

## **FORWARD**

Welcome to Okaw Valley High School. On behalf of the Board of Education, the administration, the faculty, and the staff, we would like to welcome you to another school year. We are eager to begin new traditions at Okaw Valley High School and proud to have you as a part of it.

The goal of the Okaw Valley High School is to provide you with the best possible educational opportunity. All our efforts will be made to reach this objective. In the process we would like to make this experience as enjoyable as possible.

It is recognized that no handbook can anticipate all of the questions that may arise. However, this book should serve as a valuable guide as the school year progresses. It is very important that you read and understand this book, as you are responsible for the information it contains. If at any time you have a question, feel free to ask the principal or other staff members.

When individuals make an honest attempt to be responsible, very few rules and regulations are needed. It is our hope that, with the assistance of this guide, you will enjoy your school year at Okaw Valley High School, and become a conscientious, mature citizen upon completion of your education.

**“EDUCATION IS THE KEY TO YOUR FUTURE”**

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Jena Atchison, K-12 Guidance Counselor  
Paula Coffey, K-12 Guidance Counselor

## **High School Faculty**

Banning, Gayle..... World History, Geography, American History  
Bone, Renee . . . . . Algebra 1, Geometry, Math Boost  
Bruyn, Shari..... Algebra 1, Algebra 2, Algebra/Trig  
Calculus, Gen Ed Math/Statistics  
Call, Martin. . . . . English 1, English 2, Journalism/Mass Media, English Boost  
Camareno, Maria. . . . . Spanish 1, Spanish 2, Spanish 3, Spanish 4  
Christner, Jacob. . . . . Chemistry 1, Chemistry 2, Physical Science, Physics  
Crowder, Jennifer..... Special Education Resource

Doan, Arlone . . . . . Biology 1, Biology 2, Anatomy & Physiology, Adv. Zoology,  
Environmental Science

Foster, Melody. . . . . Special Education Resource

Jones, Misi. . . . . P.E.

Macklin, Lara. . . . . Resource Aide

Perry, Emily. . . . . Adv. Ag Mechanics, Ag Science, Intro to Ag,  
Ag Business, Horticulture

Reynolds, Mike . . . . . P. E., Driver Ed./Health

Scott, Bonnie . . . . . Foods 1 & 2, Resource Management/Adult Living,  
Child Development/Parenting, Job Shadowing

TBA. . . . . H. S. Band, Chorus

Will, Lin . . . . . Current Events, English 3, English 4, Honors English 4,  
. . . . . Speech, Contemporary Novels

Wilson, Ann . . . . . Keyboarding/Computer Concepts, Job Shadowing

Yantis, Jennifer . . . . . Art Orientation, Drawing 1, 2, 3/Painting1, 2, 3,  
. . . . . Sculpture 1/Digital Photography, Graphic Arts, Publications

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## **SCHOOL SCHEDULE**

### **Hours:**

School hours at OVHS are from 8:10 A. M. to 3:05 P. M.

### **Closed Campus:**

Upon arrival to the school premises, students may not leave except with the permission of the principal or for an organized activity under the direct supervision of a staff member, until the final dismissal bell. In addition, upon first entering the building, students may not exit the building except with permission of the principal or for an organized activity under the direct supervision of a staff member, until the final dismissal bell.

Leaving school without school permission or being in the parking lot without permission will result in disciplinary action. Students are to report to the principal's office to sign-out before leaving the building. Students who fail to sign-out will be considered truant. Students who must go home will be expected to make that time up after school.

### **Arrival/Dismissal:**

Students should not arrive before the school doors are opened at 7:50 A. M. Bus students who arrive before 7:45 A. M. are to go into the gym and sit quietly in the bleachers. Students who are not under the supervision of a staff member must leave the building by 3:05 P. M.

Students who need to be in the building prior to 7:45 A. M. must get prior permission from a member of the faculty/staff.

### **Supervision**

No students are to be in the building without staff member approval and supervision. Students are not allowed to participate in athletic activities in the gym before or after school unless under the direct visual supervision of a faculty member. No one may be on the gym floor in street shoes.

### **Daily Schedule:**

A modified block schedule is used at OVHS in order to provide the benefits of both a block and a traditional schedule. The students are enrolled in 8 classes a semester. There are two block

periods in the morning that meet every other day for 77 minutes. The four afternoon classes meet every day and are 40 minutes in length.

The times for the modified block schedule are provided below.

<b>Period</b>	<b>Class Time</b>
1A/3B.. . . . .	8:10 - 9:27 a.m.
2A/4B.. . . . .	9:30 - 10:47 a.m.
9 <sup>th</sup> gr & 10 <sup>th</sup> gr Lunch/11 <sup>th</sup> & 12 <sup>th</sup> Home Room. . . . .	10:51 - 11:17 a.m.
11 <sup>th</sup> gr & 12 <sup>th</sup> gr Lunch/9 <sup>th</sup> & 10 <sup>th</sup> Home Room. . . . .	11:20 - 11:46 a.m.
5 <sup>th</sup> period . . . . .	12:32 - 1:12 p.m.
6 <sup>th</sup> period . . . . .	12:32 - 1:12 p.m.
Academic Achievement Time . . . . .	1:15 - 1:39 p.m.
7 <sup>th</sup> period . . . . .	1:42 - 2:22 p.m.
8 <sup>th</sup> period . . . . .	2:25 - 3:05 p.m.

## ATTENDANCE POLICIES AND PROCEDURES

It is the responsibility of the parents to see that their sons or daughters are in school regularly. (See Compulsory Attendance/Truancy this section.) To accomplish the educational objectives of the school and to accommodate special family needs, attendance policies and procedures have been developed.

### **Student Attendance:**

Students who leave the school to go home, except for medical reasons, will make up the time after school and may receive points. Decisions regarding special situations will be made by the building principal.

When any student has one or more unexcused absences, an attempt to notify the parents/guardians by phone call will occur. Any student who acquires three unexcused absences is required to meet together with the building principal and his/her parents/guardians within 72 hours of the third unexcused absence with the intent to diagnose the problem and identify any supportive services that may benefit the family.

After five unexcused absences, the building principal will send written notice to the parents/guardians and student that they have five school days to reach the district Superintendent and explain how they are going to correct the situation.

**Any student who accumulates ten absences in a class or combination of classes shall be required to submit a written doctor's note or provide notice of death or serious illness in the immediate family for all subsequent absences for the remainder of the school year. Failure to do so shall result in an un-excused absence.**

Absences excused by a doctor's note or students sent home by school officials will not count toward these 10 class periods, therefore it is strongly recommended that when students go to the doctor they bring a note. Decisions regarding special situations will be made by the building principal.

### **Tardiness to Class:**

The classroom teacher will determine if a student is tardy according to the discipline plan for all periods *except* the first period of attendance on that day. (First period normally, but the first period a tardy student arrives during the day.) Students arriving late to school should report directly to the office to sign in and get an admit slip. The office will assign discipline, when appropriate, in these cases. Teachers will not admit tardy students to their first period classes without a pass from the office.

## ACADEMIC RULES AND POLICIES

### Academic Eligibility:

- All high school students who participate in extra curricular activities – competitive and non-competitive – must be passing (D) in all subjects to be eligible to participate in those activities.
- All IHSA rules will be followed where applicable.
- Additional restrictions may be made concerning in-school privileges.
- Ineligibility does not excuse attendance from practice and contests unless excused by the sponsor.
- Ineligibility starts on Monday morning at 12:01 a.m. and goes through Saturday night 12:00 midnight.
- High School students or athletes will be put on a warning list the first week they are failing a single class. The second week in a row that they are failing the same class they will be ineligible.

If an athlete, or anyone participating in a co-curricular activity, fails more than a single class, he/she will be ineligible for the following week. A student who fails two classes must be passing both classes before regaining eligibility status.

### Academic Warning List:

The names of students receiving “D’s” and “F’s” will be given to the athletic director/guidance counselor weekly. The athletic director/guidance counselor will compile three lists: one for “D” students, one for first week “F” students, and one for ineligible students. These lists will then be distributed to the teachers/coaches each week.

Under the Block-8 schedule, with classes meeting three times one week and two times the second week, students have a difficult time raising their grades to become eligible in a class that meets only two times during that week.

While on the warning or ineligibility list, a student has a joint responsibility with his/her teacher(s) to meet and determine a course of action (such as tutoring) to improve his/her academic standing. A student’s improvement in academic standing will be monitored by the athletic director. Failure to make satisfactory progress may result in the student becoming ineligible by recommendation of the principal.

