

**Arthur Lovington Atwood Hammond High School
Student Handbook
2020-2021**



**Arthur Lovington Atwood Hammond High School
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Administration & General Information

Introduction

It is the philosophy of the Arthur Lovington Atwood Hammond High School (ALAH HS) that all students possess great abilities and are entitled to the best education available. It is also our belief that ALAH HS is a very special place that has earned the right to be respected. Each person is expected to respect themselves and others at all times. Common sense and courtesy are the cornerstone at all successful schools.

This handbook has been designed by the Board of Education, the administration, the faculty and the students as a guide to the high level of expectation that is an integral part of our tradition in the District #305 schools. Any omissions or situations not addressed in this handbook will be dealt with at the principal's discretion.

The phone number of the high school is 543-2146. We urge parents to contact us at any time. By communicating with each other we can continue to build upon the fine foundation that has made our school second to none!

Chain of Command

As situations in the school setting that cause concern arise, the chain of command should be followed when communicating these concerns. The chain of command is as follows:

1. Student - Teacher communication
2. Teacher
3. Principal and/or Assistant Principal
4. Superintendent
5. School Board

Building Directory

THIRD FLOOR

Room 301	Math	304	Art Storage Room
302	Math	305	Art
303	Math	306	Math

SECOND FLOOR

200		211	Library
201	Social Studies	212	Computer Lab
202	Driver's Ed/Health	222	Band Storage
203	Girls' Restroom	223	Band Office
204	Knights Closet	224	Band Storage
205	Resource Room	225A	Band
206	Consumer Science	225B	Chorus
207	Faculty Workroom	227	Chorus Storage
208	High School Office	228	Chorus Office
209	Principal's Office	229	Stairs
210A	Asst. Principal/Athletic Director		
210B	School Counselor		

FIRST FLOOR

101	Agriculture	128	Science
102	Engine Shop	129	Business Lab/Work Co-op
103	Tech Ed	131	Janitor Supply
104	Wood Storage	132	Resource Room
106	Shop Office	135	Resource Room
107	Stairs	136	English
110	District Office	137	English
111	Social Studies	138	English
112	Storage	139	Spanish
114	Stairs	140	English
117	Storage	141	Social Studies
116	Social Studies	143	Physics/Chemistry
118	Janitor Supply	147	Biology
120	Agriculture	149	Weight Room
121	Cafeteria	151	Storage
123	Kitchen	152	PE Office
124	Kitchen Storage	160	Old Gym
125	School Counselor	161	PE Office
126	Technology Coordinator	175	New Gym

Personnel

Administration

Principal Mrs. Steffanie Seegmiller
Asst. Principal/AD
Administrative Assistant Mrs. Melissa Schrock
Administrative Assistant Mrs. Lisa Hood

Agricultural Science Mrs. Megan Beckmier

Buildings & Grounds Mr. Bill Coleman

Credit Recovery Mr. Shawn Davison

Computer Science Ms. Kelly Glennon

Custodial Services Mr. Ray Miller
Mrs. Lucy Guzman
Mrs. Sherry Young

Driver's Education/Health Mrs. Kathy Frye

English Mrs. Darcy Singer
Ms. Janelle Rafferty
Mrs. Kendall Huffman
Ms. Kayla Huckleby

Extracurriculars

Baseball Mr. Bob Silvanik
Mr. Tracy Hood
Bass Fishing Mr. Tim Likens
Mr. Bradley Rexroad
Boys Basketball Mr. Brad McGill,
Mr. Curtis Plank, Mr. Mike Nall
Boys Track Mr. Matt Thomas
Cross Country Mr. Lyle Dorjahn
Cheerleading Mrs. Melissa Nichols
Football Mr. Ryan Jefferson,
Mr. Don McCarthy, Mr. Jory Borntreger,
Mr. Jeff Myers, Mr. Shawn Davison
Girls Basketball Mr. Mac Condill,
Mrs. Brianne Eads, Mr. Tracy Hood
Girls Track Mrs. Michaela Ponstein,
Ms. Ashley Snoddy
Soccer Mrs. Kathy Frye,
Mr. Greg Thorne
Softball Mr. Jerry Lane
Mrs. Dana Tinkle
Volleyball Mrs. Emily Crossman,
Mrs. Jessica Vanausdoll, Mrs. Dana Tinkle

Family Consumer Sciences Mrs. Ginger Voegel

Fine Arts

Art Mrs. Marylisa Renfro
Chorus Mr. Stephen McClarey
Band Mr. Ryan Wood

Food Service Mrs. Jennilyn Price,
Mrs. Brittany Bartley, Mrs. Chris Ellis

School Counselor Mrs. April Hart
Ms. Katelyn Bright

Industrial Arts Mr. Chris Kessler

Media Specialist Renee Brown

Library Aide Mrs. Brenda Munds

Mathematics Mrs. Trisha Sluder
Mr. Dale Schuring
Mr. Guy Bates
Ms. Sarah Bailey

Nurse Mrs. Melissa Nichols

Physical Education Mrs. Dana Tinkle
Mr. Spencer Kirby
Mr. Ryan Jefferson

Science Mr. Matt Thomas
Mrs. Chantell Benedict
Mr. Chris Stinebring

Social Science Mr. Doug Davis
Mrs. Michelle Ferguson
Mr. Nathan Anastas
Mr. Brad McGill

Spanish Ms. Cathryn Harshman

Special Education Mrs. Amy Hooten
Ms. Heather Leichty
Ms. Kelsey Farmer
Mrs. Krystal Lester

Technology Mr. Mark Smith

School Year

The school year consists of two semesters, one beginning in August and one in January. Each semester is divided into two grading periods. Report cards are given to students at the end of each period and mailed to parents at the end of each semester. Credit earned through summer school, if offered, will be established on an individual basis working with the guidance counselor and principal.

Daily Bell Schedule

1st Hour	8:15-9:01	
2nd Hour	9:04-9:50	
3rd Hour	9:53-10:39	A Lunch
4th Hour	10:42-11:27	11:27-11:58
5th Hour (A)	11:30-12:17	
5th Hour (B)	12:00-12:47	B Lunch
6th Hour	12:50-1:35	12:17-12:50
7th Hour	1:38-2:24	
8th Hour	2:27-3:13	

Fee Schedule

Breakfast	\$1.75 per day
Lunch	\$2.50 per day
Grades 9-12	\$10.00 per class
Student Planner (Optional)	\$3.00
Technology Fee	\$35.00
HS English Best Sellers Class	\$10.00
All HS Tech Ed Courses	\$10.00
Parking Registration Fee	\$2.00
Dual Credit Fee (If enrolled in Dual Credit classes)	See Dual Credit Section

Any student whose parents are unable to pay fees should discuss the matter with the principal.

