
 Throughout the school year, the District may release directory information regarding students, limited to:
 Name
 Address
 Gender
 Grade level
 Birth date and place
 Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 Academic awards, degrees, and honors
 Information in relation to school-sponsored activities, organizations, and athletics
 Major field of study
 Period of Attendance in school
Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.¹**
 Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
 The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-4605

L. TRANSCRIPT AND RECORD REQUEST

Transcript request forms are available in the High School Office. Transcript request forms should be completed and signed by a parent, if a student is under 18, or by the student if the student is 18 or over. Requests for transcripts will be processed within 10 days of being submitted to the High School Office. Please note: Transcript requests should be made between August 1 and June 30 of each year. July request will be honored when the office reopens following summer vacation.

Post Graduation Records

Permanent student records and the information contained therein will be maintained for not less than 60 years after the student has transferred, graduated, or otherwise withdrawn from Arcola High School. High school transcripts considered to be permanent records. Temporary student records and the information contained therein shall be maintained for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from Arcola High School. However, student temporary records shall not be disclosed except as provided in Section 5 or 6 [105 ILCS 10/5 or 105 ILCS 10/6] or by court order. Special Education records are considered temporary records.

M. AUTHORIZATION FOR INTERNET ACCESS

Arcola CUSD #306 has the ability to enhance your child's education through the use of our own computer network and the Internet. Our computer network offers the students the ability to store and retrieve work on any computer attached to the network. It offers access to a wide variety of education software and better access to the computer equipment such as printers and CD-ROMs.

The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. However, with this educational opportunity also comes responsibility. You and your child should read and discuss the **Authorization for Internet Access** received at registration (also available on the school website). The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, the parent(s)/guardian(s) are responsible for setting and conveying the standards that their child should follow. To that end, the school district supports and respects each family's right to decide whether or not to authorize Internet access. If you agree to allow your child to have an Internet account, sign the authorization form and return it to the school.

N. GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

O. ACCOMMODATING BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.

6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

VII. STUDENT TRANSPORTATION

A. BUS TRANSPORTATION

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

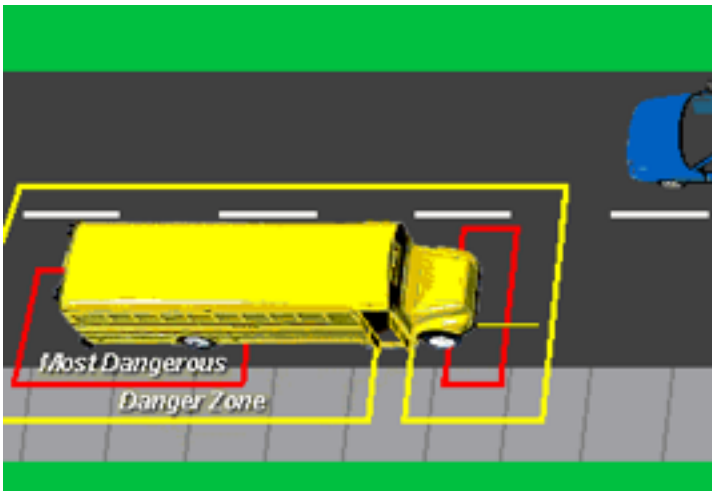
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Gould's Bus Service - 253-2232

B. NOTICE OF PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the costs, for example: bus fares, mileage reimbursement at 22.5 cents per mile. You may be eligible if you can answer yes to the following questions for the current school year:

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

If you answered "yes" to the above questions, live in Illinois and wish to file a claim, you must go to the school where your children enrolled by June 30th of the current year to complete a claim application. Claim forms will be available from February through June. Parent(s)/guardian(s) who have pupils living **less than 1 ½ miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they lived by February 1 of the current year. The Regional Superintendent is required to send the Application to the Department of Transportation within 15 days. The Illinois DOT reviews and approves or denies the application and returns it to the Regional Superintendent within 30 days who mails it to the requesting parent/guardian. **If the safety hazard is certified, the parent/guardian must go to the school the pupil attends and complete the claim form.** The completed claim form will be sent to the Illinois State Board of Education. If the claim is approved, a check will be mailed to the applicant during November of the following year for the lesser of the costs of transporting the pupil(s) or the average per pupil paid to the public schools for transporting regular education pupils. If you have any questions, contact the school.

Arcola Community Unit #306 District operates six different bus routes plus kindergarten routes and 2 city buses. In order to protect the children and to keep school in session we operate the following bus routes when weather conditions or other emergencies dictate. Please note the six bus routes have been reduced to two. In the event the roads and weather is so severe that the schools are closed, none of the buses will operate.

C. USE OF VIDEO CAMERAS ON BUSES

Video cameras may be used on school buses as necessary in order to monitor, conduct, and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, building principal, transportation director, bus driver, and sponsor, coach, or other

supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

D. STUDENTS WHO DRIVE TO SCHOOL

Driving to school is a privilege, not a right. Students must park only in designated areas as announced at the beginning of school. Students must drive safely and obey all traffic laws or lose their privileges for driving to school. Students parking in designated staff parking areas will be asked to move their vehicle to an appropriate student parking area. Administration reserves the right to have student vehicles towed at owner's expense if the vehicle is parked in an area reserved for staff or in a no parking zone.

E. BICYCLES

Bicycles must be parked in racks provided. It is the responsibility of each student to secure his or her bicycle during school hours. The school is not responsible for lost or stolen bicycles.

VIII.ACADEMICS

A. TEACHER QUALIFICATIONS

At Arcola School, we strive to provide an excellent education for every child. Ensuring that our teachers are highly qualified is an important part of achieving this goal. Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals in the building:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and if so, their qualifications.

To receive any of the above information, please send a written request to the high school office.

B. SECTION 504 PROGRAM

Students who have a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working in the school setting may qualify for classroom accommodations through an Individual Section 504 Plan. The decision to implement a Section 504 Plan for a student is made by a committee consisting of the principal, classroom teacher, parent, and other school or medical officials. You may contact the building principal for more information about Section 504.

C. SPECIAL PROGRAMS & SERVICES FOR STUDENTS WITH DISABILITIES

The education of children with disabilities is an integral part of our total school program, and a variety of special education services are available. Students may receive the following services and programs on our campus: learning disability services in a resource setting, cross-categorical self-contained classes, and speech and language services.

Because of the uniqueness of children's needs, it is sometimes necessary for us to have help from outside our district. This help is available through the Eastern Illinois Area of Special Education (EIASE). Therefore, some of our students attend special education classes in our district, and other attend classes at EIASE programs, some of which are located in neighboring communities.

As a member of EIASE, additional services are available to our students. These include psychological services, social work services, program administration, audiological services, physical therapy, occupational therapy, adaptive physical education, teachers for visually impaired students, teachers and programs for hearing-impaired students, vocational education, early childhood programs, programs for severely or multiply handicapped children, and programs for behaviorally or emotionally disturbed students.