Any student that is on the D/F list cannot attend home room meetings and/or leave the home room classroom without a previously written pass to another teacher’s classroom to get additional homework help.

## **Activity Fund:**

The student activity fund is maintained by the school district for the deposit and distribution of monies collected by various student organizations and clubs. This fund is supervised by the building principal. Specific rules and regulations for operation of the activity fund are established to protect the students' interests and to maintain a clear financial record of accounts. In general, funds are expected to benefit those students who have contributed to the accumulation of the funds. Leaders of all student organizations will be informed of the details of deposits and withdrawals from their accounts.

## **Annual Activity Fee:**

Students participating in non-credited extra-curricular programs will be assessed an annual fee as established by the Board of Education. Organizations included are Athletics, Cheerleading, and Scholastic Bowl. Payment of the fee must be made prior to the first official contest and is non-refundable after the first official contest.

## **Book and Materials Fees:**

- Book /workbook/materials fees vary from year to year and are published in the local newspaper prior to the beginning of school. These fees are collected at the time of registration by the Principal's office.
- Shop students are charged the actual cost of materials used in the shop projects. One-half of the projected cost must be paid prior to commencing the construction of the project.
- Home Economics students are charged the actual cost of sewing materials used in class projects.
- Charges for damaged or lost books, materials, and/or equipment are based on the repair or replacement cost of such items.

## **Cheating and Plagiarizing:**

All work submitted for credit in any class is expected to be the original work of the student submitting it. If work is not the original effort of the student, that student may be found guilty of cheating or plagiarism.

**Cheating** - Cheating can include copying another student's work or computer files or allowing work or computer files to be copied by another student. Cheating can also include illegal notes or "cheat sheets" or in any way obtaining answers for questions from an outside source in a test-taking situation.

**Plagiarism** - Plagiarism occurs when material is presented as though it is original, when it actually comes from an outside source. Plagiarism is stealing another person's ideas about

a subject, his or her method of presenting or organizing ideas, or the actual work itself. Plagiarism includes the following:

- Failure to identify with quotation marks, words or symbols copied from another source;
- Failure to note in a footnote or a phrase the author and/or the source of material used in writing or speaking;
- Failure to provide a bibliography for a written or an oral report that requires research;
- The use of another source's ideas or plan as the basis of a project, report, or composition;
- The use of another person's words or ideas as one's own for homework, speeches, themes, poems, musical compositions, art work, projects, and the like.

A student found guilty of cheating or plagiarism shall receive a "0" for the assignment, test, quiz or project. The "0" will be averaged into the quarter grade. Make-up privileges shall not be granted. When cheating and plagiarism constitute a deliberate act of deception the student's parent/guardian will be contacted and a Saturday detention shall be assigned. A student guilty of plagiarizing a course requirement (i.e., term paper) risks loss of credit for the semester. Repeated offenses will result in more severe disciplinary action.

### **Class Meetings:**

Whenever possible, all class or group meetings should be scheduled a week in advance. This is to insure that all classes, organizations, groups, and the principal's office have time to prepare for the meeting. All meetings must have the consent of the sponsor, advisors, and the principal. The principal will make any final decisions on groups which have a conflict of time, place, etc. The meetings will be posted in the daily bulletin. Exceptions will be allowed with the principal's permission.

### **Class Rank and Scholarship Average:**

In many instances the "class rank" of a student determines whether or not a student may be admitted to a specific college and/or is eligible for scholarships. Class rank is determined by computing each student's cumulative grade point average (GPA) in a particular class, and then "ranking" these grade point averages from highest to lowest. Example, if a class had 40 members and one student's grade point average is 3.60 and 12 students in the class have averages higher than 3.60, but all others have averages below 3.60, then that student's rank would be 13<sup>th</sup> out of 40 or 13/40.

### **Class Standings:**

Class standing will be determined by number of credits obtained. A student must obtain a minimum of 4 credits at the end of their freshman year to be classified as a sophomore; a

minimum of 12 credits by the end of their sophomore year to be classified as a junior; and a minimum of 20 credits at the end of their junior year to be classified as a senior. Students must obtain a total of 30 credits in order to graduate.

Class standing of students who transfer into the district will be determined on a case by case basis according to the number of credits earned/credits required at the previous school.

If a student does not have enough credits to be classified at the next grade level, the student will not progress with their class to the next homeroom grouping.

### **Community Service Program:**

All students at Okaw Valley High School must complete 16 hours of community service as a requirement for graduation. Transfer students will have the number of hours needed pro-rated.

Student can earn community service hours in three levels:

- Level 1- School: Students will be allowed to earn up to 8 hours in activities which primarily include assistance to school personnel during the school day (office or library help, teacher assistance, for example.)
- Level 2- Family and Friends: Students will be allowed to earn up to 8 hours in activities which include assistance to family members (outside of immediate family or household) or friends (examples include raking leaves, non-paid babysitting, buying groceries, scooping snow).
- Level 3 - Community: Students will be required to earn at least 8 hours in activities that benefit an unrelated individual or specific community organization.

Students will be recognized for their community service activities as follows: students who receive the most hours (top 10% in class) over their high school career will be awarded Service Cords to wear at graduation; students who accumulate 50 hours of service in one year will become members of the 50 Hour Club and be allowed to participate in special opportunities; the student who has accumulated the top number of service hours over their high school career and who is pursuing an advanced degree will receive a \$250 Service Scholarship

### **Correspondence Courses, Summer School, Night Classes:**

- A maximum of two units of credit from correspondence courses or night classes may be counted toward the requirements for a student's high school graduation except upon the recommendation of the Superintendent and approval by the Board of Education.

- A maximum of two units of credit for successful completion of summer school courses taken for the purpose of making up failed credits except upon recommendation of the Superintendent and approval by the Board of Education.
- All correspondence, summer school, and night courses must be approved through the guidance office with final approval given by the building principal prior to enrollment.
- Correspondence work will be accepted from institutions accredited by the North Central Association of Colleges and Secondary Schools. All correspondence materials will be monitored and administered by the school.
- Summer school work will be accepted from any accredited high school when evidence of satisfactory performance is filed with Okaw Valley High School.
- The student assumes responsibility for all fees.

Students may have an opportunity to access a credit recovery program “*Novel Suite*”. Access will be determined by grade level and attendance rate (*students with less than a 90% attendance rate will not qualify*) to facilitate graduating with one’s classmates. The cost to access the credit recovery program is \$100 and a waiver may be obtained with the permission of the building principal.

### **DATA Courses:**

To be eligible for classes at DATA a student must have a 95% attendance rate and a GPA of at least 2.0 the previous school year. Exceptions will be made by the administration on a case-by-case basis.

### **Driver Education:**

A student must pass eight classes in the previous two semesters in order to enroll in the drivers education class.

Each student enrolling in the drivers education class will be charged a fee of \$45 for the driving phase of the class.

### **Electronic Network:**

Each student and his or her parents/guardians must sign an Authorization for Electronic Network Access as a condition for using the District’s electronic network, including Internet. This authorization must be signed annually. Each student is expected to follow the guidelines listed in the Acceptable Use Policy (AUP).

Violations of this policy include but are not limited to:

- unauthorized use of any instant messaging program
- minor incidents of vandalism i.e. defacing keyboards or mouse

- viewing non-educational websites
- altering present settings of machine
- viewing, copying, or altering student/teacher files
- failure to scan various media brought into the building for viruses
- not following procedures to report access to inappropriate websites
- adding or removing equipment/peripherals

Consequences for violation of the AUP could range from discipline points, if applicable, to 1 calendar year removal from the network per administrator discretion.

### **Eligibility to Attend After-School Activities:**

- Students must attend school the half-day immediately preceding the after-school activity. Non-attendance day activities which begin at noon or later are exempt. Non-attendance day activities begin with the departure of the bus from the school.
- Anticipated absences will not generally exclude the student from participation in after-school activities. The half-day absence from school must be an excused absence such as a doctor or dental appointment, death in the immediate family, funeral, etc. Participation will be at the discretion of the building principal.
- Disciplinary action may be a one or more performance suspension.
- Attendance at school award/recognition ceremonies shall be at the discretion of the building principal.
- Un-excused absences will exclude the student from participation in the activities.
- Only students enrolled on a full-time basis as of the date of the event may attend Homecoming and/or Prom. Guests of the OVHS students must also be enrolled at OVHS or another high school. Any exceptions must be approved by the principal. Forms for requesting exceptions may be obtained in the High School Office and must be completed and submitted seven days in advance of the event.