Entering The Building In The Morning

Students who arrive at school before 8:00 a.m. may enter the building and congregate in designated spaces. Students are not to enter individual classrooms prior to 8:00 a.m. unless they are attending a scheduled meeting and a staff member is present. Breakfast will be served in the cafeteria at 7:45.

Students may enter the school through the northwest door, the far east door of the east wing or the gym foyer doors. The circle drive door is for bus use only. The northwest door will open at 7:25. East wing and gym foyer doors will open at 7:30.

Grades and Curriculum

Grading

GRADE		POINT VALUE
A	Indicates that the student has completed all of the essentials of the course with superior understanding and application of its principals and show the will and capacity to work with minimum teacher guidance.	4
B	Indicates that the student has completed all of the essentials of the course with a good understanding and application of its principles.	3
C	Indicates that the student has completed the basic essentials of the course with an adequate understanding and application of its principles.	2
D	Indicates that the student has completed the minimum essential of the course with a minimal understanding and application of its principles.	1
F	Indicates that the student has failed to complete the minimum essentials of the course and has failed to understand and apply its principles.	0

Each nine weeks grade will count 40% of the Semester grade and the Semester exam 20%.

A mandatory performance report will be sent home to those students who are failing, near failing, or not achieving their capabilities. This will be done approximately every four weeks into the grading period. However, a teacher may send a report home at any time during the nine weeks. Contact between the school and parents will be maintained.

Grading Scale:	Grade:	GPA Value:	
	A	93 -100	4.00
	A-	90-92	3.67
	B+	87-89	3.33
	B	83-86	3.00
	B-	80-82	2.67
	C+	77-79	2.33
	C	73-76	2.00
	C-	70-72	1.67
	D+	67-69	1.33
	D	63-66	1.00
	D-	60-62	0.67
	F	0-59	0.00

Any student earning a 59.49% or lower for the semester will not pass the semester. Semester grades will be calculated using the 40%/40%/20% formula explained above. Class rank is determined by GPA to the ten thousandths place.

Valedictorian and Salutatorian will be determined by the guidance office and principal after mid-term of the 8th semester. For media purposes, the names of the students who hold these positions at this time will be submitted. However, on the occasion of a mathematical tie or 'too close to call' circumstance, the administration reserves the right to determine the positions after all eight semesters have been completed.

Credit

Credit is granted upon successful completion of a course of study. To graduate students must earn 24 credits. All students must have:

Graduating Year 2021

English	4 credits
Science	2 credits
Math	3 credits
U.S. History I	1 credit
U.S. History II	1 credit
PE/Health/Dr. Ed	4 credits
Consumer Ed	½ credit
Civics	½ credit
Computer-related course	½ credit
Passing score on the Constitution test	
Service Learning Requirement	8 hours

Graduating Year 2022 and Beyond

English	4 credits
Science	2 credits
Math	3 credits
World History	½ credit
U.S. History	1 credit
PE/Health/Dr. Ed	4 credits
Consumer Ed	½ credit
Civics	½ credit
Passing score on the Constitution test	
Service Learning Requirement	8 hours

Students not on a schedule to graduate may earn .5 credit per summer school, if offered. Students may make up credits with on-line learning systems with approval from the Principal. APEX grades will not be factored into a student's GPA.

A student's grade level is determined by the number of credits they have earned. Students need the following credits to be classified as a:

Sophomore	5 credits
Junior	11 credits
Senior	17 or more credits

Credits will be assessed at the end of freshman and sophomore year. For junior and senior year, credits will be assessed at the end of each semester. Students who are in their 3rd year of attendance and have earned at least 12.5 credits by mid-year will be classified as juniors. Students who are in their 4th year of attendance and have earned at least 20 credits by mid-year will be classified as seniors.

Prerequisite

A prerequisite is a course that must be successfully completed before taking certain other related courses.

Required Subjects

Courses designated by state law or the local district that must be successfully completed to meet the requirements of graduation from ALAH HS.

FRESHMAN YEAR:

English I, Math Course, Science Course, Driver Education (if age eligible), Physical Education (Including Health), 2 hours of Service Learning

SOPHOMORE YEAR:

English II, Math Course, Science Course, World History, Physical Education, Driver Education (if not completed freshman year), 2 hours of Service Learning

JUNIOR YEAR:

English Course, Math Course, U.S. History II, Physical Education, 2 hours of Service Learning

SENIOR YEAR:

English Course, Physical Education, Consumer Education, Civics, 2 hours of Service Learning

Physical Education Waiver

PE is a required class in the state of Illinois. Waivers may be obtained from the school counselor and require the signature of a PE teacher, parent and principal. Following the Illinois School Code, waivers may be permitted for juniors and seniors under the guidelines listed below.

- For *ongoing* participation in an interscholastic athletic program. Must be in a sport during the semester that you are waiving PE.
- To enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice.
- To enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

Early Graduation

Students may choose to graduate after the fall semester of their senior year. It is preferred that students declare their intentions to the guidance department during pre-registration their junior year. It is the responsibility of students to meet with the administrator/guidance counselor to ensure that all requirements are met.

Early graduates will adhere to the following criteria:

- Early graduates will forfeit their class ranking.
- Early graduates will not be eligible for scholarships directly tied to class rank.
- Early graduates will not be eligible for athletics or activities that extend into the second semester
- Early graduates will not be eligible to attend spring dances (except as a guest).
- Early graduates will be eligible to walk in the graduation ceremony
- Early graduates will be eligible to attend the senior trip.

Students who are attending an alternative school off-site are entitled to participate in the same activities as a student attending on-site. If a student graduates from their alternative placement prior to their original class, they should adhere to the *Early Graduation* section of the handbook.

Weighted Grading

Junior and Senior designated classes will receive an honor point to be figured in with their grade average. Weighted Classes include Anatomy and Physiology, Environmental Life Sciences, Physics, Chemistry, Advanced Chemistry, Pre-Calculus, Calculus, Statistics, College Composition I, English Literature, Speech, Spanish IV, Sociology, US History Since 1877 and US History To 1877.