A few children with disabilities require placement in special residential schools operated by private facilities. The district arranges these placements in conjunction with special education specialists and parents, and pays tuition as prescribed by the state.

The district provides an intensive screening program in the spring for all children ages 3-5 as a method of identifying children whom may have difficulty in school. We test for possible hearing, vision, speech, motor, and learning problems. Students may be identified for special education services in a public school's early childhood or speech program as early as age 3. This is an excellent program, and we encourage all parents to take advantage of this free service.

Before any child can become eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, parents, the Illinois State Board of Education, and community services agencies may refer any child for such an evaluation.

Prior to case study evaluation, except for home/hospital instruction, the parent or guardian must be notified in writing of the procedures that will be conducted and that he/she will be asked for written consent to begin the evaluation. Referrals may be made through the office of the building principal. For more information about the case study evaluation process, contact the principal.

All information obtained for a case study evaluation is confidential. The district has a policy that describes the method for obtaining student information, the confidential nature of the information, the use of the information, how the information is recorded and maintained, how long it is maintained, and to whom it is made available. You may read this policy in the office of the superintendent.

Parents or guardians of a child with disabilities who disagree with the school regarding their child's special education program, lack of a program, his or her individual education prescription, possible suspension from school, dismissal from a program, or even the recommendation of graduation from a program should contact the school principal or district superintendent to express their concerns and try to work out a solution. However, if these concerns cannot be resolved in this manner, a parent or guardian may seek relief by requesting an impartial due process hearing or special mediation. The Illinois State Board of Education will schedule an impartial due process hearing and appoint an impartial hearing officer to hear both sides of the dispute and render a recommendation to the local school district. Requests for due process hearing should be made in writing to the district superintendent. Upon such a request, parents or guardians will be informed about due process procedures and their rights to representation.

Additional information regarding rights of children with disabilities may be found in A Parent's Guide: The Educational Rights of Students with Disabilities and in Rules and Regulations to Govern the Administration and Operation of Special Education (21 Illinois Administrative Code 226-Special Education). These documents are available through the district superintendent and the Regional Office of Education.

All exceptional children in Illinois, ages 3-21, have a right to a free appropriate public education. We are striving to provide the appropriate services. If at any time you wish to take advantage of a special program or have questions concerning the program, please call the building principal or district superintendent.

Specific information regarding special education programs and the referral process may be obtained from the Special Services Director.

D. ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging state standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

E. CLASS RANK, GPA AND GRADING SCALE

All students will have GPA's and class ranks computed on a four-point unweighted system. Each class will earn credits toward graduation. Twenty-four credits are required to graduate. Letter grades will be earned for each class. Driver's Education, Community Service, and dual credit classes will be listed on the transcript, however, the grade will not be calculated in the GPA.

Grades will be computed as follows:

- A= 4 credit points
- B= 3 credit points
- C= 2 credit points
- D= 1 credit point
- F= 0 credit points

Grade point average is computed by taking total earned credit points divided by credits toward graduation. This computation will be made following the second semester, fourth semester, sixth semester, seventh semester, and eighth semester. Class rank will be assigned after the computations are completed.

A uniform grading scale will be used for all class in the junior/senior high school with the exception of the dual credit classes and health occupation course.

100 A+ 78-79 C+

93-99	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
		59 & below	F

F. SEMESTER EXAMS

- Semester exams will be required for all high school classes. Semester exams at the junior high level will be administered at the discretion of the classroom teacher.
- Semester grades will be an average of the two nine week grades (40% each) and the semester test grade (20%). Grades for junior high classes where a final exam is not given shall be the average of the two nine week's grades (50% each).
- Seniors may be waived from taking final exams under the following conditions:
 - Seniors who maintain a B average may be waived from **second** semester exams for year-long classes.
 - Seniors who graduate in December may be waived from first semester exams provided they maintain a B average.
- Exceptions to the final exam waiver policy will apply under the following conditions:
 - A senior who receives 6 or more discipline referrals, a Late Stay, ISS, or OSS in the semester in which the exams are administered will be required to take all exams.
 - The classroom teacher may require all students to take the final exam in his/her class regardless of whether the student has met the grade requirement. Teachers may also enforce more requirements other than a B average in order to be waived from the exam. For example, a teacher may require that a student have less than 3 absences and a B average in order to qualify for the waiver in his or her class. Teachers will notify the students at the beginning of the semester of their policy for final exams.

G. PARENT-TEACHER CONFERENCES

The report card cannot possibly communicate to the parent everything which the teacher would like to express or everything which the parent would like to know. An opportunity for parent-teacher conferences is provided soon after the end of the first quarter, but conferences are encouraged at any time throughout the year through the initiative of either the parent or teacher as the need arises. Parents are invited to make appointments by calling the school at 268-4962.

H. REPORT CARDS

Report cards are scheduled to be given to students following the end of each quarter. Teachers evaluate the work of their students at the middle of each grading period and will notify parents with a D/F. Unsatisfactory progress reports are sent out at the mid-point of the grading period for all students who are in danger of failing the course at that point. It is also the policy that students who are in danger of failing courses or who have grades that would keep them from being promoted or from graduating, be advised well in advance that the danger exists. Parent(s) or guardian(s) also are to be advised well in advance.

I. HONOR ROLL

JUNIOR HIGH HONOR ROLL

Straight A Honor Roll - 4.00

High Honors—GPA of 3.75 - 3.99 with no grades below a B

Honors-- GPA of 3.50-3.74with only one grade of C

HIGH SCHOOL HONOR ROLL

Straight A Honor Roll - 4.00

High Honors - GPA of 3.75- 3.99 with no grades below a B

Honors - GPA of 3.50-3.74with only one grade of C-

Driver's Ed, Community Service and Dual Credit through Parkland and Lakeland are not computed in honor roll.

Health Occupations, Career Academy, CEO and Dual Credit classes offered at Arcola will count toward the GPA.

J. PROCEDURE FOR APPEALING A GRADE

- A request is made to meet with the teacher for an explanation of the grade.
- If Step 1 fails, a meeting is to be held with the student, parents, teacher, and building principal.

3. If Step 2 fails, a meeting with the student, parents, teacher, building principal, and superintendent will be held.
4. The final step would be a request to meet with the school board, in Executive Session, to appeal the grade. The school board will have the final authority to change a grade.

K. NATIONAL HONOR SOCIETY

The Arcola Chapter of the National Honor Society is a group of students who have been elected into membership by meeting selection criteria. Sophomore, junior and senior students who meet the criteria of character, leadership and service combined with a scholastic cumulative weighted grade point average of 3.5 are eligible for selection. The goal of the chapter is to provide recognition of students who excel in the areas required for membership. Their activities include a service project, recognition of honor roll students and social activities.