### **Excuse from Regular P.E. Classes:**

To be excused from regular P.E. classes a student should bring a written excuse from his/her doctor to the P.E. office.

### **Field Trips/Class Trips:**

Any student whose name appears on the ineligibility list may not be allowed to participate in a field trip that is “non-academic” (non-class related) in nature. The final decision will be made by the principal. No non-educational field trips will be allowed on school days.

Non-educational class trips will not be allowed. Non-educational, non-competitive, overnight trips will not be allowed.

## Grading System:

- Grades A, B, C, D, and F will be used by all teachers.
- In figuring grade point averages an A = 4 points, B = 3 points, C = 2 points, D = 1 points, and an F = 0 points.
- All courses will be included in the GPA. GPA will be computed to three decimal places, rounded. The following courses shall be weighted with A = 5 points, B = 4 points, C = 3 points, D = 2 points, and an F = 0 points. The courses are Accounting 2, Advanced Zoology, Anatomy & Physiology, Chemistry 2, Physics, College Algebra, Calculus, Trigonometry, Statistics, General Education Math, English 4A, and Spanish 4.
- “F” indicates failure. When students fail a semester of a course they receive no credit for the course, and it must be repeated if it is a required course.
- All classes in grades 9 through 12 will use the district approved grading scale.

92 – 100	=	A
82 – 91	=	B
71 – 81	=	C
60 – 70	=	D
Below 60	=	F

## Graduation Requirements:

- In Block-8 scheduling, students will be enrolled in a class each period of the day. One credit will be given for each class successfully completed. Thirty credits are required for graduation.

The number of credits required for graduation for students attending programs outside the district or transferring into the district will be determined on a case by case basis according to the number of credits required in the program/credits earned at the previous school.

- The required academic courses and number of credits needed are:
  - English – 4 credits
  - Math – 3 credits
  - Science – 3 credits
  - American History – 1 credit
  - Must pass Federal and State Constitution exams
  - Geography – 1 credit; or World History - 1 Credit
  - Consumer Education – ½ credit
  - Foreign Language, Art, Music or Vocational – 1 credit

- Computers – 1 credit
- Health – ½ credit
- Drivers' Education – ½ credit
- Community Service Program - 16 hours
- Students must be enrolled in Physical Education each semester unless eligible for an exemption.
- Valedictorian and Salutatorian are based on eight semesters of successfully completed high school work. The student with the best semester GPA after 8 semesters will be the valedictorian. The student with the second best GPA will be the salutatorian. There can be co-valedictorians and co-salutatorians.
- No student may go through the graduation ceremony unless all education requirements have been completed. Students that graduate at semester may also participate in the graduation ceremony. A student with a disability who will have completed 4 years of high school at the end of the school year may participate in the graduation ceremony of his or her graduating class and will receive a certificate of completion in lieu of a diploma if the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's 4 years in high school.

### **Honor Roll:**

Honor roll will be compiled quarterly. All subjects are to be included in the honor roll averages. Students cannot be eligible for the high honor roll if they have a grade below a "B" in any subject. Students cannot be eligible for honor roll if they have a grade below a "C" in any subject. Grades will be averaged on a four point system, dropping all "+"s" and "-s".

Honor roll designations will be as follows:

- **Honors** – any student with an average of 3.00 – 3.49.
- **High Honors** – any student with an average of 3.50 or higher.
- **Straight A Honors** - any student with an average of 4.0

### **Library-Media Center:**

- All Student-Parent Handbook policies apply in the Library-Media Center.
- The Library-Media Center will be open on a regular basis, depending on the schedule of the Librarian or Library Aide. Teachers will be provided with a copy of the schedule to post in their classrooms.
- Faculty and staff are asked to schedule class use of the Library-Media Center, in advance, on the schedule maintained by the Librarian or Library Aide. Priority will be given to pre-scheduled classes.

- A student, coming from a class or homeroom to use the Library-Media Center or the computers there, must have a pass from the teacher indicating the student's purpose. The student should present the pass to the Librarian or Aide on duty.
- A general circulation book may be checked out for two weeks, and it may be renewed one time if there is no hold list for the book. Extended renewals are up to the discretion of the Librarian, and the number of items checked out by a single student may be limited by the Librarian. NO library material should leave the Library-Media Center without being checked out.
- Reference books, magazines, and materials placed on hold by teachers for special projects may be used in the library only. Some projects may require limited check-out of magazines and reference materials, but the teacher should discuss these needs with the Librarian or Aide before making the assignment to students.
- It is the responsibility of the student to return or renew his library materials by the due date. When a book becomes overdue, if it is returned with the next week, there will be no fine charged. After the grace week, a fine of five cent a day will be charged from the due date, and if the book is not returned within three weeks of the due date, five discipline points will be given weekly for lack of responsibility. Points will also be given weekly if fines are not paid within three weeks of issue.
- A student who has lost library material will be charged for it according to the age and the replacement price of the material. If the lost material is less than five years old, the full price will be charged. If the item is older than five years, the charge will be one half the replacement cost. A student may also be assessed a fine for damage to library material.
- The Library-Media Center will close two weeks before school is out. Students must return all materials by that date. Teachers are asked to refer to this date when scheduling reports and assignments.

## **Lockers:**

Students are assigned lockers in the hallway and locker room and assume all responsibility for its content and condition. The Board of education or its employees cannot be liable for losses which may occur. Lockers must be secured at all times.

- Each student is assigned a hall locker for books and clothing storage. Lockers are to be kept the entire school year. Changing lockers must be approved by the Principal's office.
- Gym lockers are assigned for physical education and/or athletic participants' use. Combination locks are furnished and must be returned in good operating condition at the end of the year or there will be a "damage/lost" fee charged.
- Money and valuables should never be left in lockers. If brought to school, these items may be taken to the office for safe keeping.
- Lockers are school property and school authorities may make reasonable regulations regarding their use. Abuse of lockers may result in forfeiture of locker privilege.

- 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 consent of the school. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

### **Physical Education:**

- All students will dress and participate in P.E., unless excused temporarily by the P.E. instructor or the principal.
- Students will be excused upon recommendation of the family physician.
- Except in cases of extended exclusion from physical education due to medical reasons, students will report to class and be given alternative assignments by the instructor.
- The required dress for P.E. consists of the regulation gym suit and tennis shoes (tennis shoes specifically for indoor gym floor use).
- Students refusal to dress or lack of the P.E. dress uniform constitutes an act of direct disobedience and/or insubordination and will result in disciplinary action.
- All P.E. uniforms will be taken home over the weekends to be washed.

### **Physical Education Exemption Policy:**

It shall be the policy of Okaw Valley District #302 that students in grades nine through twelve (9-12), unless otherwise stated, may request to be excused from physical education courses for the following reasons:

- enrollment and ongoing participation in a marching band program for credit. (Students in grades 9 & 10 must have the approval of the counselor & principal);
- ongoing participation in an interscholastic athletic program (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade);
- enrollment 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 (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade);
- enrollment 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 (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade).

Students must submit such request in writing with as much specificity as possible. Principals shall maintain records showing that they applied the stated criteria to the student's individual circumstances.

Every student excused from physical education course requirements will be provided with a schedule which meets minimum requirements.

Approval of an exemption will be for one semester only, but may be renewed for an additional semester if circumstances warrant.

**Physical Education - Excuse for Special Education** A student in Grades 3-12 who is eligible for special education may be excused from physical education courses if the student's parent/guardian agrees or the student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be included in the individualized education program. A student requiring adapted physical education must receive that service in accordance with the individualized education program.

### **Progress Reports (Midterms):**

Midterm progress reports will be provided to all students during the fifth week of the quarter. The dates that the students will receive the completed reports will be published in the monthly school activity calendar. Parents are encouraged to ask their student(s) for the report, to review its contents, and to take corrective action if recommended.

### **Report Cards:**

Report cards are issued to students the Friday following the end of each nine weeks grading period. The cards are not expected to be returned.

### **Schedules/Schedule Changes:**

- All students must be enrolled in eight courses each semester, including P.E. P.E. may be waived with a medical excuse signed by a physician or a P.E. waiver for juniors and seniors authorized by counselor and principal.
- Student/parent initiated schedule changes necessitated by educational and/or career plan revision will be processed as follows:
  - **Adding courses:**
    - Courses can be added any time during pre-registration or during the first four school days (2A & 2B days) in August.
    - For SECOND SEMESTER courses, all changes must be made no later than the fourth day (2A & 2B days) of the second semester.
  - **Dropping courses:**
    - Required courses CAN ONLY BE DROPPED with counselor and principal approval.