COLLEGE PREPARATORY ENDORSEMENT is four years of English, three years of Science; three years of Social Studies, three years of Math beginning with Algebra I; two credits from foreign language, music, art, or vocational courses.

Courses Offered

Agriculture

Introduction of Ag Industry
Plant & Animal Biology
Agribusiness Management
Basic Horticultural Science
Ag Mechanization & Technology

Art

Art I, II, III, IV
Photography

Business

Computer Concepts
Interactive Media
Accounting I & II
Marketing
Cooperative Education
CEO

English

English I, II, III, IV
Speech*
Creative Writing
Best Sellers
College Composition*
Applied English III & IV
College Prep English
English Literature*
Journalism

Family & Consumer

Sciences

Human Development
Intro to FACS I & II
Clothing & Textiles
Child Development I & II
Child & Daycare Services
Culinary Arts
Living Environments
Adult Living
Parenting
Foods and Nutrition I & II

Industrial Technology

Beginning Drafting
Production
Transportation
Energy Utilization
Beginning Construction I
CAD I & II
Electrical Trades
Health Occupations
Lake Land College Career
Academy - Auto Technician

Math

Transitional Math
Intermediate Algebra
Double Block Algebra I
Algebra I, II
Basic Geometry
Geometry
Pre-Calculus*
Calculus*
Statistics*
Business Math

Music

Band
Percussion Studies
Flag Squad/Color Guard
Chorus
Music Appreciation

Physical Education

Physical Education
Health
Driver Education

Science

Earth/Life Science
Survey of Science
Biology I & II
Zoology
Environmental Life Sciences*
Anatomy & Physiology*
Chemistry*
Physics*
Advanced Chemistry*

Social Studies

Civics
Consumer Education
US History I, II
Leadership Skills
World History
Geography
Current Events
Psychology
Sociology
Sociology DC*
Economics
History of US To 1877 *
History of US Since 1877 *

Spanish

Spanish I, II, III, & IV*

*denotes a weighted course

Italics indicates required

Dual Credit

Lake Land College

1. Dual Credit
 - a. Earn both high school credit through ALAH and college credit through Lake Land College
 - i. ALAH high school will have non-tuition based dual credit
 1. Lake Land College will exchange tuition and other fees for the instruction of these courses taught by qualified high school teachers
2. Dual Credit courses that may be offered:
 - a. Statistics [MAT 125, 3 credit hours, online 1st semester]
 - b. Pre-Calculus [MAT 140, 5 credit hours, online 2nd semester]
 - c. CAD I [CAD 056, 2 credit hours, taught all year dual credit 2nd semester]
 - d. Electrical Trades [MET 040, 2.5 credit hours, taught all year dual credit 2nd semester]
 - e. Composition I [ENG 120, 3 credit hours, 1st semester]
 - f. Dual Credit courses are also offered through Lakeland College Career Academy and Health Occupations through EIEFES. (See school counselor for more information regarding these two programs.)
3. Registration
 - a. Spring of Sophomore year for a Junior year dual credit course
 - b. Spring of Junior year for a Senior year dual credit course
 - c. Paper work submitted to LLC through dual credit coordinator
 - d. A student who obtains dual credit status for transfer level courses as a Junior is not required to obtain dual credit status again the Senior year (as long as all student responsibilities, codes of conduct, and academic integrity are met)
4. Qualifications
 - a. Junior or Senior
 - b. GPA of “C” or better
 - c. Meet prerequisites for intended course (LLC catalog)
 - d. Meet cut off score on LLC placement exam for intended course (required for dual credit math with no initial expense)
 - i. Placement exam is given at ALAH high school via computer
 - ii. Administered by LLC personnel
 - iii. One retest is allowed if needed score is not obtained
 1. Only two placement tests allowed within a four year period
 2. Must be taken at LLC
 3. Cost of \$5.00
 - e. A student taking two 1 semester dual credit classes within the same school year, must meet the required cutoff score for each class to obtain dual credit status for the individual classes that year.
 - f. Or have attained a minimal specified subject area ACT, SAT, COMPASS, or ACCUPLACER score as required by LLC.
 - g. Cost
 - i. Fees are determined by LLC

Eastern Illinois University

- 1) Dual Credit
 - a) Earn both high school credit through ALAH and college credit through Eastern Illinois University
- 2) Courses offered
 - a) Fall Courses
 - i) Intro to Speech Communication [CMN 1310, 3 semester hours credit]
 - ii) Sociology [SOC 1838, 3 semester hours credit]
 - iii) History of U.S. to 1877 [HIS 2010, 3 semester hours credit]
 - b) Spring Courses
 - i) Intro to Speech Communication [CMN 1310, 3 semester hours credit]
 - ii) Environmental Life Sciences [BIO 2002, 3 semester hours credit]
 - iii) History of U.S. Since 1877 [HIS 2020, 3 semester hours credit]
 - iv) English Literature and Human Values [ENG 2009, 3 semester hours credit]
- 3) Registration
 - a) Spring of Sophomore year for a Junior year dual credit course
 - b) Spring of Junior year for a Senior year dual credit course
 - c) High school dual credit application completed and submitted to school counselor
- 4) Qualifications
 - a) Junior or Senior year
 - i) Juniors and seniors eligible
 - ii) Applicants must possess a GPA of 3.0 or above on a 4.0 scale
 - iii) Receive recommendation of principal
- 5) Cost
 - a) Students will be responsible for covering tuition fees
 - i) Tuition fees are determined by EIU
 - (1) Parents will receive a bill from EIU
 - (2) Payments can be one payment prior to the start of the course or \$195 per course at the time of application with the remaining half due prior to the start of course (in August for fall or January for spring).
 - (3) Scholarship opportunities may be available for students to apply for.

Service Learning

All students must complete service learning hours to graduate from ALAH HS. Students must complete at least 2 hours of service learning per school year. A student may do more than 2 hours if he or she chooses during a single school year. However, only 2 will count towards the graduation requirements each year. Service learning hours may be made up at any time, as approved by the guidance counselor and/or principal.

Opportunities for service learning will be provided to students. However, a student may and is encouraged to propose an alternative activity. New service learning activities must be approved by the principal in advance. The Principal or his/her designate must sign all service learning requests. In order for an activity to count towards the graduation requirements students must complete the Service Activity Form.