Scholarship

1. A semester cumulative grade point average of at least 3.5 based upon the grade scale for nomination for selection. Students are eligible for nomination after the first semester of their sophomore year.
2. Students who achieve membership must maintain this cumulative average. If a student falls below this average at the end of any semester, he/she will be issued a warning. The student will have one semester to raise his/her average back to the 3.5 minimum. Students who do not attain this average after one semester may be subject to dismissal after a hearing by the executive committee.

Leadership and Service

At the end of each year the student should be able to show the following point totals as evidence of leadership and service.

Sophomore	8 points
Junior	12 points
Senior	16 points

Students will achieve points as follows:

- 1 point Membership in club, activity, sport (this will include related youth activity groups)
- 2 points Chairperson of committee within the activity beyond normal duties
- 3 points Class officer, officer of a club, activity, church activity, special honors related to student activity (i.e. Most Valuable Player, scholastic honors, choral and band honors through contest, captain of a team)

Points will accumulate and must be maintained throughout high school. Should a member not continue to accumulate points, the student will be issued a warning. The student will have one semester to achieve points needed. Should the student not attain the points required after he/she has been issued a warning, he/she may be dismissed after a hearing by the executive council.

Character

The executive committee will use the character criteria outlined in the NHS Handbook in this evaluation.

Final Selection

1. If the student has the 3.5 cumulative grade point average and the correct number of service and leadership points, the executive committee will vote upon selection.
2. The teachers may vote "yes" or "no" or "abstain" for each potential member.
3. Three of the five teachers must vote "yes" or "no".
4. If a teacher does not know the student, the teacher may abstain from voting.
5. Majority rules on selection.

L. CLASS CREDIT: PROMOTION - RETENTION

At the end of each school term each student is to be promoted or retained. The final authority for decisions on the promotion or retention of a student rests with the building principal. Promotion means advancement to the next higher grade level, and retention means repeating the grade level just completed to the extent deemed necessary by the building principal. In compliance with Section 10-20.9a of the School Code, the Arcola schools shall not promote a student to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

To qualify for promotion based upon successful completion of the curriculum, a student must:

- In grades 7, 8 must not receive a yearly average of “F” in three or more academic subjects.
- In grade 7 must receive a passing mark on the test on the Constitution of the United States, the Declaration of Independence, the United States Flag Code, and the Constitution of the State of Illinois

If a student does not qualify for promotion based upon the successful completion of the curriculum (above), the building principal may consider that student’s performance in the following areas as a basis for promotion:

- Performance based on Illinois Assessment tests.
- Performance on the standardized testing done at that building.
- Successful completion of a summer school program.
- Successful completion of additional instruction during the current school year.
- Other criteria consistent with the intent of this policy.
- Performance and successful completion of non-academic courses (Art, Band, Chorus, Physical Education).
- Attendance

If additional instruction of summer work is done outside the Arcola schools, it should be approved in advance by the building principal.

The building principal shall consider input from staff and parents in regard to the promotion or retention of a student; however, the responsibility for compliance with Illinois law and this policy rests with the building principal. The building principal shall make all final decisions on promotion and retention.

M. CLASS RANK

Only classes taken at Arcola High School or those transferred from an accredited school, and accepted will count toward G.P.A. and class rank. G.P.A. will be figured for National Honor Society purposes only at the end of 3 semesters.

N. VALEDICTORIAN/SALUTATORIAN (effective for Classes of 2018 and 2019)

The valedictorian and salutatorian will be named from students who have attended an accredited high school for 8 semesters as a full time student. The student must have attended Arcola High School for at least three semesters including the 7th and 8th semester. If at the end of the 8th semester the class rank has changed, a student could then be named co-valedictorian or co-salutatorian with the 7th semester honoree. Any student who enters the district from an accredited school after the beginning of the 5th semester may be considered to share the honor as co-valedictorian or co-salutatorian.

O. SENIOR ACADEMIC HONORS (Effective for Class of 2020 and beyond - This section does not apply to Classes of 2018 and 2019)

Graduating with Honors

In order for graduating seniors to be recognized as graduating with “Honors”, students must maintain a 3.50 GPA at the end of the seventh semester. Students will also be required to take a minimum of four “Honors” credits identified below.

Graduating with Highest Honors

In order for graduating seniors to be recognized as graduating with “Highest Honors”, students must maintain a 3.75 GPA at the end of the seventh semester. Students will also be required to take a minimum of six “Honors” credits identified below.

Top 10% Class Rank

In order for graduating seniors to be recognized in the “Top 10% Class Rank”, students must maintain 3.50 GPA at the end of the seventh semester. Students will also be required to take a minimum of four “Honors” credits identified below.

Valedictorian/Salutatorian

The valedictorian and salutatorian will be named from students who have attended an accredited high school for 8 semesters as a full time student. The student must have attended Arcola High School for at least three semesters including the 7th and 8th semester. The student(s) who has met the requirements for graduating with “Highest Honors” and has the highest GPA at the end of the seventh semester will be named Valedictorian. The student who has met the requirements for graduating with “Highest Honors” and has the second highest GPA at the end of the seventh semester will be named Salutatorian. If at the end of the 8th semester the class rank has changed, a student could then be named co-valedictorian or co-salutatorian with the 7th semester honoree. Any student who enters the district from an accredited school after the beginning of the 5th semester may be considered to share the honor as co-valedictorian or co-salutatorian.

Honors Classes

Math IV
Calculus I
Spanish IV

College Prep English IV
Psychology (1 Sem)
Band IV (4th year of band)

Physics
Anatomy
Chemistry II

Art IV	Chorus IV (4th year of chorus)	Accounting II
Commercial Foods (dual credit)	Speech (1 sem -dual credit)	
American Hist I (1 sem -dual cr)	Composition 101 (1 sem -dual credit)	American Literature (1 sem - dual credit)
American Hist II (1 sem -dual cr)	Sociology (1 sem - dual cr)	Environmental Science (1 sem - dual credit)

*Dual Credit classes taken through Parkland, Lake Land College, or EIU that are part of the Illinois Articulation Initiative, Dual Credit Transfer Academy, or other as approved by the building principal.

P. HIGH SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES; COURSE SUBSTITUTIONS; RE-ENTERING STUDENTS

Credit for Non-District Experiences

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

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level - A meeting with be held with all students who qualify to take dual credit courses each spring. Information will also be sent home to parents in addition to providing a parent information night.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek pre-approval from the building principal or designee to receive graduation credit for any non-District course or experience. The building principal or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

These additional requirements exist for following Non-District Experiences:

Correspondence Courses:

1. Student must be a junior or senior
2. Student will only be allowed a maximum of 6 units of credit toward the requirements for high school graduation.