- Elective courses may be dropped in order to meet individual educational/career related goals with the approval of counselor and principal.
  - After 4 days have expired at the beginning of 1<sup>st</sup> semester students enrolled in full year courses are required to complete both semesters.
- Schedule changes may be initiated by the counselor throughout the year when deemed necessary and approved by the building principal. (Examples: a student who would benefit if placed in a different section of a course as recommended by the teacher or a student approved for special education services.)

### **Semester Exams:**

Comprehensive semester exams will be given in all classes. Students may be exempted from an exam or exams for excellent scholarship and perfect attendance.

**State Tests** - All students taking state tests who score at the MEETS level in a subject area will be exempt from semester exams on a one for one basis; students scoring at the EXCEEDS level in a subject area will be exempt from semester exams on two for one basis. Semester exams shall count up to 20% (maximum) of the semester grade. Semester exams will be held on the last two days of the semester.

**Attendance** - Perfect attendance is one or less excused attendance days missed per semester. *(Does not apply to year end attendance prizes—no time may be missed)*

- Office attendance records are official.
- A student with perfect attendance for the semester can opt out of one final in a class in which they have an ‘A’ for the semester.
- No student who has received a suspension (bus or in or out of school), or a Saturday detention will be exempt from any semester test.
- No student who has an un-excused absence will be exempt from any semester exams.
- The following absences will not count against “perfect attendance” exam exemptions:
  - School sponsored activities
  - College Days
  - Court appearances based on a subpoena - court appearances based on a violation of the law WILL count against a student’s perfect attendance.
  - Other uncontrollable absences as approved by principal (ex-family funeral).

### **Senior Privileges:**

Students enrolled at Okaw Valley High School as of the date of Homecoming who have successfully completed six (6) semesters are eligible to be nominated and selected Homecoming King (boys) or Queen (girls). Students enrolled at Okaw Valley High School as of the date of Prom who have successfully completed seven semesters are eligible to be nominated and selected Prom King (boys) or Queen (girls). Both are subject to the student not having been eligible for the honor in a previous year. Only those students enrolled on a full time basis as of the date of the event may attend. Guests of OVHS students must also be enrolled at OVHS or another high school. Any exceptions must be approved by the principal well in advance of the event.

## **SAFETY PROCEDURES**

### **Alarms:**

The alarm for an approaching tornado or other emergency will be short blasts of the hall passing bells. The alarm for a fire will be the continuous sound of the fire horn. Earthquake information and instructions will come from the classroom teacher.

### **Disaster Drills:**

Disaster drills are held to prepare students and teachers for getting to safety in the event of severe storms or attacks. To avoid confusion, students should:

- ***Walk to the drill location***-Classes in the old building will go to the senior locker hallway, located on the west side of the social studies classroom (Room 3); classes in the west hall of the 1963 Addition will go to the technology maintenance room; classes in the Science rooms, the Industrial Arts room, the band room, and the gymnasium will go to the south and west walls of the cafeteria.
- ***Remain silent*** so that order can be maintained and important information can be given.
- ***Leave books*** in the classroom.
- ***Return immediately*** to the classroom when the drill is over.

### **Earthquake Instructions:**

In the event of an earthquake, students will:

- Take cover under tables, desks, or counters.
- Move to an inside wall if cover is not available, kneel down, and cover their heads.
- Move to open ground, away from buildings and overhead power lines if outside.

## **Fire Drill Instructions:**

- Fire drill instructions will be posted in each room. Each teacher will inform his/her classes of fire drill procedures.
- At the sound of the fire alarm: persons nearest the windows will close them; all students will form a single line with the persons nearest the door leading the way; students will walk quietly and as quickly as the pathway will permit to the nearest exit.
- The first two persons arriving at a door are to hold the doors open until all students have exited. The last persons through the fire doors are to close the fire doors.
- The stairways and hall will permit two lines to move. Everyone is to use the hand rails to help avoid accidents.
- Students should not stop to get books – reaching safety is much more important.
- Upon leaving the outside doors, students are to proceed to a safe distance away from the building. When possible, students will remain on the sidewalk or driveway.
- All persons will return to the building upon the signal of the regular class bell ringing, or upon the instruction of the teacher responsible for each group.
- Students will leave the building in the manner outlined in the diagram posted in the room they are in at the time of the fire drill.

## GENERAL RULES

### General Building:

- Students not riding a bus to school should not arrive before 7:50 a. m. at which time the doors to the school will be opened. Bus students who arrive before 7:50 a.m. are to go into the gym and sit quietly in the bleachers. Students are advised not to come to school early during days of inclement weather.
- No students are to be in the building without staff member approval and supervision. All students who are not under the supervision of a staff member must be out of the building by 3:15 p.m.
- Should a student need to be in the building prior to 7:50 a.m. he/she should get prior permission from a member of the faculty/staff.
- The office telephone is to be used only for calling home sick or in emergency situations. Students and parents are urged to keep all telephone messages to a minimum. All calls must be logged into the phone log. Students will not be called to the telephone except in an emergency. Students may use the office phone only after obtaining permission from the office staff.
- Students may not use classroom telephones for outgoing calls; students may, however, answer a classroom phone when directed to do so by the teacher.
- All students in the halls during class periods must have a pass signed by a teacher or the office. The student must have the pass signed and timed by the teacher before returning to the original class. Passes will be written for only one student and must be carried by only that student to the indicated destination.
- Any material displayed in the halls (posters, bulletin boards, locker signs, etc.) must be cleared with the office before it can be posted.
- Students are responsible for the care of all school property. It is the student's responsibility to a) respect school property, b) maintain neat lockers, and c) maintain proper care of books.

### Student Transportation:

#### Activities Bus

Only school transportation means will be used unless otherwise approved by the building principal. Any student riding a bus to an event is required to ride that bus from the event unless:

- The coach, sponsor, chaperone, or administrator is provided with a written permission statement signed by the parent/guardian of the student, that student participant or spectator may ride home from the scheduled destination with the following: parent/guardian, grandparents, parents of other students. The coach/sponsor may

insist that student participants ride the school owned vehicle in order to build team spirit, etc.

- The student is a participant in two separate school sponsored activities that are scheduled at nearly the same time. In this circumstance the building principal has the authority to approve alternate plans for travel to and from the events. Such alternate plans must be in writing and signed by the parent/guardian of the student.

### **Bus Regulations**

It is the responsibility of the Okaw Valley School Board to provide transportation to the student to and from school if he/she lives more than one and one-half miles from school. Students who live closer than this distance cannot be transported in school buses except under special conditions approved by the School Board. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations must be obeyed. State law authorizes denial of riding to those students guilty of violations.

Parents are responsible for the supervision of their child until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a student boards the bus – and only at that time – does he/she become the responsibility of the school district.

The following rules are made and enforced in the best interest of those using the buses.

- No student shall stand or move from place to place. If it becomes necessary, the bus driver may assign seats which must be occupied by the student assigned.
- Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable manner.
- Profane language, indecent conduct, loud or boisterous noise will not be tolerated.
- Students shall not put hands, legs, head, etc. out of school bus windows at any time.
  
- No student will be allowed to throw any object in, at, or out of the bus.
- Students will not be permitted to eat or drink on the bus.
- Students will not be permitted to use cell phones on the bus without permission from the principal, coach, supervisor, or bus driver.

While students are riding on the school bus, the school bus driver is completely in charge. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the bus to any student who refuses to conduct himself/herself in a proper fashion.

A student can be suspended from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct. If a student is suspended from the riding the bus for gross disobedience or misconduct the student may be suspended for a period in excess of 10 days for safety reasons. The student's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

If a student is suspended from the bus, his/her parents/guardian will be required to furnish him/her transportation to and from school during the period of suspension.

### **Electronic Recordings on School Buses**

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

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline

### **Student Vehicles - Rules and Regulations**

Student vehicles are under the jurisdiction of school authorities while on school property. Students who find it necessary to drive to and from school must adhere to the following regulations:

- Students must register their vehicle and obtain a parking permit in the office. Students who drive more than one vehicle must register all of the vehicles. Failure to register a vehicle or to obtain and display a parking permit could result in the suspension or revocation of driving privileges. Students that lose an issued parking permit will be required to purchase a new one at a cost of \$3.
- No student shall operate a motor vehicle during school hours including the noon hours. OVHS is a closed campus. Once students arrive on the school premises, they may not leave.
- Students are to park in the north parking lot. All items needed for school (books, assignments, PE clothes, athletic uniforms, musical instruments, etc.) should be brought into the school when the student first enters the building. Students will not be given permission to go to their vehicles until after the final dismissal bell.”
- The Administration reserves the right to inspect a student's car on the parking lot if there is reasonable suspicion that it may disclose dangerous or illegal articles.
- Vehicles parked on campus should be locked at all times. Each student is responsible for his/her vehicle and the contents therein while on school property. The school

assumes no responsibility for loss of personal property or damage to vehicles parked on school property.