All seniors must complete all their service hours before being allowed to attend the Senior Trip in late April, early May.

Class Load

All students are required to carry a regular load of subjects. A regular load is no fewer than 7 subjects. Any deviation from this must be cleared through the principal's office. Students will not be allowed to audit classes without permission from the principal. Precedence in course selection will be Senior, Junior, Sophomore, Freshman.

Course Changes

All student initiated class changes must be made the fifth full day, or prior, of the semester. Changes made after the fifth day of class are done at the discretion of the principal and counselors. It may be necessary to drop courses from the curriculum due to various factors such as lack of interest, unavailability of faculty, etc.

To add or drop a class a consultation with the student, teacher, principal and parent or guardian must be held. There must be communication with the parent and the principal to consider adding or dropping a class. Students must fill out a form including the reason for the course change. The form must be signed by the guidance counselor, both teacher's involved in the change of courses, and a school administrator.

Year-long courses are designed as such. Students will be discouraged to switch out of or into a year-long course at semester. If a student fails the second semester of any math class, the student is expected to retake the entire year-long math course, not just the second semester.

Incomplete Grades

It is the responsibility of the student to complete all class work and assignments. All incomplete grades must be completed within 2 weeks after the close of the grading period. If not completed, no credit will be given. Extension may be granted by the administration if a justifiable cause is proven.

Examinations

All high school students are required to take semester examinations at the end of the first and second semester. Second semester seniors who are earning an 80% combined average (or better) for the third and fourth quarters AND are in good standing are exempt from taking final exams. *Good standing means the student does not owe the school for library fines, lunch fees, registration fees, dual credit course fees, etc and does not owe any detentions or Saturday Schools.*

Seniors will complete their final week of academic work, including final exams, five school days prior to the end of the school year. The exact date will be determined by the school administration.

Exception: All dual credit courses are required to take final exams as required by higher education institutions. Students enrolled in dual credit courses will take those final exams according to the college timeline.

Report Cards And Student Records

Report cards are generated on Friday following the end of the quarter, unless the calendar dictates otherwise. Report cards will be posted in Skyward at the end of each quarter and each semester. The school will follow the recommendation of recent court decisions regarding student records. Any communications regarding this matter should be made through the principal.

Honor Roll

This is a published list of high grade average students. The honor roll is published after each nine weeks and the end of the semester. Students must be passing all classes to be included on the Honor Roll.

HIGH HONORS - GPA 3.51 and above.

HONORS - GPA 3.20 - 3.5

Summer Driver's Education

The course of instruction required of each eligible student at the high school level shall consist of a minimum of 30 clock hours of classroom instruction and a minimum of 6 clock hours of individual behind-the-wheel instruction in a dual control car on public roadways taught by a driver education instructor endorsed by the State Board of Education. Both the classroom instruction part and the practice driving part of such a driver education course shall be open to a resident or non-resident student attending a non-public school in the district wherein the course is offered. Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course; provided that the local superintendent of schools (with respect to a student attending a public high school in the district) or chief school administrator (with respect to a student attending a non-public high school in the district) may waive the requirement if the superintendent or chief school administrator, as the case may be, deems it to be in the best interest of the student.

Qualifications to enroll in summer driver education

1. Students must be 15 or turning 15 before September 1 of that summer.
2. Students must have passed 8 semester hours in the previous 2 semesters.
3. Students living within our district lines and attend CUSD #305 have first priority. **Cost: \$50**
4. Homeschooled students in our district must provide a transcript showing proof of schooling.
Cost: \$50
5. Students living outside our district lines **BUT** go to school within our district lines have priority.
Cost: \$50
 - a. Example AOC Students
6. Students living outside our district lines and go to school out of our district lines will be put on a waiting list. **Cost: \$300**

Information needed to be collected for driving list

1. Student Name
2. Student DOB
3. Parent/Guardian Name
4. Parent/Guardian Contact number
5. Primary email address that is regularly checked

Consequences

Academic Integrity

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, 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. Parents will be notified. Depending on the severity of the offense, zero credit may be received for that assignment or test. However, after a conference with the teacher and/or an administrator, the student may be given the opportunity to make up the assignment or test with the teacher or administrator for a predetermined amount of credit, which will not be full credit. Repeated incidents in that class or in any other class, will result in additional disciplinary consequences, possibly a failing grade for the course. This is considered academic misconduct, and grades may be lowered. Students who plagiarize may be suspended from the Internet, suspended from the use of school computers, or suspended from school. Students are expected to perform their own work.

Teacher Curricular Authority

The teacher will organize and establish standards for each course in adherence, but not limited to the standards set forth by the State Board of Education. Certain requirements must be met by students in each course to qualify for credits. The teacher is responsible for grade averaging and the assignments for the course. If necessary, the teacher has the authority to remove a student from class for disruptive behavior. The student will be sent directly to the principal's office.

Principal's Curricular Authority

If a student fails to respond to corrective disciplinary measures applied by the principal, the student may be administratively removed from the course by the principal and there will be no obligation on the school's part to place the student in another class. When the student is removed from the class for the remainder of the semester course work being done in the class will be assigned. Parents will be notified by mail.

School Sponsored Events Off-campus

Students may be disciplined for unacceptable behavior off-campus by the principal or district supervisor, including but not limited to, coaches, chaperones, teachers, and administrators. Off-campus expectations will be enforced at the following activities including, but not limited to, away games and competitions, field trips, dances, practices, rehearsals, and other school-sponsored events.

Students participating in off-campus events must ride to and from the event on the district provided transportation. *Changes from using this transportation must be made in writing and approved by the sponsor and/or administration. Students are only allowed to ride home with guardians unless approved in advance by building administration.*

Electronic Device Usage

Students may use electronic devices in a professional and responsible manner. Please refer to the Network/Internet Acceptable Use Policy in the district handbook for more specific information. Devices should never be used during direct teacher instruction. Faculty and staff have individual discretion for their classrooms regarding device usage and may collect devices prior to class instruction and/or testing.

Dress Code

Students must be dressed in a reasonable manner and not disruptive to the educational process. School administration reserves the right to determine whether the student's attire is within the limits of decency and modesty and can amend the dress code as fashion changes. Refer to the District section on School Dress Code/Student Appearance for more details.

Unexcused Tardiness

Students are expected to be on time and prepared for each class. Tardies are given for being late for any class period. Tardies are cumulative through the quarter.