College Courses/Dual Credit/Heath Occupations/Career Academy/CEO Program

1. Student must be a junior or senior
2. The course is not offered in the high school curriculum or cannot be offered due to a student's scheduling conflict.
3. The course is being taken as an elective.
4. Student will only be allowed a maximum of 6 units of credit toward the requirements for high school graduation. (does not apply to Career Academy classes).
5. Students must meet the following expectations to be enrolled:
 - a. Minimum GPA of 2.5
 - b. Attendance rate of 95% or better, unless approved by the building principal
 - c. On track for graduation
 - d. All requirements of the providing institution
6. Enrollment may be limited by the providing institution for Health Occupations, Career Academy (EIEFE, Lakeland and Parkland) and the CEO Program
7. All students traveling to the providing institutions must have proof of car insurance, including bodily injury, medical, property damage, and uninsured motorist coverage in the amounts of at least \$100,000

per person and \$300,000 per occurrence. In addition, the approved transportation agreement must be on file with the district office. **This requirement also applies to students taking COOP class.

8. Grades, credit and GPA

- Health Occupations, Career Academy, and CEO: Classes are taught by the providing institution in joint agreement with Arcola High School. Grades will be administered by the serving institution. Students will be granted high school credit towards graduation and the grade will count as part of the high school GPA.
- EIU Dual Credit Classes: Classes are taught at Arcola High School. The EIU instructor is the instructor of record with the Arcola teacher as a facilitator of learning. Grades will be administered by EIU. Students will be granted high school credit towards graduation and the grade will count as part of the high school GPA. There may be additional assignments provided by the Arcola instructor at the end of the high school semester which would count toward the high school transcript grade. Grades will count as part of the GPA.
- Parkland/Lakeland Dual Credit Courses: Classes taught at Parkland or Lakeland college may be taken by the student for dual credit at high school. Grades will be administered by the college instructor and will NOT count toward the high school GPA.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Exemption from physical education requirement.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12, may submit a written request to the Building Principal requesting to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program.
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or design

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses.
2. Non-District experiences described in this policy.
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board.
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors.
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences.

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

Summer School Credit Recovery offered by Arcola High School

If funding is available, a credit recovery program will be offered at Arcola High School for students who have failed courses that are required for graduation. The summer school program will be held during the month of June and all students are required to complete 60 hours of classroom instruction for each unit of credit. A maximum of 3 total credits will be allowed toward high school graduation requirements.

Q. ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

R. FOREIGN EXCHANGE STUDENT GUIDELINES

School Programs - For summer departure (June, July, August) and winter departure (January, February, March) school programs, the student must achieve a cumulative high school GPA of B (3.0). In addition, the student must receive the approval of the local screening committee, administration, and the Board of Education.

Course Work - Required courses offered only in the U.S. must be taken locally (for example: U.S. History, Consumer Education). Other courses taken abroad which are evaluated as acceptable may be allowed credit subject to approval by the Board of Education. In order to make this determination, local officials need a complete course description, in English, along with the number of minutes per week and the number of weeks the class met. Responsibility for the timely delivery of this information rests with the student.

Students will be awarded credit for classes passed. Grades will be calculated by converting grades from the host country to the U.S. system. These grades will be included in the student's rank at Arcola.

Students are encouraged to accumulate credits for early graduation prior to departure. They should make special efforts to complete as many required courses as possible before participation in an exchange. The availability of classes needed for graduation cannot be guaranteed.

S. PHYSICAL EDUCATION DRESS POLICY

All students enrolled in physical education classes grades 7-12 must wear a standard white, purple, or gray Arcola t-shirt and solid colored purple, black, or gray shorts which are mid-thigh in length. All t-shirts must have sleeves and no undergarments should be showing.

T. GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provide below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal and State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisors may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

U. POLICY REGARDING ACCEPTANCE OF STUDENTS WHO HAVE ATTENDED NON-ACCREDITED AND/OR UNRECOGNIZED PRIVATE SCHOOLS

For the purpose of this policy the following terms are defined:

Public School --a school supported by tax dollars, general state aid, and money from grants provided by local, state, or federal sources;

Private School - a school not supported by tax dollars, nor general state aid; or a school contained within a private home;

Accredited - endorsed by the State of Illinois and/or North Central Association;

Recognized - endorsed by the state in which the school exists and by the State of Illinois;

Core Curriculum Areas - Mathematics, Science, Reading, Social Studies, Language Arts.

Students who have been educated in a Non-Accredited Private and/or Unrecognized Private School may be enrolled in any of grades one through twelve as a student at Arcola Community Unit School District #306. Grade placement will be based on the result of testing administered by school personnel.

Grades 1-8:

Students who wish to be enrolled at a specific grade level must pass a proficiency test at the grade level immediately below the one in which they wish to enroll.

The proficiency test will be defined to be either a Standardized Achievement Test such as the Iowa Test of Basic Skills or the end of the year book tests for the textbooks used in the classroom.

The choice of which set of proficiency test to be used will be determined jointly by the building principal and the parent or guardian of the student involved.

If the standardize test is used, the student must score no lower than .5 point below grade level on the composite score or on three or more of the core curricular areas. Example: If a student wishes to enroll at the beginning of grade four, his score must be 3.5. If a student wishes to enroll at 4.7, his score must be 4.2.

If the set of book tests are used, the promotion policy will be as follows: Students passing a test in one of the core curricular areas will be considered as passing in that particular area.

Grades 9-12:

Students who have been educated in a Non-Accredited Private and/or Unrecognized Private School may be enrolled in any of grades 9-12 at Arcola High School. Such students must present proof of successful completion at the eighth grade level of the examinations for both the United States Constitution and that of the State of Illinois. Further such students must meet all credit requirements for grade placement and graduation from Arcola High School.

Students wishing to enroll in Arcola High School under the aforementioned circumstances may receive credit for courses offered as a part of the regular curriculum of Arcola High School. Such credit may be earned and courses placed on the transcript for said student in one of the following ways:

1. successful completion of Standardized Tests such as the Iowa Test of Basic Skills; or
2. successful completion of the final examinations for each course they wish credited to their transcript.

If option 1 is used, credit will be granted only if the course is a core curricular course and only if the student scores no lower than .5 point below the grade level at which the course is first offered to the student body.

Extra-Curricular:

Students who reside within the boundary of Arcola Community Unit School District #306 and who do not attend the public school in that district because of enrollment in Non-Accredited Private and/or Unrecognized Private Schools will not be allowed to participate in the extra curricular activities of the public school.

V. HONORS NIGHT AWARDS/CRITERIA

Service Award: Graduating senior who demonstrates most service (assisting teachers, office, etc.). Voted on by faculty.

Richard Smith Award: Graduating senior who has shown outstanding performance in the area of FINE or APPLIED Arts. Voted on by faculty.

