

**Central A & M
Senior High School
“Home of the Raiders”**

229 E. Pine Street Moweaqua, Illinois 62550

Telephone (217) 768-3866 FAX (217) 768-3797

www.cam.k12.il.us/hs

Judy Fitzgerald, Principal

2010-2011 STUDENT HANDBOOK

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules and regulations.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



MESSAGE FROM THE PRINCIPAL

Welcome to a new school year. This year you have the opportunity to progress, grow, and change. You are encouraged to take advantage of the academic and extracurricular opportunities available and to take seriously your responsibilities as a student. Good attendance positively impacts academic success. Your good behavior, positive attitude, and cooperation will help everyone enjoy being a member of our learning community.

It is your responsibility to know and abide by the procedures, rules, guidelines and information in the student handbook. They have been established to create and maintain the best learning environment for all students. Meeting these expectations will help you to have a rewarding educational experience. You will be held accountable for your actions and choices. Every choice that you make is a building block in your personal legacy.

There is a tradition of academic excellence and integrity at Central A & M. This tradition was established through the efforts of well-behaved and talented students, knowledgeable and caring staff, and strong support from parents and community. Your mission is to continue the tradition and to learn to be a positive contributing member of society.

Through dedication, hard work, personal growth, wise moral character choices, and academic achievement, you will continue the tradition.

Take advantage of every opportunity to build a personal legacy that you can be proud of and become the best that you can be. Make this your best year ever.

Ms. Fitzgerald

NOTICE TO VISITORS

Parents are encouraged to visit the school. Permission to visit the school must be obtained from the principal prior to the visit. For security reasons, all visitors to the school are required to check in at the office before going to your child's classroom. Your cooperation in this matter is greatly appreciated and will help alleviate disruptions of the educational process.

Guidelines for Publishing Student Work or Pictures

Central A&M School District # 21 has a web site that provides an outreach of information to our students, parents, and community. It is an extension and a reflection of the school's programs. **Student work** may be considered for publication on District 21's web sites only as it relates to a class project, course, or other school-related activity. These documents might include a personal homepage or project, a story or poem, a graphic, a science or research project, or individual and/or group photographs from an activity or club. Web-published documents will not include a child's full name, phone number, street address, e-mail address, box number or names of other family members. All materials published should be grammatically correct and free of spelling errors, punctuation errors, other errors in mechanics and be approved by a referring teacher. Documents must conform to school board policies and established school guidelines. **Student pictures**, when posted on District 21's web pages, may not always be identified. In such instances, parent permission is not required. If identified, only first name will be included and parental permission is required by signing the appropriate form below. Following these guidelines will insure the students' privacy and safety as well as reflect a positive school image.

District 21 Permission Form
for Identified Published Student Work/Pictures

(Check one and sign below)

_____ **I give my permission** for my child's work and/or picture to be published on websites of Central A&M School District # 21 and/or to be released to the local media, such as newspapers. I understand that no other information will be included (i.e., phone number, street address, e-mail address, box number or names of family members).

_____ **I do not give permission** for my child's work and/or picture to be published on websites of Central A&M School District # 21 and/or to be released to the local media, such as newspapers. I understand that my child's name **will not** be listed in the local newspapers for honor roll or for any other awards and accomplishments.

Date

Parent/Guardian Signature

ADMINISTRATION OF MEDICINE POLICY

In an effort to accommodate the needs of students who are not at the point of being homebound due to illness, but who have been prescribed medication by a physician, the following procedures shall be implemented:

- Parents may request that students receiving medication prescribed in writing by a doctor be administered by the building administrator or designee.
- Medication and written directions of administration as prescribed by a doctor shall be delivered to office personnel by the parent on a weekly basis.
- Medication should be in the original prescription container with the name of the medication and the dosage indicated on the front of the container.
- Medication will be housed by office personnel in a location not accessible to students.
- With parent input, doctors should schedule medication administration so that a minimal number of administrations should be made at school.
- The student is responsible for reporting to the office for medication at the prescribed time.