FIRST TARDY - verbal notice from teacher

SECOND TARDY - verbal notice from teacher

THIRD TARDY - student to serve lunch detention following day

FOURTH TARDY - student on closed campus lunch for the remainder of the quarter

FIFTH TARDY - student on closed campus lunch for the remainder of the semester

Students may have the opportunity at the principal's discretion to eliminate tardy accumulation and have privileges reinstated.

Classroom Discipline

Students are expected to exhibit positive classroom behavior and be respectful to teachers and fellow students. Teachers will establish and communicate classroom procedures and expectations to the students during the beginning of each school year. Discipline concerns will be communicated to the parent by the classroom teacher and/or administrator through each step. If expectations are not met, the following actions may be taken:

Disciplinary Action

The usual sequence for disciplinary action is:

1. Redirect by Classroom Teacher
2. Detention
3. Conference
4. Saturday School
5. Suspension
6. Expulsion

Progression through the sequence of outlined discipline will be up to the discretion of the principal.

Behavior which is not conducive to the educational process may result in the student being removed from class and sent directly to the principal's office. 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. The student may not return to the class that day. Discretion will be used by the administrator in order to minimize time out of class.

Second offense -- A conference with the student, teacher, principal and parent(s) will be conducted. The student may not return to class until the conference is conducted.

Third offense -- The student may be removed from the class for the remainder of the semester and be assigned course work being done at an alternative location for the class. A conference with the student, parent, teacher, and principal will be conducted. An opportunity for remediation and the student earning their way back into the classroom may be discussed.

Detention

Detention is a time of required supervised study or conference with a teacher or member of the administrative staff. Detention will be served between 7:30 AM and 8:00 AM in the library. Tardiness will be considered a no-show. After each third detention is served, the student will be assigned Saturday School. Individual teachers may assign students detention to be served in their rooms at a designated time, or during lunch period. Once detention is missed, campus will be closed for the student until detention is served. Detentions are cumulative through the academic school year.

Any student may be given a detention by any staff member in cases of:

- A. Violation of the student handbook.
- B. Minor misbehavior problems.

Any student who misses a detention will serve lunch detention and will not be allowed to attend evening activities until all detentions have been served.

Detention rules are as follows:

1. Detention time is study period.
2. Bring materials for study or a book to read.
3. No one is to be excused to leave the room.
4. No talking.
5. No visitors.
6. No newspapers or magazines are to be brought in.
7. Disruptive or immature behavior will not be tolerated.

Saturday School

Saturday School shall take place on designated Saturdays from 8:00 am to 11:00 am after a student has served their third detention or following the violation of school policy. Failure to serve a Saturday school on the assigned date will result in a phone conference with the student/parent and principal on the following Monday and reassignment of Saturday school for an equal amount of time. Work is not considered as an excuse, the employer may be contacted by the school to assist in scheduling and to verify school obligations. Any student who misses a Saturday school will serve a lunch detention until the Saturday school is served. Detention rules will be enforced.

In School Suspension

In school suspensions will be used for discipline issues that can be corrected by working on curriculum relevant to the situation and classroom work determined by the teacher. Full credit will be given for assignments provided by the teacher. Students serving an in school suspension are not allowed to attend evening activities. Parents will be notified and students will be segregated from the common school population for the entire day, including lunch. Students will be supervised at all times and will have access to restrooms.

Out Of School Suspension

All out of school suspensions are reported to the Board of Education. Students on out of school suspension are not to be on school property during the term of the suspension.

All students that receive an out of school suspension will not be readmitted to any class without the student, the student's parents or guardian, the principal and any other appropriate support personnel holding a conference. During this conference a reintegration plan will be implemented. This conference may happen upon enforcement. Students with an out of school suspension are **expected** to ask for missed assignments and to complete the work. By making up the work, the student will not miss any educational opportunity and will be ready for returning to class. Credit will be given for examinations and other major projects.

Students who are suspended are entitled to request that the Board of Education review the suspension. Upon your request, in writing and received by the secretary of the Board of Education no later than ten (10) days after the postmark of the mailed notice, the Board shall fix a time and place for the review and you will be notified accordingly.

Expulsion

Expulsion is an exclusion from school attendance and school function for any period of time up to the closing date of the school year. All credit will be lost. Credit earned will be maintained. Expulsion prohibits any personal appearance on the Arthur Lovington Atwood Hammond High School property except by an approved appointment for reasons of business. Expulsion is a formal action by the Board of Education.

Attendance

Absences and Evening Activities

Any student not in attendance and/or in good standing during the day, will not participate or attend any school activities that evening. To be in good standing students must be in attendance for **four** class periods. Any questionable situations concerning this section must be reviewed with the principal.

College Days

Juniors and Seniors may use college days. A college day is an excused absence only IF the student properly completes the Planned Absence Form. Students must obtain the form from the Office. Students must advise the principal of the purpose of the college day when obtaining approval from the principal. Students will be granted a maximum of 3 college days during their high school career; except in situations where a student has accumulated 9 absences. If a student reaches 9 absences, permission will be at the principal's discretion.

Check In / Check Out

All students are required to sign out of the office when leaving the school campus except for lunch period. This includes doctor or dentist appointments and going home for any reason. All students are required to sign in at the office upon returning to school or arriving late.

Leaving School Premises

Students leaving the school premises **MUST** have permission from the teacher and the Office. Upon receiving permission from the teacher, students **WILL** report to the office before leaving and again when they return. Students walking across the highway must use the crosswalks.

Open Campus/Lunch Procedures

Open Campus is a privilege our students can earn through their performance in school. If a student is on the eligibility list for a failing grade, they will have closed campus until that grade is passing. If a student is not in good standing with the school (grades, attendance, behavior), their open campus privilege can be suspended.

If a student leaves campus for the lunch period, they must re-enter the building through the main NW entrance no earlier than ten minutes before the end of the lunch period.

Attendance (From the District Handbook)

Illinois law requires that whoever has custody or control of any child between six (by September 1 st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences (From the District Handbook)

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence. Students will be permitted a maximum of six (6) excused absences per semester without documentation supporting the absence. After the fifth day of absence per semester, parents/guardians may be notified by letter that after the sixth absence, student absences will be marked as unexcused unless proper documentation is provided. Students with unexcused absences will be referred to a truancy program through the Regional Office of Education and further local interventions will be implemented as needed.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Make-Up Work (From the District Handbook)

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted at least the same number of days as he/she was absent to turn in the make-up work. In the instance of long-term absences, time for make up work completion is at the discretion of the teacher and building principal. The student is responsible for obtaining assignments from his/her teachers.