Senior Art Awards: This is given to a student that has demonstrated outstanding interest in the visual arts by enrolling in art classes as many times as their schedules allowed, demonstrating an intense dedication to acquiring the knowledge and skills required to execute well designed works of art; demonstrated excellent work ethic resulting in the completion of quality works of art during their career as an art student.

NAHS Awards: Students who earned membership in the National Art Honor Society will be recognized at Honors Night. Students must maintain a B average in Art classes and fulfill community service hours to qualify for membership.

Fine Arts Award: This is given to a student that demonstrated an intense interest and dedication to the four (4) areas of the Fine Arts offered at Arcola High School, Visual Arts, Band, Chorus, and Theatre by enrolling in classes in each of those areas offered. The recipient must have demonstrated an intense interest and dedication to acquiring the knowledge and skills required to participate in the Arcola High School Band, and Chorus, be a participating member of the Arcola Drama Club, and Art Club.

Senior Drama Club Award: This award is given to a student that has been active in the Arcola Drama Club, and demonstrated an intense interest and dedication to acquiring the knowledge and skills required to be a participant in the production of a school play or dramatic event. In addition, this student must have demonstrated an excellent work ethic during their involvement in the production of a school play or dramatic event.

Douglas County Election Judges: Students who serve as a judge or technician at the Douglas County Primary Election will be recognized with a certificate at Honor's Night.

NHS Awards: Students who have earned National Honor Society membership will be recognized during honors night with their NHS cords. (Criteria for membership outlined in Section VIII Part K of the student handbook)

Honors with distinction: Students with a cumulative 7th semester GPA of 3.75 or above will be recognized at Honor's Night with gold tassels.

Louis Armstrong Jazz Award: This award is given to an outstanding jazz musician with outstanding dedication in Jazz Band.

John Philip Sousa Outstanding Band Award: This award is based on superior musicianship and outstanding dedication, four (4) years in high school band, and maintaining an "A" average.

Band Director's Award: The recipient of this award is an Alternate to the John Philip Sousa Outstanding Band Award. This is given to a four (4) year band student who has followed the same criteria as noted in the John Philip Sousa Outstanding Band Award.

National School Choral Award: This award is given to a four (4) year choral student who has maintained an "A" average in chorus, participated in all choral extra activities (solo/ensemble, IMEA, etc.). The recipient for this award is selected by the Choral Director.

Fred Warning's Choral Director's Award: The recipient of this award is an Alternate to the National School Choral Award. This is given to a four (4) year choral student who has followed the same criteria as noted in the National School Choral Award. The Choral Director makes this selection.

Tri-M Awards: Students who qualify for Tri-M will be recognized at Honors Night. To qualify for Tri-M, a student must maintain a 3.0 GPA in all music classes in addition to a 2.0 or better in all other classes. They must be a practicing musician, either half time or full time and exhibit qualities and have an interest in community service.

Bob King Scholars: These seniors are ranked in the top 10% of their graduating class. This is presented by a representative from the Arcola Foundation.

DAR/SAR Award: This award is voted on by the faculty, and awarded to the senior boy and girl that exhibit the following qualities; United States citizenship is not required:

Dependability - truthfulness, loyalty, and punctuality

Service - cooperation, courtesy, consideration of others

Leadership - personality, self-control, ability to assume responsibility

Patriotism - unselfish interest in family, school, community and nation

American Legion Award: This award is voted on by the seniors and faculty based on the qualifications of: Loyalty to school and community, Patriotism, and Service to school and community.

Carroll Dunn Math Award: This is given to a senior student that has taken 4 years of high school math with the highest GPA.

English Award: A senior that takes all classes in English, must do outstanding work in classroom (A average) for 4 years, must show interest in English or the humanities area, such as extensive reading, creative writing, etc.

Karen Hohlbauch Business Award: A senior that takes the most Business courses throughout high school, receiving an A or A- in all courses except one, receiving no lower than a B- in the on other course.

Vocational Award: Senior that has taken most years in FCA/Ag based on the number of courses, and highest grade pt average in FCA/Ag courses, a member of their respective club (FCCLA/FFA) based on character, personality, and participation.

Modesta Scott Award: Senior that has taken all but one "4" social studies classes (Geography, World History, Am History, Am Problems, Adv. Soc. St, Psychology/Sociology); maintained an "A" average, or "A- ", in all social studies classes, required or elective; demonstrated the use of social studies skills and attitudes for the betterment of the school and community. In case of a tie in GPA then the latter applies based on class officer, yearbook, Election Judge, etc., leadership, Eagle Scout, working on anything like 4-H leadership, etc.

Foreign Language Award: 3 years of Spanish, "A" average for all three years, some degree of fluency in Spanish and knowledge of the culture and customs of the Spanish speaking countries, active in Spanish Club.

Amy Bergfield Reinhart Scholastic Award: Given to the Scholastic Bowl player who answers the most toss-up questions. A cash award and plaque are given to the deserving student.

Science Award: This is given to the senior with the highest GPA in the science area combined with taking the most science classes.

Library Service Award: This recipient is chosen by the Librarian based on exceptional service given by a senior to assist with various duties in the library. This award may not be given annually.

Senior Athletic Plaques: Seniors who have participated for four years in at least one sport (this excludes cheerleading); student must start and finish each season. In the event of an athletic injury during the season, they will still be considered eligible.

United States Army Scholar/Athlete Awards: 1 senior male, and/or 1 senior female who have demonstrated excellence in both academics and athletics. This award may not be offered by the U.S. Army every year.

Pete Magelli Outstanding Boy Athlete, and Nancy Stiff Outstanding Girl Athlete Awards: Based on 4 years of high school participation and honors received during the athlete's high school career (post season honors such as All-Conference Team Selection, Tournament Team Selection during Holiday Tournament, and All-Area Team Selection, etc). No violations of the Athletic Handbook during the athlete's high school career. Athlete works hard in his/her sport(s) not only to improve one's own game but also to be the best he/she can for the sake of the team. This athlete is a good teammate (team sports) and has the ability to put the team ahead of individual glory; must exhibit outstanding character on and off the playing court/field. Prior to Senior Honors Recognition, each head coach will be asked to vote for the athlete that he/she feels best represents this award. These awards may not be offered every year if the criteria are not met.

L.O.V.C. Principal's Awards: Two (2) recipients selected by the high school principal based upon participation in LOVC extracurricular events, good student, and positive representation of the school, and LOVC.

I.H.S.A. Outstanding Academic Achievement Awards: This award is presented for outstanding academic achievement by an individual while participating in IHSA Interscholastic Activities. Each student must maintain a 3.5 cumulative GPA and have participated in at least one IHSA activity.

Perfect Attendance: This award is given to a student that has not missed any days during the school year.

President’s Award for Educational Excellence (Gold): This award is given to students who exceed on standardized test scores, and meet the required 3.75 GPA.

President’s Award for Educational Achievement (Silver): This award is given to students who meet the GPA 3.5 requirement.