The above procedures are implemented to accommodate mild, noncontagious illnesses in which prescription medication needs to be administered no more than once or twice per day. In the event that the illness calls for a more intensive schedule of administration, the school reserves the right to deny medication.

Please note: Only medication prescribed by a doctor will be administered to students during the day.

The Administration of Medicine form must be completed and returned to school when your student needs to have medication administered. This sheet may be copied or removed from the student handbook and turned in to the high school office as needed.

ADMINISTRATION OF MEDICINE FORM

I/we the undersigned parent(s)/guardian(s) of the minor child, _____, a student at Central A & M High School, hereby request the school to allow said child to attend school in spite of his/her special health problem and to be given medication, prescribed by

Dr. _____, from (date) _____

to (date) _____, under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor and drug store, name of drug and specific time it is to be given at school. I/we assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special health problem, we hereby release and discharge Central A & M High School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the necessity of said child having to take medication during school hours.

We have read, understand and agree to the school's regulations concerning giving medication at school.

Signature(s) _____ Date _____

Address _____ Phone # _____

Central A & M High School Faculty	
Marcia Berg	Science
Steve Berg	History
Andrew Bresnan	History
Dee Buker	Resource
Betsy Burgener	Agriculture
Donna Caplinger	Science
Chad Carroll	English, Yearbook
Mike Conlin	Industrial Technology
Amy Edrington	English
Jacob Elam	Vocal Music
Judy Fitzgerald	Principal
Bart Funneman	Driver Education, Health, Science
Wanda Gillett	Math, Business
Chris Just	Spanish
John Lair	Math
Jackie Lawton	Family & Consumer Science, Computer Production
Peter Manzi	Instrumental Music
Tina McElroy	Driver Education, PE
Donna Moore	Accounting, Computers
Gary Pakula	English
Mark Ramsey	PE
Jill Roberts	Social Worker
Todd Rork	Math
Angie Rutherford	Resource
Ruth Shasteen	Librarian
Dotty Simmons	Guidance Counselor
Justin Smith	Art

2010-2011 CENTRAL A&M SCHOOL CALENDAR

Fri	Aug 20	Teacher's Workshop for CAM	No School CAM
Mon	Aug 23	1st Day of School CAM	11:30 Dismissal
Tues	Aug 24	through Friday, August 27	2:00 Dismissal
Mon	Sep 6	Labor Day Holiday	No School CAM
Fri	Oct 8	Teacher's Institute	No School CAM
Mon	Oct 11	Columbus Day Holiday	No School CAM
Fri	Oct 15	Up-to-date immunizations required.	
		*Non-compliant students will be excluded from attendance.	
Fri	Oct 22	End of First Quarter	
Thu	Nov 4	School Improvement Workshop	11:30 Dismissal
Fri	Nov 5	Parent/Teacher Conferences	No School CAM
Thur	Nov 11	Veteran's Day Assembly	10:00 am
TH/FR	Nov 25-26	Thanksgiving Break	No School CAM
Mon	Dec 20	Semester Exams	2:00 Dismissal
Tues	Dec 21	Semester Exams & End of 1 st Sem.	2:00 Dismissal
Dec 22 – Dec 31		Christmas/Winter Break	No School CAM
Mon	Jan 3	Teacher In-Service Day	No School CAM
Tue	Jan 4	School resumes CAM	
Mon	Jan 17	Martin Luther King Birthday	No School CAM
Mon	Feb 21	President's Day	No School CAM
Fri	Mar 11	End of Third Quarter	
Fri	Mar 18	School Improvement Workshop	11:30 Dismissal
Mon	Mar 21	Non Attendance Day	No School CAM
Thurs	Apr 21	Half Day Attendance	11:30 Dismissal
Fri 4/22-Mon 4/25		Easter Break	No School CAM
W/TH	Apr 27-28	Prairie State Achievement Exams	
Sun	May 15	Baccalaureate Ceremony	7:00 pm
Sat	May 21	Commencement Ceremony	7:00 pm
W/T	May 25-26	Semester Exams	2:00 Dismissal
Fri	May 27	Teachers' Institute	No School CAM
Tues	May 31	Report Card Day	8:00 - 8:30

WHO DO I CALL?