- Students will not park in the handicap parking spaces.
- Students will not park in the teacher designated parking spaces.
- Driving and/or parking privileges may be suspended and/or revoked because of reckless or dangerous driving, illegal parking, and any other violation(s) of school rules. Parents will be notified if such action is taken.

## CONDUCT AND DISCIPLINE

### **Conduct:**

It is the policy of the Board of Education to maintain in the school an environment conducive to learning and to the educational process. Students at Okaw Valley High School, are encouraged to develop discipline among themselves and to realize that their conduct reflects the pride they have in themselves and their school.

### **Student Expectations**

Students are expected to exhibit positive behavior and to be respectful to all school personnel, visitors, and fellow students.

### **Classroom**

- Be respectful of yourself, your teacher, your classmates and the property of the school and others.
- Be in your assigned seat when the tardy bell rings.
- Bring pen, pencil, paper, books and other required items to class.
- Listen attentively to comments of teacher and student(s).
- Avoid comments which do not add to the discussion of the class.
- Respect the rights of others to express their opinion.
- Return all classroom equipment to the proper location.
- Leave the desks and room neat and tidy.
- Make worthwhile contributions to group problems and projects
- Be dismissed by the teacher and not the bell.
- Bring coats and backpacks into the classroom only with the permission of the classroom teacher and/or administrator.

### **Hallway And Corridor Conduct**

- Student traffic should keep to the right at all times.
- Show your respect of others by not being loud and boisterous while in the hallways.
- Properly dispose of all paper and refuse in the nearest trash container.
- Show courtesy and do not block traffic near doorways, water fountains, stairs, etc.
- Proceed to the proper classroom after getting all necessary items from your locker. Do not congregate in the hallways.
- Light switches and other controls should be the responsibility of teachers and/or custodial personnel only.
- Do not be in the hallways and/or corridors during class time unless you have a pass from a teacher or the office.

- Respect the rights of others and you can expect them to respect your rights. This will reduce the opportunities for accidents as well.
- No food or drink is allowed in the hallways except for lunches.

### School Activities

- Students are expected to show respect and courtesy during school assemblies, programs, or other scheduled activities.
- Students are to follow school rules during a program or activity.
- Students are expected to wait to be excused or dismissed from the program or activity.

### Athletic Events

- Students are to display good sportsmanship at all times.
- Students are to remain seated during the games except during periods when the concession area is open.
- Students who leave the building during the games or intermissions will not be readmitted unless granted permission by the teacher or principal.

### **Misconduct:**

**Misconduct** includes, but is not limited to:

- Misbehavior in the classroom.
- Misbehavior in the hallways.
- Misbehavior on school grounds or at school events.
- Misbehavior on the school bus.
- Throwing objects.
- Activities and/or projects which are vulgar, lewd, obscene, plainly offensive, or disruptive to the educational process.
- Running in the halls.
- Public display of affection.
- Failing to report to office or assigned area.
- Leaving class or school without permission.
- Cheating.
- Driving without permission during school day.

### **Gross Misconduct:**

Section 10-22.16 of the Illinois School Code gives the Board of Education, the District Superintendent, and the Building Principals the power to suspend or to expel a student “guilty of gross disobedience or misconduct.”

Disciplinary action may be taken against any student guilty of **gross disobedience or misconduct**, including, but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, manufacturing, or selling:
  - any illegal drug, controlled substance, or cannabis (including marijuana and hashish);
  - any anabolic steroid not administered under a physician's care and supervision;
  - any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions;
  - any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or (b) represents to be capable or causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or 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.
  - "look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance;
  - drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance in their possession. Expulsion may be recommended by the building principal to the School Board.

- Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy. (See "Weapons", page 47). Expulsion will be for at least one year, but shall not exceed two calendar years.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat,

or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the principal, or designee grants permission, (b) use of the device is provided in the student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes the use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct. (See Aggressive Behavior in Miscellaneous Information section.)
- Causing or attempting to cause damage to or stealing or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Maintenance of Discipline:**

School administrators and teachers have an important responsibility in assuring that individual conduct does not intrude upon and endanger the rights of other students to learn.

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an

important factor in the teacher's educational effectiveness. Teachers will enforce school and classroom rules as outlined in this section of the handbook. When the desired outcomes are not achieved through teacher intervention, a **Referral Form** will document the problem and the student becomes subject to office disciplinary measures.

The school may suppress classroom activities and/or projects which are vulgar, lewd, obscene, plainly offensive or may be disruptive to the educational process. Students involved in these activities and/or projects will face disciplinary action.

### **Removal from Class**

Students that exhibit behavior which is not conducive to the educational process will be "removed from class". On a semester basis, the following procedure will be used when a student is "removed from class":

- First offense - A conference with the student, teacher, and administrator may be conducted. The student may receive no credit for the class period that day. Parents will be notified by phone and mail.
- Second offense - A conference with the student, teacher, parent, and administrator will be conducted. The student will not receive credit for that class period and may not return to the class until the conference is conducted.
- Further Offenses - Additional instances of removal from class could result in the removal of a student from the class for the remainder of the semester.

### **Imposition of Discipline:**

School personnel may impose discipline in instances of student misconduct whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

## **Corporal Punishment**

Corporal punishment 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. No physical activity shall be used as punishment or as a consequence for any reason.

Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self defense or the defense of property.

## **Due Process**

Prior to imposition of discipline for violations of school rules/regulations, students will be afforded due process, including notice of the alleged violation and an opportunity to offer an explanation of the facts.

Although it is the goal of the school to maintain fairness for all students, at times there may be legitimate differences of opinion between a student and a staff member. In the case of a student or parental complaint, the school principal shall be the first recourse. The next step shall be the district superintendent. The Board of Education will extend to students their full rights as provided by law.

## **Disciplinary Measures:**

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

- Reprimanding
- Withholding of privileges
- Seizure of contraband
- Personal counseling
- Behavior contract
- Alternative Program (tutoring, small group instruction)
- Notification of Parent(s)/Guardian(s)
- Temporary removal from class

- Referral to administration
- Disciplinary conference
- Detention\* (morning, noon, or after school not to exceed 60 minutes per session) or Saturday Study\*
- Alternative Education Room\* (AER – In-School Suspension) for a period not to exceed five (5) days
- Suspension\* from school and all school-sponsored events for up to ten (10) days
- Suspension of bus riding privileges
- Activity suspensions\*
- Expulsion\* from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years.
- Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

\* See additional information this section.

Detention: Detentions may be assigned to coincide with Tuesday/Thursday Homework Help sessions. Students will serve 60-minute detentions 3:10-4:10 pm with the assigning teacher.

Classroom: A classroom detention is one given by a teacher for classroom misconduct. This detention does not go into the office detention records. Failure to serve a classroom detention will result in the assignment of a Saturday Detention.

Lunch-time: Students who are sent to the principal's office for classroom misconduct may be given noon hour detentions(s). Students who receive a lunch-time detention will report to the assigned area at the start of their lunch period, arriving before the tardy bell. Students will be escorted to the cafeteria to purchase a lunch or they may eat a sack lunch. Students will eat alone without talking and will remain in the detention area for the entire period.

Saturday: Saturday detentions may be assigned by the principal or dean for classroom or school-wide misconduct. The Saturday detention is from 8:00 am to 11:00 am. During Saturday detentions, students are expected to work on their academic work.

Failure to attend Saturday Detention will result in the following: First Offense: Assignment to AER - all work completed and turned in will receive 60% credit; Second Offense: Assignment to AER - all work completed and turned in will receive 25% credit; Third Offense: Out of School Suspension.

In all instances the student will be expected to make-up the missed Saturday Detention.

Missed Detention: Teachers may require students to make up time with them before school, during lunch, or after school for misbehavior, tardiness, or make-up work.

## **Activity Suspension**

An activity suspension prohibits a student from participating in and attending activities outside the classroom (i. e., assemblies, sports events, field trips, etc.). Activity suspensions may be issued by the principal to students with repeated poor behavior, multiple failing grades on report cards or progress reports or other misconduct.