Illinois State Scholars: These students are selected by the Illinois State Scholarship Commission based upon ACT test scores. Students will be awarded money from the Arcola Foundation.

Ricardo A. Climaco, M.D. & Rosalilia U. Climaco Salutatorian Award: Given by the Climaco family to the graduating class’ Salutatorian.

The Collins Family Valedictorian Award: This award is given by a representative from the Arcola Foundation to the graduating class’ valedictorian.

Arcola High School Valedictorian and Salutatorian Awards: Students will be presented with Valedictorian and Salutatorian medals to wear at graduation.

Scholarships: (*)

Lions Club Scholarship

Masonic Lodge Scholarship

Jaycees Scholarship

Arcola Fire Fighters Association Scholarship

Marty Thomas Scholarship

Arcola Township Memorial Scholarship

Arcola Chamber of Commerce Scholarship

Arcola Rotary “Student of the Year” Award

Arcola Healthcare Scholarship

Malcolm and Sharon Fox Scholarship

Student Council Scholarship

Student Council Life Savings Blood Drive Scholarship

National Honor Society Red Cross Blood Drive Scholarship

Mike Harvey Scholarship

Jeff Whipple Scholarship

Julie Arthur Memorial Scholarship

Emilee Mathias Memorial Scholarship

Diana Climaco Smith Scholarship

Carroll V. Moore Memorial Scholarship

Sopha Heil Scholarship

Kent Grummett Scholarship

Worth & Sue Gruelle Scholarship

Fern Covalt Knaus Scholarship Loan Fund

Fern Covalk Knaus Scholarship

Georgine B. McDonald Scholarship

Parkland College Trustees Scholarship

*The above scholarships will be offered each year based upon the organization’s funding availability. More information will be made available to seniors and parents at the Student/Parent Scholarship Meeting in March each year.

IX. GRADUATION

A. GRADUATION REQUIREMENTS

Arcola High School requires 24 credits for graduation.

To graduate from high school, unless otherwise exempted, each student is responsible for:

12. Completing all State mandated graduation requirements listed below.
13. Completing all District graduation requirements that are in addition to State graduation requirements.
14. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

15. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

B. COLLEGE PREP RECOMMENDATION

4 Years	English
4 Years	Mathematics
3 Years	Science
3 Years	Social Studies
2 Years	Foreign Languages/Humanities

C. POLICY FOR ISSUING A DIPLOMA UNDER SPECIAL CIRCUMSTANCES

An individual who did not meet graduation requirements may under certain circumstance be issued a diploma at a later date. The criteria are listed as follows.

- 1. You must have attended Arcola High School during your last year in attendance.
- 2. You must make a written request for an evaluation of your high school transcript. An evaluation will be made based upon the requirements for graduation when your class graduated.
- 3. If you are three credits or less away from meeting the graduation requirements, you may attend an approved or accredited high school program, Jr. College or University to make up the credits.
- 4. Credit will not be awarded for correspondence courses, proficiency testing, life experiences or other non-formal education endeavors.
- 5. A study plan must be made in writing and approved by an authorized school official. This plan will state the credits that you need, the class or classes that you plan to take and the institution that you plan to attend.
- 6. Credits will be awarded on a semester by semester basis. A semester of college credit will be equivalent to one semester of high school credit.
- 7. After an official transcript is received by the Superintendent, the credit requirements will be verified and a diploma will be issued by the Superintendent.
- 8. Service men and women who left high school to serve their country may submit a written request to receive an honorary high school diploma to the Superintendent and a determination will be made by him, on a case by case basis.
- 9. Questions regarding circumstances not addressed in this policy should be submitted in writing to the Superintendent and a determination will be made by him, on a case by case basis.

D. EARLY GRADUATION

Any student who wishes to graduate at the end of the first semester of the senior year must declare his/her intent by April 1st of the junior year by contacting the guidance counselor. Exceptions to this policy will be made on a case-by-case basis depending on the circumstances and must be approved by the building principal.

X. STUDENT ACTIVITIES

A. FIELD TRIPS

A student's eligibility for field trips will be based upon his/her attendance record, academic progress, and/or discipline record to the point in the school year when the field trip occurs. Students who are academically ineligible or have incomplete or missing assignments will not be allowed to attend field trips, unless approved by the principal. Students who have unexcused absences or chronic absenteeism may also be denied the privilege of attending the field trip. A denial of participation may be invoked by the teacher and approved by the principal if the student's behavior to that point in the school year indicates that the student is likely to be a behavioral problem on the field trip and/or because he/she has not earned the privilege of participating in the field trip because of their behavior at school.

B. SCHOOL SPONSORED ACTIVITIES

During the school term and into vacation periods, including summer, there are a number of activities involving students which are sponsored by groups and individuals. These activities appear, on the surface, to be school sponsored, but are not. Parents, guardians, or students who question whether an activity is school sponsored should always call the office of the school concerned. The secretary or the principal will have the answer. A properly sponsored and school approved activity has certain identifying characteristics that help parent(s) or guardian(s) and students determine what is school sponsored and what is not. They are:

A school sponsored activity is always approved by the school principal and is always on the school calendar. Unless it is a school sponsored field trip, it **always** takes place on school grounds or grounds approved for school use. It is always supervised by a teacher or teacher aide assigned by the principal for that purpose.

Unit facilities are often rented by other groups and the fact that the activity is held at school does not always mean it is school sponsored.

C. HANDBOOK FOR ATHLETIC ACTIVITIES

- We believe that participation in athletic competition should be a part of the total experience for all youths that attend Arcola schools.
- We believe that participation in a sound athletic activity contributes to the development of health and happiness, physical skill, emotional maturity, social competence, and moral values.
- We believe that the spirit of play and the will to win are valuable to the development of a healthy mind.
- We believe that competition is a wholesome equalizer because individuals are judged for what they can do, not on the basis of the social, ethnic, or economic group to which their families belong.
- We believe that participation in athletic competition is a privilege and that participants must accept the responsibilities that go with that privilege.
- We believe our program participants should maintain high standards of conduct both in and out of school.

Please note that the stipulations of this handbook are in effect 24 hours per day, 7 days per week, 365 days per year.

ACTIVITIES OFFERED AT AJHS and AHS SUBJECT TO THE HANDBOOK

Football, girls' volleyball, boys' golf, girls' golf, boys' basketball, girls' basketball, baseball, softball, boys' track, girls' track, cheerleading, Winter Guard, and Scholastic Bowl.

PLAYER/PARENT MEETING

The purpose of the player/parent meeting is to promote cooperation and better understanding of the philosophies, rules, goals, and objectives of each athletic program. All parents and participants will receive an **electronic** copy of the Arcola Jr/Sr High School Handbook for Athletic Activities at the parent/player meeting which will be held prior to the first practice for each sport. The handbook must be reviewed and signed yearly by a parent/guardian and the participant. The handbook will be located on the school website, on the student iPads, and on the 8 to 18 athletic registration website. All participants/parents will be required to register and sign all required forms through the 8 to 18 athletic registration website.