Truancy (From the District Handbook)

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Local interventions involving students and parents
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Student Expectations

Crossing Guard

Pedestrians are not to cross the highway when the patrolman is on duty unless the patrolman has indicated they may cross. All students are to cross the street at the traffic signal crossing.

Parking Fee And Traffic Regulations

Students parking in the student lot will need to display a parking sticker.

- Stickers can be obtained from the office for \$2.
- Students must provide the vehicle make, model, year and license plate number.
- if a student brings a different car to school for the day then a guest pass must be obtained from the office and displayed in the car accordingly.
- Students must sign the Drug Policy located at the end of this handbook in order to have the ability to park on campus.

The parking lot west of the high school building provides ample space for all pupils who need to drive to school.

- Park in designated lanes only.
 - The first three rows in the west parking lot are reserved for teachers.
 - Some special spots may also be reserved for certain students and parking in those will be prohibited.
 - Do not block the Tech Ed. shop at any time.
 - The one-way circle drive on the east is to be used by the buses ONLY.
 - Students who demonstrate unsafe driving habits will be restricted from driving to school.
- Students parking in the student lot will need to display a parking sticker. Stickers can be obtained from the office for \$2. Students must provide the vehicle make, model, year and license plate number. If a student brings a different car to school for the day then a guest pass must be obtained from the office and displayed in the car accordingly. Students must sign the Drug Policy located at the end of this handbook in order to have the ability to park on campus.

Eighth Hour

Most students are assigned an 8th hour study hall. This period is designed to provide flexibility in meeting student's individual needs. If students have an assigned 8th hour study hall they have the following options:

1. Math Center and Writing Lab

The math center and writing lab is located in the library. The goal of the Math Center and Writing Lab is to provide students with help in Math or English. There will be student coaches as well as Math and English teachers available. Students may sign up online for an appointment using the shared Google spreadsheet. They will check out of their study hall to go to their scheduled appointment.

2. Make-up Work and Extra Help

Students may use the 8th hour to make-up tests with their teachers, receive extra help, spend extra time on projects or to ask questions. Students will check in with their study hall teacher before going to another classroom. Students should make arrangements in advance with the other teacher or the study hall teacher will call to confirm the other teacher is available.

3. Leaving Campus - Students Earning a C Average or Above:

After week 3 of the first and second semester students with a class average of C or above in each course may leave campus. (Eligibility for this will be run on Friday morning for the following week.)

- a. On days that there are class or organization meetings, students will not leave campus.
- b. Students should use this time to make-up work or meet with faculty to receive extra help.
- c. Teachers may request students to stay on campus to support academic progress.

4. Students Earning a D or lower:

Students who have a class average of a D or an F in any course must attend their assigned study hall. (This will be adjusted weekly.)

- a. Students must come to study hall with study materials and spend the time studying.
- b. Study halls will maintain a serious study atmosphere and students are to be considerate of others.
- c. All rules concerning the use of computers and the internet should be followed.
- d. Classroom matrix will be posted for specific expectations.

Library Fees

1. Late fines will be charged. The amount owed is determined by the library that owns the materials.
2. A \$5.00 fee is assessed for any book that qualifies as a 'lost' status.

Locks And Lockers

A locker and lock will be assigned to each student. All students should understand that the locks and lockers are school property. Lockers must be kept free of any signs, decals, or materials of questionable nature. All signs are limited to and must promote school spirit of athletics and academics. Students are expected to keep all belongings in this locker. Lockers must be locked. Any belongings found on top of lockers will be removed and taken to the office where students must claim them.

Lockers, desks and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas will be inspected periodically to ensure compliance with accepted school use.

Students are not to change locker assignments without permission from the principal.

Lost And Found

All articles found in and about the school are to be turned in to the school office. Articles may be claimed by their owner upon presentation of sufficient identification and proof of ownership. Students should have their books and other property well-marked. Lockers are provided in the hallways and PE lockers with combination locks are provided in the locker rooms for each pupil. Physical education equipment should be kept in the room provided. In the locker rooms, each locker should be provided with a school lock, and the students are responsible for seeing that their gym clothes are picked up and placed in the locker, and that the lock is locked during and at the close of the physical education period. Arthur Lovington Atwood Hammond High School is not responsible for loss of any unsecured items.

Open Drinks

Students may carry drinks in school as long as the container is closed and has the ability to be latched and carried in a book bag. The privilege of having drinks in a classroom is up to the discretion of individual teachers.

Chair Lift

Only designated students are allowed to operate the chair lift. Chair lift participants will have a passing period before or after the three minute passing period allowed by the bell schedule.

Book Bags

Book bags are allowed, however, special precaution should be taken with bags. Do not leave bags unattended except for inside the locker, this includes on top of lockers or in the hallways. Book Bags should be kept out of walk-ways while in classrooms.

Telephone

The telephone in the office can be used for student calls to parents as necessary and within reason.

Class Activities

1. Seniors shall have: Priority in all money making projects.
2. Juniors shall have: Priority on ushers for graduation and provide banquet and prom for seniors.
3. All other money raising projects for classes and organizations shall be approved by the Principal and budgets from each class and club shall be turned in at the beginning of the school year.
4. Flowers given for death in immediate families of students, faculty, and school board shall not exceed \$25.00 per class.
5. Balance of senior monies may be used to continue the tradition of leaving a gift to the school.
6. Class meetings may be held once a month as the calendar allows. Additional meetings must be scheduled with the principal.
7. Concessions are distributed among grades 7-12, based on who works.

Senior Trip

Each year graduating seniors take a class trip which must include a visit to Washington, D.C. Those seniors who do not go on the class trip are required to be in school all day during the school days other seniors are on the trip. Any student not in attendance immediately following the trip will be subject to special disciplinary action, which may include losing privileges to attend Prom and/or walk at Graduation.

This trip is traditionally a 6-year educational and fund-raising project with the main objective being participation by the students. Projects will be approved by the Principal, assigned in advance and evaluated. **Seniors must be in good standing in regard to attendance, grades, discipline, service hours, etc. to go on the trip. Students who graduate in December or attend an alternative school must meet individually with building administration to determine if they are eligible to go on the trip.**

To be eligible to go on the senior trip each class member must help raise his/her share of the money. Each student is expected to raise approximately \$700 towards the trip. (Exact amount needed will be determined in September of the students' senior year.)