## **A.E.R. (Alternative Education Room)**

The Alternative Education Room (AER) is used as an alternative to out-of-school suspension (OSS). AER will rarely, if ever, be offered as an alternative to OSS for acts of excessive violence, drug/alcohol incidents, other criminal behaviors, or incidents of gross misconduct.

The AER is designed to keep students in their instructional setting as opposed to OSS, and yet impose a negative consequence to violators of school policy. Alternative AER assignments may include a one hour late stay, restriction from lunch time, or time before school. The following guidelines will be observed:

- Upon receiving an AER assignment, the student will report to the AER with all books, pens/pencils, and paper when he/she arrives at school. Teachers will send assignments to be completed to the AER.
- The student will remain busy at all times, even if all homework is completed. If the student has nothing to do, the AER supervisor will assign additional work.
- All assigned work done in AER will receive 60% credit and should be returned to the AER supervisor as it is completed. The teacher's name should be printed at the top of each page.
- Students are to be QUIET AT ALL TIMES, remain seated in their desks, and raise their hand for help with homework or to use the restroom.
- Restroom use will be on an emergency basis only. Breaks will be provided.
- All students in the AER will go to the cafeteria outside of the regular lunch hour and students will eat in the AER. No talking or horseplay will be tolerated.
- Since AER is an alternative to OSS, students will respect all other individuals in the AER by following all rules and demonstrating appropriate behavior.

A student who is tardy, disruptive, unprepared, or fails to make satisfactory progress toward completion of assignments may be assigned another day in the AER. Should such behavior be repeated, the student may be suspended from school (OSS) for up to ten days per occurrence.

Accumulating more than 2 AER's in a quarter may result in an out of school suspension (OSS).

## **Suspension Procedures**

The following are suspension procedures:

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student shall be given an opportunity to respond to the charges.
- 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 practicable.
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall be sent by registered mail and 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 School Board.
- 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.

### ***During the period of suspension :***

- Students shall not be allowed on school property or at school activities during the period of suspension.
- Students who are absent from school shall not be permitted to attend "work" that same day. Students who violate this policy shall receive an un-excused absence for the classes they missed that day and their employer shall be notified of such action.
- Students will be permitted to make-up tests and quizzes and will receive 60% of the total points earned.
- Students will receive full credit for assignments that were assigned prior to the suspension and should have been turned in on the day/days gone (i.e. if a student is suspended for Wednesday and Thursday, full credit will be given for the assignments that were due and should have been turned in on those days). The assignments must be turned in to the teachers the day the student returns from the suspension in order to receive full credit.
- Students will receive a zero for any assignments that are assigned the day/days they are serving the suspension (i.e. if a student is suspended for Wednesday and Thursday, no credit will be given for assignments assigned on those days). Students are still encouraged to make up assignments given.

## **Expulsion Procedures**

The following are expulsion procedures:

- Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it.
- During the expulsion hearing, the student and his/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, hear evidence on whether expulsion is appropriate, and make its decision.

*During the period of the expulsion* students shall not be allowed on school property or at school activities.

## **Miscellaneous Discipline Information:**

### **Alcohol, Drugs, Hazardous Material, and Tobacco**

The use, possession, sale, manufacture, delivery, transfer, distribution and/or being under the influence of alcohol, hazardous materials, tobacco, or unauthorized drugs in any form by students is forbidden on school premises (including school buses) and/or any school function. Sanctions (consistent with local, State and Federal law) up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct.

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 consent of the school. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

\*For the purpose of these rules, "hazardous material" is any material deemed unsafe to persons or property in or on school property.

### **Defiance Of Authority**

Students are to respond or carry out in a timely manner reasonable requests by staff members. Failure to do so will result in disciplinary action.

## Dishonesty

Dishonesty includes lying, cheating, deceiving, etc. Students who engage in any of these behaviors will be subject to disciplinary action.

The act of fraudulently using in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms is prohibited. Possession of school forms unless authorized by a school official is prohibited.

## Dress

Daily appearance is important and we are very proud of the general appearance of our students. Okaw Valley High School recognizes that everyone has his/her own style. However, certain guidelines must be observed for the safety of the individual and others and to insure that the educational process is not disrupted. Therefore, students should observe the following guidelines regarding clothing and other apparel:

- Clothes are to be clean and neat.
- Clothing or other items which mention, suggest, and/or imply the participation and/or promotion of sex, alcohol, drugs, tobacco, gangs (and/or gang activities) or other disruptive and unacceptable behavior are not permitted on school property or at a school-related function.
- Students are not permitted to wear clothing that is obscene or **distracts from the educational setting**. Garments or accessories shall not contain implied offensive language or material, nor display lewd, vulgar, obscene, or offensive language or symbols, including gang-related symbol.
- Some examples of clothing/accessories which are not acceptable include: clothing with holes that distracts from the educational setting; clothing made of transparent, fishnet or mesh fabric; tops with straps that are less than “two fingers” wide; oversized, extremely baggy or improperly fitting clothing; wallet or pocket chains.”
- Clothing should cover students from shoulder to mid-thigh at all times. Tops must cover the pant, short, or skirt waistband.
- Apparel which could be considered dangerous or a safety or health hazard is not to be worn. (Apparel includes clothing, shoes, jewelry, and other accessories).
- Hats, head scarves, hoods, bandannas, sweatbands, and sunglasses shall not be worn in the building except if required in class for safety purposes or medical reasons.
- Outerwear (including coats, jackets or any outer garments worn over indoor clothing for protection from the elements) can only be worn in the building with permission from the principal. This permission will only be granted on extremely cold days.
- Shirt and shoes must be worn at all times.

Since it is not possible to list all infractions of this rule, it will be the responsibility of the faculty and administration to determine what is inappropriate. Clothing, determined by the faculty or

administration, to be offensive to a wholesome atmosphere in the school, will be handled as follows:

1<sup>st</sup> Offense - Student will be sent to the office; verbal warning will be given; clothing will be turned inside-out or changed.

2<sup>nd</sup> Offense - Student will be sent to the office; parent(s) will be contacted.

3<sup>rd</sup> Offense - Student will be sent to the office; a Saturday detention will be assigned.

Subsequent offense - Up to 2 days AER may be assigned for each subsequent offense.

### **Fighting**

The act of quarreling involving bodily contact is prohibited in or on school property or going to and from school, including an activity under school sponsorship. Any student engaged in fighting will receive a suspension.

### **Gang Activity**

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

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

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

Students engaging in any gang-related activity will be subject to disciplinary action.

## **Bullying**

**Bullying** shall mean persistent, negative, psychological or physical acts directed by a stronger student or group against a weaker one. Such acts may be typified by:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, extorting, or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional, or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyberbullying** includes, but is not limited to, the following misuses of technology; harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

## **Hazing**

Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to disciplinary action.

## **Leaving School**

Leaving school without school permission or being in the parking lot without permission will result in disciplinary action. Students are to report to the principal's office to sign-out before leaving the building. Students who fail to sign-out will be considered truant. Students who must go home will be expected to make that time up after school.

## **Look-Alike Substance**

A look-alike or counterfeit drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance.

### **Misconduct With a Substitute Teacher**

Any student sent to the office by a substitute teacher or misbehaving during class with substitute teacher will receive a Saturday detention.

### **Obscenity**

Any student using obscene or vulgar language by pupils in verbal or written form, in pictures, caricatures or gestures, or on clothing is prohibited and will receive a Saturday detention..

### **Parking Lot**

Being in the parking lot without permission will result in a Saturday detention..

### **Possession**

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 a school-sponsored event.

### **Property Damage**

Students who destroy or vandalize school property or property belonging to others will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion could result. If a student should accidentally damage something, he/she should report it to a teacher or the school office immediately.

### **Public Display Of Affection**

Socializing in school does not include intimate expressions of physical attraction. This is considered inappropriate conduct.

### **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. The Superintendent, or designee, may request the assistance of law enforcement officials to conduct inspections and searches, including searches conducted through the use of specially trained dogs.

If a search produces evidence that the student has violated or is violating either 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. (See Search and Seizure in the Miscellaneous Information section for additional information.)

**Stealing**

The act of dishonestly acquiring the property of the school or property of others is prohibited.

**Tardiness**

Students are to be inside the classroom when the bell sounds. Teachers may require students to be seated when the bell sounds.

1 <sup>st</sup> tardy. . . . .	verbal warning
2 <sup>nd</sup> tardy. . . . .	parental contact
3 <sup>rd</sup> tardy . . . . .	Saturday detention
Additional tardies per semester . . . . .	Saturday detention for each tardy

**Vandalism**

Students who destroy or vandalize school property or property belonging to others will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion could result. If a student should accidentally damage something, he/she should report it to a teacher or the school office immediately.