ATHLETIC TEAMS

Students will be eligible to participate in an activity according to participation requirements approved by the IHSA, the Arcola CUSD #306 Board of Education, administration, coaches and sponsors.

STUDENTS PARTICIPATING IN MULTIPLE EXTRA-CURRICULAR ACTIVITIES (including non-athletic activities such as drama club, FFA, band, chorus, and student council)

Although students are not prohibited from participating in more than one extra-curricular activity, conflicts may arise. When conflicts occur, the following rules will be followed.

1. Students must choose their favored activity and that activity will take precedence in regards to practices and games. (co-curricular activities would take preference)
2. Once the favored activity is selected, the player, coaches, athletic director and parents/guardian if requested, will meet to commit in writing an agreement detailing the upcoming season.
3. In developing this "agreement" the following will be taken into consideration:
 - a. In season practices/games have precedence over out of season practices/games/open gyms.
 - b. Games/meets have precedence over practices/open gyms
 - c. State/Conference events have precedence over non-conference events.

IHSA ACADEMIC ELIGIBILITY REQUIREMENTS

In accordance with Section 10-20.30 of the School Code, and in conjunction with Section 3.0000 of the IHSA Handbook, and school district rules, the Board has determined eligibility requirements to be as follows:

1. Weekly Eligibility

- a. Students shall not be failing more than one (1) class and shall be passing work in at least twenty-five (25) credit hours of high school work per week. (IHSA rule 4.021)
- b. Any student who fails to meet the minimum requirements established in Paragraph A, Section I of this policy, shall be suspended from further participation in any school sponsored activity as listed in this handbook, for one calendar week. Students will be allowed to practice during this time.
- c. The weekly eligibility grade is determined by the semester average grade. Eligibility reports will be posted on Thursday afternoon and will be effective Monday - Saturday.
- d. Any student who is ineligible for 3 consecutive weeks or 5 total weeks during the season will be dismissed from the team.

2. Semester Eligibility

- a. Students shall not be failing more than one (1) class and be on track for graduation as determined by the final semester grades submitted by the classroom teachers. Determination for being on track for graduation will begin after the 1st semester of the high school career.
- b. Any student who fails to meet the minimum requirements established in Paragraph A, Section II of this policy, shall be suspended from further participation in any school sponsored activity as listed in this handbook, for the ensuing semester.
- c. After grades are posted for each semester, the student and their parents will be notified in writing of semester ineligibility.
- d. Students trying out for cheerleading must be academically eligible at the time tryouts are held.

IHSA BY-LAW 3.020 SCHOLASTIC STANDING

3:021 They (students) shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.

3:022 They (students) shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

ACADEMIC ELIGIBILITY REQUIREMENTS/ IESA BY-LAW 2.040 SCHOLASTIC STANDING

2.041 All contestants shall be in grades five through eight and shall not have passed eighth-grade standing.

2.042 A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

2.045 Grades shall be accumulative for the school's grading period. **(Grade determination will be based on the current quarter status of the student. Eligibility will be governed by the current quarter grade status unless the student has failed in the preceding quarter. If a student is failing at the end of a quarter they are ineligible and will remain ineligible into the next quarter until they establish a passing grade for the present quarter.)**

Any junior high student who is ineligible for 3 consecutive weeks or 5 total weeks during the season will be

dismissed from the team

RULES AND REGULATIONS

1. All Athletic program participants must show proof of medical insurance coverage prior to the first day of practice.
2. All Athletic program participants must have a physical as required by the IHSA/IESA by the first day of practice.
3. All program participants and their parent/guardian must sign the following documents yearly before participation will be allowed: Athletic Handbook, Agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition), IHSA's Performance-Enhancing Substance Testing Program, Concussion and Head Injury Policy
4. All program participants must be registered for school and have all student book rental and registration fees paid in full prior to participation in practice or competition.
5. Any program participant who is absent from school the last **four (4)** class periods of the day will not be permitted to practice or participate in or attend the extra-curricular activity that evening. Students who miss school on Friday may not be allowed to participate in Saturday or Sunday activities or contests. The decision about participation will be made on a case-by-case situation by the athletic director and/or principal. Also, the student will not be allowed to make the trip on the bus. EXCEPTION: Students who miss for a dentist or doctor appointment, funeral or other excuse subject to the approval of the principal and/or athletic director may still attend evening and weekend activities.
6. Program participants needing to miss a practice are required to consult with the coach/sponsor prior to the absence unless it is an emergency.
7. Program participants are responsible for equipment and must pay the replacement cost of the equipment that is lost or damaged.
8. The coach's/sponsor's offices and training rooms are "off limits" to students unless they have been given permission by the coach/sponsor.
9. Program participants may lift weights/utilize gymnasiums only if a staff supervisor or coach/sponsor is present in the weight rooms/gymnasiums.
10. All program participants are to wear school-issued equipment. The school-issued equipment may not be worn outside the IHSA-Sanctioned activity without the permission of the coach/sponsor.
11. When en-route to and from a scheduled IHSA-Sanctioned contest, and in the presence of the public, program participants not attired in team uniforms should dress to the standards set by the respective coaches/sponsors.
12. Locker rooms should be left in an orderly fashion. Soda pop/All-Sport, etc. should not leave the locker room except if the student is leaving the building.
13. When school is closed or dismissed early due to inclement weather, the cancellation of the IHSA/IESA-Sanctioned games and practices will be determined by the administration.
14. Program participants not eligible to participate may not be dismissed early for any IHSA-Sanctioned activity.
15. Program participants quitting a squad for non-medical reasons after the first IHSA-Sanctioned competition may not participate in open gym, open weight room, or start a new IHSA-Sanctioned activity until the previous activity season is completed for that athlete.
16. Program participants serving a full day of OUT OF SCHOOL SUSPENSION, during the season, will not be allowed to participate during the length of the suspension. If a contest does not occur during that time period, the participant will miss the next contest.
17. All program participants are expected to ride the school-provided transportation to and from the IHSA-Sanctioned activity. EXCEPTION: A note, signed by the parent/guardian, stating that the participant is riding with his/her parent/guardian must be given to the coach/sponsor and the coach/sponsor must give permission.
18. Program participants are required to follow any additional rules and regulations established by the coach/sponsor in that IHSA-Sanctioned activity. These rules are to be distributed at the initial mandatory meeting.