All money owed for the class trip is due the first week of April. Money collected and earned by the class becomes the property of the school. Students who do not go on the class trip for whatever reason are not entitled to reimbursement for any funds raised.

Scholarship Opportunities

Timm Scholarship Trust Fund (Top 12 graduating seniors continuing their education)

- | | | |
|------------|----------|-----------|
| 1. \$1,500 | 5. \$750 | 9. \$500 |
| 2. \$1,250 | 6. \$750 | 10. \$250 |
| 3. \$ 750 | 7. \$500 | 11. \$250 |
| 4. \$ 750 | 8. \$500 | 12. \$250 |

Check with the Guidance Office for scholarship and loan information.

Foreign Exchange Program

Juniors and seniors are allowed to participate in recognized foreign exchange programs. Participating students are subject to graduation requirements and attainment of 24 course credits. Candidates must complete the required English III, IV, or Applied Communication courses and the history requirements of U.S. History and U.S. History II courses. The history requirements will be completed at ALAH. Classes taken during the foreign exchange will be taken pass/fail and will not be computed in the student's final G.P.A.

Transfer Students

Transfer students must attend ALAH HS the final three semesters prior to graduation to be eligible for scholarship monies associated with the Timm Trust, included in class rank, and to be considered as valedictorian or salutatorian candidates. Students who transfer to Arthur Lovington Atwood Hammond High School will have all courses taken at previous schools placed on the transcript. All credits earned will be accepted. Honors courses taken at other schools will only receive extra weight if the course is also offered as a weighted course at ALAH HS.

Sportsmanship/Dances/Events

Any person conducting himself in an improper or unsportsmanlike manner may be denied the privilege of attending school events.

Any student leaving the building or grounds during a school sponsored event without permission of a sponsor, chaperone, faculty, administrator or staff member will not be readmitted.

Visitors To Dances

Students who request to bring a guest/date to any school dance must obtain and complete a form from the high school office. The form must be returned to the high school office at least three days in advance of the event. The principal must approve any guest/date that is not from the district. The form will require a signature from the parents of the district's student, the guest's parent and the principal or administrator from the guest's school.

School Evacuation Pick Up Procedures

In the event that the school building needs to be evacuated for an extended amount of time, the school will notify parents of the location for picking up their students through an all-call announcement. Strict pick up procedures will be followed. Please wait for specific instructions on when to arrive and where to wait for your student to be released to your care. Your cooperation is crucial for this procedure to run smoothly. The top priority of the school is the safety of your student. Teachers and administrators will follow our evacuation and release procedures outlined in our crisis management plan.

Drug Testing Policy

PHILOSOPHY/PURPOSE

The Arthur CUSD #305 Board of Education believes that the use of prohibited substances or illegal drugs by students who participate in extracurricular activities (sports, cheerleading, clubs, organizations, student council, and National Honor Society, etc.), parking automobiles on school district property, are enrolled in a driver's education class that requires them to operate a motor vehicle, and/or are enrolled in a class that operates power equipment, presents a particular hazard to the health, safety and welfare of the students and those who interact with that student. The Arthur CUSD 305 School Board encourages students to participate in these above mentioned activities, but believes the opportunity to participate in school sponsored activities, park on school district property, and operate school district motor vehicles, and use and operate power equipment during courses is a privilege and not a right. To be eligible to try out for or to participate in any of the above mentioned activities, privileges, or classes, students must agree to submit to random testing for the use of prohibited substances, if selected, in accordance with this policy.

The Arthur CUSD 305 recognizes that there is a high incidence of drug abuse by students nationwide, which is epidemic in proportion. The district also recognizes that some Arthur CUSD 305 students have or will experiment with illegal drugs during their school years. Because participants in extracurricular activities and organizations are especially respected and looked up to by the student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of illegal drugs. Moreover, participants in extracurricular activities and those operating personal vehicles on school district property, or operating district owned vehicles and/or power tools can be a danger to him-or herself and others. In order to provide for the health and safety of the individual extracurricular participant, vehicle operator, and class participant as set forth above, as well as provide a legitimate reason for the students to say, "NO" to prohibited substance use, and to provide an opportunity for those taking drugs or using tobacco to receive help in locating programs which can provide assistance, the school district has implemented a random drug testing program. The program is not punitive. It is designed to prevent drug and tobacco usage, to educate student group participants as to the serious physical, mental, and emotional harm caused by drug and tobacco use/abuse, to create and maintain a safe, drug free environment.

Parents and guardians have the option of requesting participation in the random drug testing program, even if their student(s) is not a participant in extracurricular activities, parking or operating a vehicle on school district property, or a class participant as defined above.

Definition

A. Extracurricular Activities

School sponsored activities outside the regular school day, conducted by and representing Arthur CUSD 305, where participation is voluntary, and no academic credit or grade is awarded.

B. Extracurricular Participant

Any student who is trying out for or participating in any extracurricular activity, including but **not** limited to, school sport(s), cheerleading, clubs, organizations, student council, and National Honor Society.

C. Illegal Drugs

Any substance considered illegal or controlled by the Food and Drug administration, However, prescription drugs prescribed by a licensed physician or licensed practitioner, and used in a manner consistent with the prescription or prescribing physician or licensed practitioner's

instructions, shall not be a violation of this policy. Prescribed cannabis shall not be exempt from the definition of illegal drugs. Drugs to be tested are amphetamines, methamphetamines, Opiates, Cocaine, Phencyclidine (PCP) and Marijuana.

D. Self-referral

The process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug, alcohol, or tobacco. This is done by the student notifying staff or administration during any time in the year.

E. Testing Frequency

The time period for random tests is determined by Arthur CUSD 305 and/or the testing organization. No student will be given advance notice or early warning of the testing

F. Dilute Specimen

A specimen with a specific gravity of less than Department of Transportation (DOT) guidelines. If a specimen is found to be diluted, a test will be considered a negative test and in violation of the policy.

G. Testing Organization

The organization selected by the Arthur Board of Education to implement the random drug-testing program and all required testing activities and/or tasks.