**Weapons**

A “weapon” means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted or intended to be used to cause bodily harm. The Building Principal or designee shall notify the local law enforcement agency, State Police, and, if a student is reportedly in possession of a firearm, also the student’s parent(s)/guardian(s).

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 consent of the school. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

## **EXTRACURRICULAR/CO-CURRICULAR INFORMATION**

### **Extracurricular /Co-Curricular Activities:**

The Okaw Valley Schools extracurricular programs provide a variety of experiences which contribute to a good character and a positive attitude. Extracurricular activities function as a supplement to the academic curriculum. Extracurricular activities provide the opportunity for lessons in sportsmanship, teamwork, and competition, and they contribute to pride in one's school. They offer opportunities to serve the school, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage good citizenship.

Extracurricular activities are those activities which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be approved by the administration.

Selection of members or participants in extracurricular activities is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.

In order to be eligible to participate in any school-sponsored or school-supported extracurricular activity, a student must maintain a passing grade in each course in which the student is enrolled. Any student participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

### **Extracurricular Code of Conduct:**

Participation in extracurricular activities is a privilege extended to the student body by the Board of Education. Participation is a privilege that carries with it responsibility to the school, the activity, the community, and the students themselves. Extracurricular activities add to our school spirit and help all students - spectators and participants - develop pride in the school. Thus, students who wish to participate are subject to the rules and standards and their related consequences.

Students participating in extracurricular activities will receive the Okaw Valley Schools Extracurricular Code of Conduct. Participation in the Okaw Valley Schools extracurricular programs requires the consent of the participant's parent(s)/ guardian(s). Participants and parent(s)/guardian(s) must agree to follow the Extracurricular Code of Conduct. In addition, participants in extracurricular programs must adhere to all rules as stipulated in the Student-Parent Handbook.

Extracurricular participation is a privilege, not a right. Rights to education granted in the Student-Parent Handbook do not apply to extracurricular activities, rules, or consequences.

## Extracurricular/Co-Curricular Programs:

### Athletic Programs

- Athletic programs for high school are subject to change from year to year.
- Current programs offered:

Football Co-Op. . . . .	9 – 12 (boys)
Basketball. . . . .	9 – 12 (boys & girls)
Track Co-Op. . . . .	9 – 12 (boys & girls)
Baseball. . . . .	9 – 12 (boys)
Softball. . . . .	9 – 12 (girls)
Volleyball. . . . .	9 – 12 (girls)
Golf. . . . .	9 – 12 (boys & girls)
Competitive Cheerleading . . . . .	9-12
Cross Country Co-Op.. . . . .	9 – 12 (boys & girls)

### School Organizations

**Band:** All high school students are urged to join the band.

**Bass Fishing:** Bass fishing is an IHSA recognized activity. It is open to all high school students regardless of grade level.

**Cheerleaders:** Cheerleaders encourage school spirit and enthusiasm at athletic events. The duties of the cheerleaders are to promote good sportsmanship, interest, and enthusiasm at all games and to take charge of all pep sessions.

**Chorus:** Any high school students are urged to join the chorus.

**Drama Club:** Any high school student who wishes to learn about theater is eligible to join the drama club. The drama club will stage performances to both small and large groups.

**FCCLA:** FCCLA is one of the largest vocational student organizations in the U.S. Established in 1945, it encourages personal growth and leadership development in teens through home economics education. Any student, through the 12<sup>th</sup> grade, who is taking or has taken a course in Home Economics and/or Home Economics Related Occupations can become a member.

**FFA:** Students enrolled in any of the Agriculture Education courses may become a member of the FFA at Okaw Valley High School.

**Girls Varsity Club:** The Okaw Valley Girls Varsity Club is an organization with membership from those who have lettered in a girls' varsity sport at Okaw Valley High School.

**Letterman's Club:** The Okaw Valley Letterman's Club is an organization with membership from those who have lettered in a boys' varsity sport at Okaw Valley High School.

**National Honor Society:** The National Honor Society is made up of those sophomores, juniors and seniors who have maintained an overall grade point average of 3.0 or better on a 4.0 scale. Members are chosen by a faculty committee who rate the eligible students on the four traits of scholarship, character, leadership and service.

**OV Way Character Council:** This student led organization promoting positive character traits through modeling the OV Way, scheduling and coordinating monthly assemblies, maintaining and operating the OV Way Place, and working with their advisor to continually foster increasing school pride.

**S. A. D. D.:** Students Against Disastrous Decisions is an organization devoted to the promotion of total elimination of drinking and driving. Any student may join this organization.

**Scholastic Bowl:** Scholastic Bowl is an extra-curricular organization whose main purpose is to challenge the minds of students in all areas of academic endeavor.

**Science Club:** This is open to any student interested in promoting and learning more about the area of science. Guest speakers and trips will be the resources of this club.

**Spanish Club:** The Spanish Club is an organization made up of students interested in furthering their knowledge of cultures other than their own.

**Student Council:** The Student Council is an organization elected by students to represent them in a common form of student participation. Student Council members seek to assume and discharge responsibilities, to promote team work between themselves and faculty, and develop faith and respect within their fellow students.

### **Sports Season Tickets:**

Single admission prices are \$3 for adults and \$2 for K-12 students for IHSA and conference athletic events except tournament play; admission prices are \$3 for adults and \$2 for students for IESA and conference athletic events except tournament play..

Season tickets for Okaw Valley Schools athletic events are available through the School Superintendent's office. Season passes do not include tournaments.

Senior citizens passes for those age 60 and above are available in the Superintendent's office at no charge.

**All Year Pass Prices:** Adult-\$50, Student-\$30, Family-\$120

## MISCELLANEOUS INFORMATION AND NOTICES

### **Accident and Emergency Information:**

If a serious accident occurs, the parents will be called and asked to come for the student. If it is not possible to contact the parents, the person designated on the Emergency Data Sheet will be notified as soon as possible. If neither the parent(s) nor the emergency contact can be reached, the student will be sent to the hospital.

It is important that the information on the emergency data sheet be accurate. When any changes in emergency information occurs (phone numbers, emergency contact, physician, etc.) please contact the school office (665-3631).

### **Accidents:**

Every accident in the school building, on the school grounds, during a school sponsored activity, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge AND to the principal's office.

### **AED Program:**

Beginning with the 2006-2007 school year AEDs (Automated External Defibrillators) are required in indoor physical fitness facilities. Schools with four or fewer indoor physical fitness facilities must have at least one facility equipped in 2006 with the fourth facility equipped by July 2009.

The Okaw Valley School District received grants through the Illinois Rural School AED Access Grant program administered by the Illinois Rural Health Association for the purchase of two AEDs for use in the Okaw Valley Middle School and the Okaw Valley High School. An AED has been placed in an easily accessible location in or near the Gymnasium at OVMS and OVHS. District personnel have been trained by the Mid-Illinois Chapter of the American Red Cross in the use of the AEDs; refresher training and training for new employees will be ongoing.

### **Assemblies:**

All-school assembly programs will be offered at various times throughout the year. Assemblies are a privilege. Everyone attending is expected to display proper audience etiquette for the type of program being presented.

## **Book Bags:**

Book bags are to remain in the student's locker and are not allowed in the classrooms. Students may use them to tote their school materials to and from the school only.

## **Breathalyzer:**

A student may be asked to submit to a Breathalyzer analysis when school officials have reason to suspect that the student has used or is under the influence of any chemical. The Breathalyzer will be administered in the presence of a minimum of one (1) certified staff member and one (1) other adult. Failure to consent will be considered as an admission of guilt and proper disciplinary action will be taken.

## **Cafeteria:**

To purchase a meal in the cafeteria, students need to see Mrs. Foster in the mornings or make other arrangements with Mrs. Foster. One weeks worth of meals costs \$9.25, as lunches are \$1.85.

Meals may not be charged for more than one day unless PRIOR arrangements are made in the school office. In no instance will charges be allowed to exceed the maximum allowable credit established. Parents will be notified in writing when the credit limit has been reached. Following written notification, students must bring a lunch or pay the full cash price for the meal.

Families meeting income guidelines are eligible for free or reduced price breakfasts or lunches. Application will be made available at registration and may be obtained in the school office at any time during the school year.

Students are expected to cooperate in the proper use and care of the cafeteria.