INJURIES

1. In the case of injury, which is not documented, the coach/sponsor may require the program participant to attend practice, but participation is at the discretion of the coach/sponsor.
2. Any school-connected injury shall be immediately reported to the coach/sponsor. The principal and Athletic Director be notified as soon as possible.
3. If an individual has any special medical problems and/or treatments that might impact the program participant's ability to compete and/or practice, Arcola High School requires that the proper medical information be placed on file in the **District Nurse's office**.
4. It is the responsibility of the program participant to bring to the **nurse's office**, written release from the

doctor if that participant has received a disabling injury or illness. The nurse will keep such a release on file.

5. A program participant not participating in Physical Education class due to a physician's note will not participate in practices/contests for the duration of the physician's note.
6. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for such signs, symptoms, or behaviors may not return to play or practice unless cleared to do so by a physician licensed to practice medicine in all of its branches in Illinois.

CODE OF CONDUCT

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct. Violations in Junior High will not carry over to high school. However, an eighth grade student will assume high school status the day after completion of junior high school. The Code of Conduct is enforced 24 hours per day, 7 days per week, 365 days per year.

The following are prohibited serious offenses:

1. Drug, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for who such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, product composed purely of caffeine in loose powdered form, tobacco or tobacco product or any other substance (including mood-altering and performance enhancing drugs or chemicals), which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited. For the purpose of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

2. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
3. Criminal Offenses including but not limited to assault, battery, arson, theft, gambling, vandalism, reckless driving and all offenses which are defined under Illinois or Federal criminal codes as misdemeanors or felonies. A conviction by a court of law is not prerequisite to disciplinary measures under this handbook.
4. Severe and/or repeated acts of bullying and/or violence, including hazing which resulted in disciplinary consequences.
5. Conduct, which is unsportsmanlike or brings disrepute to Arcola CUSD #306 as determined by the administration.

Student athletes are cautioned that their presence in circumstances where prohibited activities are occurring shall/may constitute the conclusion that the student athlete was participating in those prohibited activities. Student athletes are advised to avoid circumstances where they might be so implicated. A student athlete shall immediately leave or make a good faith effort to leave any place where substances prohibited by this handbook are present or are being used, or where other prohibited conduct is occurring, upon the student athlete becoming aware of the presence of prohibited activities, and a failure to do so shall, for purposes of this handbook, be considered participation in the prohibited conduct by the student athlete.

CONSEQUENCES

1. The first offense shall result in a 1/3 suspension of the scheduled games during the season. The calculation of suspended games will be based on the number of scheduled games including tournament games during the regular season. The suspension will be based upon the higher level at which the participant practices and participates. Examples:
 - Football - 1/3 of 9 games = 3 games
 - Basketball - 1/3 of approximately 24 games = 8 games (HS example)
 - Track - 1/3 of approximately 18 meets = 6 meets

If necessary, post season games will be used to complete the suspension. Any suspension not completed will carry over to the next competitive season for that participant.

2. The second offense shall result in a 2/3 suspension of the scheduled games during the season. The calculation of suspended games will be based on the number of scheduled games including tournament

games during the regular season. The suspension will be based upon the higher level at which the participant practices and participates. Examples:

- Football - 2/3 of 9 games = 6 games
- Basketball - 2/3 of approximately 24 games = 16 games
- Track - 2/3 of approximately 18 meets = 12 meets

Any suspension not completed will carry over to the next competitive season for that participant

3. Third (3rd) violation will result in suspension of his/her IHSA-Sanctioned activities for one calendar year.
4. A Fourth (4th) violation will result in termination of his/her IHSA-Sanctioned activities career.

Athletic suspensions will be issued to any student who has violated the stipulations of this handbook, even if the student is not a member of an athletic team or activity at the time of the violation. Suspension from the team involves the actual IHSA-Sanctioned competition. Practice may be required.

The participant will begin the school year with the violation status he/she has at the present time. Ex: If the student had one (1) violation from the previous handbook, he/she will move to the second (2nd) violation status if and when he/she has another offense. The same will be true of a student/athlete who had a second (2nd) violation from the previous handbook.

Alleged violations shall be reported to the High School Principal and/or the Athletic Director and/or administrative level employees of the Arcola School District #306. Should an investigation reveal that the handbook's stipulations have been violated the student shall be provided a conference during which the violation will be explained and the student will be given the opportunity to respond to the charges.

Any athletic suspension issued to the student shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the superintendent.

If a hearing is requested to appeal the decision rendered by the Athletic Director and Principal, the program participant and their parent(s)/guardian(s) must make written notice of this within five (5) calendar days of the decision to the Superintendent who will serve as the hearing officer for the appeal.

It is impossible to list every possible infraction that could occur. Violations occurring which are not listed in this policy, will be handled by the Arcola High School Principal and Athletic Director. The integrity of all IHSA-Sanctioned activities for Arcola High School will be maintained at all times.

D. ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. Students **who are chronically absent**, have received unexcused absences, multiple discipline referrals, or have failing grades or missing assignments may lose the privilege of attending school-sponsored dances. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21. A "Guest Request Form" must be on file in the high school office with identifying information about the guest.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

XI. DISTRICT NOTICES

A. MANDATED REPORTER

All district employees, and personnel are mandated reporters of suspected child abuse and/or neglect.

B. NOTICE TO PARENTS/GUARDIANS OF STUDENTS ENROLLED IN FAMILY LIFE AND SEX EDUCATION CLASSES

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. There is no penalty for refusing to take or participate in such a course or program. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional

courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

C. CURRICULUM, INSTRUCTIONAL MATERIALS OR PROGRAM COMPLAINTS

Parents/guardians may voice complaints. Parents with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

D. INTERVIEW OF PUPILS BY LAW ENFORCEMENT

The Principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall
 - a. Honor the warrant.
 - b. Make an attempt to contact the parents and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
 - a. Notify the parents and request their presence and obtain their permission to interrogate the student
 - b. If parents are unable to be present or cannot be contacted, then the school official should be present.
 - c. If the school official is present, he should be sure the student is aware of his rights and that the student understands those rights, which are:
 - i. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.
 - ii. Entitlement to right of counsel. If he cannot afford an attorney, one will be supplied for him.
 - iii. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.

E. EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or 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 Board Policy 8:20 *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

F. SEX EQUITY POLICY

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities.

G. SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child or children;

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

H. UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II or the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and the Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 23.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Tom Mulligan	Cathy Brimmer
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Address
Phone #

351 W. Washington
(217) 268-4963

351 W. Washington
(217) 268-4962

I. TITLE IX GRIEVANCE PROCEDURES

In the event of a problem, chain of command should be followed: teacher, Principal, Superintendent, Board.

Student/Parent Handbook and iPad Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Arcola Jr./Sr. High School Student/Parent Handbook and iPad Handbook. I am responsible for reading these materials and understanding all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and iPad Handbook policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Arcola Jr./Sr. High School Student/Parent Handbook and iPad Handbook. I am responsible for reading these materials and understanding all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and iPad Handbook policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date