Consent Form

To try out for or participate in extracurricular activities, parking on school district property, participate in a driver's education class that requires them to operate a motor vehicle, and/or maintain enrollment in a class that operates power equipment, the student and his/her parent/guardian must read this policy and sign a consent form **during registration** in which the student agrees that as a condition of participation in extracurricular activities, parking a personal vehicle on school district property, and/or maintain enrollment in a driver's education class that requires them to operate a motor vehicle and/or a class that operates power equipment, the student and his/her parent / guardian must consent to the random drug testing program outlined in this procedure. **Any student that wishes to participate in a sport, park on school property, or be in a class that requires them to operate power equipment must sign the form during registration.** Students who decide to participate in one or more of the activities stated above later in the semester may not be allowed if not consent was not given during registration.

Withdrawal of Consent

Consent for participation may be withdrawn under the following conditions:

1. Student is not selected for the team/activity for which he or she tried out, not enrolled in the courses included in this and does not drive a vehicle to school;
2. Any student who will not be participating in any qualified extracurricular activities, parking on district property, or continue enrollment in a course requiring operation of a motor vehicle or power tools and equipment, upon receipt by the School District of a written request for withdrawal of consent from the parent(s) or guardian(s) of the student. Should the student elect to resume participation in any qualified activity or class, the student and parent/guardian will be required to execute a new consent form pursuant to this policy.

Noncompliance

If the student or his/her parent(s)/guardian(s) refuse to sign a consent form during registration, the student will not be permitted to be a member or participate in extracurricular activities, parking on school district property, or maintain enrollment in a driver's education class that requires the student to operate a motor vehicle and/or in a class that operates power equipment until such a consent form is signed. In addition, if the student participant refuses to be tested, does not complete the test as instructed, submits a dilute specimen, or does not complete the test in the time frame outlined by the testing company, the participant will be considered in violation of this policy and automatically will be deemed to have tested positive.

Confidentiality

The results of any random test administered under the terms of this policy shall be kept confidential and disclosed only to the relevant coach/sponsor, his/her parent(s) or guardian(s), school administration, and if needed, the Board of Education of Arthur CUSD 305. The results of the testing pursuant to this random drug testing policy shall not be used as a basis for any disciplinary action other than disqualification for athletes provided for in the Athletic Code Policy. Students who have tested positive must submit a "clean" sample, meaning free of any drugs or alcohol, before they can resume participation in extracurricular activities, parking on school district property, and/or the courses defined herein. The cost of this test shall be the financial responsibility of the student's parent/guardian. The test results will not be placed or maintained in the student's permanent record, but will be kept by the testing facility. The results for testing negative or positive will be kept until the student graduates. At that time all results/records of this policy, related to by the testing facility for each student will be purged.

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than as required by law.

Random Selection of Sport, Extracurricular Organization, Class, and Privileges Participant for Testing

At the beginning of each school year, the testing agency will be provided the name of each student that is involved in the random drug testing program. The selection of names will be computer generated and made by the testing agency. Participants will be eligible for random testing throughout the school year.

Notification of Participant Selection/Absence

The selected random drug testing participants will be notified to report to a classroom once the testing agency has arrived at school. From this room, the student will be escorted to the test site. If the student is absent from school the student will retain privileges, but will automatically be tested on the next testing date. After testing, a participant's number will be returned to the testing population and subject to re-selection during the next testing cycle. Participants will be subject to random testing throughout the school year.

Student Transfer

A student transferring to Arthur CUSD 305 in grades 9-12 will be provided a copy of this policy. Transfer students and parents/guardians will be given a reasonable time (not to exceed five (5) school days) to determine whether or not the student intends to participate in extracurricular sports, activities, organizations, classes, or designated privileges. Once the student and parent/guardian sign the consent form, the student's name will be added to the random list.

Program Details

Testing procedures, chain of custody, and testing results will be implemented according to the procedures outlined by the policy Manual of the Testing Agency selected by Board of Education of Arthur CUSD 305.

Financial Responsibility

1. Under this policy, the Arthur CUSD 305 will pay for all initial drug tests pursuant to this Policy. 2. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent/guardian.

Testing Results

The parent(s) or guardian(s) of any randomly tested student will be notified by mail as soon as practical, of the district's receipt of the test results.

Testing Positive

If a student/participant's test results are positive, the student/participant will be considered in violation of the Athletic Code and the stipulations outlined in this policy.

Students that park automobiles on school district property, are enrolled in a driver's education class that requires them to operate a motor vehicle, and/or are enrolled in a class that operates power equipment will be subject to penalties directed by the administration which may include loss of privileges or dismissal from a specific class.

A Student must provide a follow-up test after the athletic penalty is enforced to show that the substance is eliminated from the body at a cost to the student.

If a positive test is obtained from the follow up test, or any later test, the same, previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists.

This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Arthur Lovington Atwood Hammond High School
Drug Testing Consent Form

I have read the Arthur CUSD 305 Random Drug Testing Policy for student participants, or I am a parent or guardian electing to enroll my student in random drug testing pursuant to the Policy, and I understand the Board of Education's policy and procedures and agree to follow policy and procedures, including being subjected to random drug testing, as a condition of participation in extracurricular activities (sports, cheerleading, poms, clubs, organizations, student council, and National Honor Society), driving automobiles to school, are enrolled in a driver's education class that requires them to operate a motor vehicle, and/or are enrolled in a class that operates power equipment. I understand that if I disobey the rules or produce a positive drug test the consequences outlined in the confidentiality section of this policy will go into effect.

I accept the method of obtaining urine, hair, or saliva samples, testing and analyses of such specimens, and all other aspects of the program. I agree to cooperate in furnishing such urine, hair, or saliva samples, which may be required at random times. I also give the drug testing facility permission to discuss all test results with the proper Arthur personnel. This consent is given pursuant to all State and Federal privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent such disclosure is authorized by the program. This consent is valid for the current school year.

I understand the initial costs for random drug tests will be paid for by the Arthur CUSD 305.

Printed Name of Student	Signature of Student	Date
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Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date
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Arthur Lovington Atwood Hammond High School
Receipt of Handbook and Authorization Page

My signature below signifies that:

1. I have received a paper copy OR understand where to locate the student handbook, including the Athletic Code, on the district website.
2. I understand that I may ask questions for clarification to the building administration. have been given the opportunity to ask questions for clarification.

Printed Name of Student	Signature of Student	Date
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Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date
---------------------------------	------------------------------	------