- Line up as directed and follow the line.
- Do not cut in line. (Students caught cutting the line will go to the end of the line.)
- Use good table manners.
- Do not share a purchased school lunch with other students.
- Do not throw food, utensils or trays.
- Leave the table and floor around each place in a clean condition for others.
- Deposit all litter in wastebaskets.
- Return all trays and utensils to the dish washing area.
- Leave all food and drink in the cafeteria.
- Remain only in designated areas during the lunch period.
- Do not use profanity, engage in indecent conduct, nor make loud or boisterous noises.
- After eating lunch, students who receive permission may go to the gym or outdoors to the courtyard area if weather permits and the supervisor allows it.

## **Change of Address/Telephone:**

It is the parent's responsibility to inform the principal's office when there is a change of address or telephone number or a change in custody/guardianship.

## **College Day:**

All graduating seniors will be given two days for college and/or career visitation. The student must present a signed letterhead from the college/university or organization visited. There may be no more than two students gone on the same day for a college/career visitation. All college/career visits must be completed prior to May 1 of the current school year. Failure to meet these guidelines will result in an un-excused absence and forfeiture of future college/career visits.

## **Communication Devices:**

### **Possession/Use of Electronic Devices by Students**

The personal use or display of electronic signaling devices, two-way radios, or cellular phones by students during school hours shall be prohibited. School hours shall be defined as from 8:05 a.m. until the bell signaling dismissal, typically at 3:00 p.m..

### **Cellular Phones**

Use of cellular phones is permitted before 8:05 a.m., during the students' individual lunch period, and after dismissal at the end of the school day. When the school day begins, cell phones must be turned off and not be displayed. Students may not send or receive text messages during school hours except during their lunch period. To use a cell phone on a school vehicle, students must request the permission of the bus driver. Any student violating this policy is subject to the following disciplinary actions:

- 1<sup>st</sup> Offense - Phone confiscated, and parent notified (*phone returned to students*).
- 2<sup>nd</sup> Offense - Phone confiscated, parent or guardian must pick up phone and student receives a one hour Saturday detention.
- Subsequent Offenses-two hour Saturday detention, three hour Saturday detention, up to an AER.

Cellular phones shall not be used for or associated with unlawful activities. All liabilities for loss or theft of cell phones shall rest with the student.

### **Electronic Paging Devices**

Pagers, beepers and other similar electronic signaling devices and two-way radios are strictly prohibited on school grounds, in school vehicles, or at school functions, at any time. Any use, display or possession of two-way radios, pagers, beepers or other similar electronic signaling devices

may result in disciplinary action of up to 10 days out of school suspension.

### **Computer Lab:**

Computers are to be considered as work stations and are for the enhancement of student learning. Malicious damage to and/or tampering with computer equipment is considered a serious offense. Any student who participates in any such activity will be referred to the principal for disciplinary action. The student must pay restitution of damages and may be subject to an expulsion hearing with the Board of Education.

### **Conflicting School Events:**

If a student is scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine in which event they should participate.

- A class related activity (example: field trip, science project fair, or choir performance, etc.) will take precedence over an extracurricular practice or performance.
- A regional qualifier that could lead to state or national levels takes precedence over a performance, competition, or game.
- A performance, contest or game takes precedence over a practice or rehearsal, and will take precedence over cheerleading participation in the event of a championship game or if failure to participate would result in forfeiture of a game.
- If two performances (contests or games) or two practices or rehearsals are in conflict, the student may choose either without penalty as long as they inform both teachers (coaches, sponsors) of their choice a day in advance. Failure to inform the teacher (coach, sponsor) in writing, in a timely manner may result in the student suffering the normal consequence for failure to show up.
- If there are continual schedule conflicts between two activities, either sponsor (teacher, coach) may ask the student to choose between the activities with the advice and consent of the principal.

### **Dress and Appearance:**

Students are expected to be neat, clean, and fully dressed in good taste at all times. Any student whose appearance and/or dress is considered to be disruptive to the educational process or dangerous to the student or others will be sent home to make the necessary adjustments. The time spent away from school shall be considered un-excused, time will be made up and disciplinary action may be taken.

## **Drop Outs:**

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. A person denied re-enrollment will be provided counseling and be directed to alternative education programs, including adult education programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under Individuals With Disabilities Act or accommodation plans under the Americans With Disabilities Act.

## **Food and Beverages:**

All food and beverages are to be consumed in the cafeteria during lunchtime. The vending machines will be turned off at all other times during the school day.

## **Fund Raising:**

- All classes and all organizations must follow a set procedure for placing money-making activities on the school calendar.
- The Student Council shall be in charge of all procedures in applying for, and approval of, money making activities.
- Final approval is made by the Principal who then puts the activity on the school calendar.
- The priority in scheduling fund raising will be given first to the junior class when additional funds need to be raised to sufficiently finance the prom. Otherwise, priority will be given on a first come, first served basis.

## **Fund Raising Activities:**

The following general guidelines have been implemented regarding fund raising activities by classes and organizations. The Principal shall convene a committee of class/organization sponsors to develop more specific guidelines.

- The same guidelines will be used by all classes and may be used by any organization which adopts these guidelines.
- The fund-raising guidelines shall be read to the members of the class/organization at the first meeting of the school year.
- Students shall have the option of participating in any fund-raising activity sponsored by the class/organization. Students who choose not to participate in any fund-raising activity of a

class/organization of which they are a member may forfeit their involvement in the activities of that class/organization.

- Money-making activities are to be service-oriented. Each class is allowed one (1) sale of goods activity. The sale of goods activities must be scheduled through the Building Principal and will be scheduled approximately 2 months apart. Service projects are limited to two per class and one per club for each year.
- Situations not covered in the above guidelines will be handled by the class/organization sponsor, president, or the building principal.

### **Lost and Found:**

The office maintains a “lost and found” location for items misplaced by students throughout the school year. Students who have lost something should contact the office. Students who must bring valuables to school should check them in at the office prior to the start of the school day. The school is not responsible for lost money, jewelry, and other valuable items.

Students are to write their names (first and last) on the inside covers of each textbook and on all other personal property they value here at school.

*Items unclaimed at the conclusion of the school year will be discarded.*

### **Parent-Teacher Conferences:**

Parent-Teacher conferences are scheduled for October 6<sup>th</sup> and 7<sup>th</sup> and February 16<sup>th</sup> and 17<sup>th</sup> to inform parents of their child’s progress. Parents are strongly urged to attend these conferences. Additional conferences may be scheduled by the parent or teacher as needed.

### **Search and Seizure:**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects and to seize evidence found.

**School Property and Equipment/Personal Effects Left 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. As a matter of public policy, the Board of Education finds that students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent, or Designee, may request the assistance of law enforcement officials to conduct inspections and searches of locker, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous

substances or materials, including searches conducted through the use of specially trained dogs.

**Students** – School authorities may search a student and/or 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 which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

**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.

### **Spectator Conduct and Sportsmanship:**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive;
- making inappropriate remarks to officials, coaches, participants, or school personnel.

### **Student Rights and Responsibilities:**

All students are entitled to enjoy the rights protected by the U. S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U. S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or

violate District policies or rules will be subject to disciplinary measures.

### **Textbooks:**

Students assume full responsibility for books entrusted and assigned to them. Any item belonging to the school district that is maliciously destroyed or damaged by any student(s) will be paid for by the student(s) involved.

### **Vending Machine:**

Vending machines are located in the hall outside the gymnasium and cafeteria. During noon hour, drinks and food purchased from these machines are not to be brought into any other part of the building except the cafeteria. Students are to place litter in the appropriate receptacles. If litter accumulates in and around the school, the vending machines will be shut off.

### **Visitors:**

We welcome visitors to our school. In order to insure the safety of our students and to prevent unnecessary class interruptions, everyone visiting the school must report to the principal's office upon entering and obtain a visitors pass.

Students wishing to bring a guest to class may do so only with the permission of the Principal. Arrangements must be made in the high school office at least one day prior to the visit. Visitors will not be allowed during the first or last week of a semester or on days immediately prior to a vacation period. Former students who have dropped out of school or students who are younger than high school age will not be issued a visitor permit.

Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy 8:30, Conduct on School Property.

### **Work Permits:**

Illinois law requires that most youthful employees hold work certificates issued by school officials **prior** to employment. In general, a person must be over sixteen years of age, have parental consent if under sixteen years of age, have proof of age, and have a written statement of employer's intention to employ him/her before a permit is issued. All students who are in need of work permits or certificates are to see the high school secretary. There is no charge for obtaining the work permit.