This information may be helpful to you if you need to know who to contact regarding certain issues or have questions about who to contact.

- **Reporting Absences or obtaining information on prearranged absences** – When a student is absent, parents are asked to call the office at [768-3866](tel:768-3866) or [1-800-358-3672](tel:1-800-358-3672) to report the reason for the absence by 9:00 a.m. The office must receive notice from a parent/guardian or verification of an appointment within 48 hours of the absence. If this does not occur, the absence may not be excused.
- **Diane Odle, Secretary** – Call her at 768-2131 with questions regarding a lunch balance, attendance, and good student discount forms for auto insurance.
- **Mary Reatherford, Secretary** – Call her at 768-2142 with questions regarding any bills or fees owed to the school, school physical or immunizations and good student discount forms for auto insurance.
- **Joannie Mitsdarffer, Transportation Director** – Call her at 226-4042 for questions regarding transportation and bus schedules.
- **Dotty Simmons, Guidance Counselor** – Call her at 768-2143 with questions regarding academic placement and concerns (as well as social and emotional issues affecting academic performance), college and scholarship information, and transcript requests.
- **Mike Conlin, Activities Director** – Call him at 768-2155 with questions regarding sports or extracurricular program questions, and extracurricular eligibility.
- **Judy Fitzgerald, Principal** – Call her at 768-3866 with questions regarding attendance, prearranged absences, discipline, eligibility, staff members, school committees, curriculum and instruction, public relations, substitute and student teachers, school safety, special education requests, and requests for use of facilities.
- **Teachers** – Call 768-3866 with questions regarding grades, eligibility, classroom discipline issues, homework, and student progress. Links to staff e-mail are located on the school web page (<http://www.cam.k12.il.us/hs>) by clicking on the Staff link.

DISTRICT ADMINISTRATION

Randy Grigg Superintendent	rgrigg@cam.k12.il.us	226-4042
Judy Fitzgerald High School Principal	jfitzgerald@cam.k12.il.us	768-3866 1-800-358-3672
Kent Stauder Middle School Principal	kstauder@cam.k12.il.us	226-4241 1-800-358-3634
David Fitzgerald Elementary School Principal	dfitzgeral@cam.k12.il.us	226-4022 768-3860
Joanne Coady Kemmerer School Supervisor	coadyj@kv.christian.il.us	226-4012 226-4441

ACADEMIC DISHONESTY POLICY Academic dishonesty is a violation of all principles of education. Make sure you turn in work that you have produced. Academic dishonesty includes, but is not limited to cheating, plagiarizing, wrongfully giving or receiving help during an examination/classwork and wrongfully obtaining test copies or scores.

- 1st offense-zero and one detention
- 2nd offense-zero and two detentions
- 3rd offense-zero and loss of a letter grade in that class for the semester
- 4th or subsequent offense-fail that class for the semester
- This policy applies across all classes and renews each semester

Example – in one semester a student does the following:

1st offense-student cheats in algebra class

Consequence: zero and one detention

2nd offense-student cheats in biology class

Consequence: zero and two detentions

3rd offense-student cheats in geography class

Consequence: zero and loss of a letter grade in geography for the semester

4th offense-student cheats in English

Consequence: fails English for the semester

ACCIDENT INSURANCE Students may purchase supplementary medical and dental insurance through the school. The school has no responsibility for claims or payments of the insurance following an accident. Full responsibility for making payments on accidents rests with the company as stated in its policy. Parents of students involved in athletics in District 21 must purchase insurance or provide proof of adequate insurance coverage.

ACCIDENT REPORTING All accidents and injuries should be reported to the instructor and/or the office. In case of serious injuries, a parent/guardian will be notified and informed of the situation.

ATTENDANCE POLICIES AND PROCEDURES State law requires school attendance. Regular attendance is one of the first requirements for being successful in school. Students need to be present to participate in class discussions, projects, and assignments and to gain full advantage of the education offered at Central A & M High School. The classroom experience and the full impact of daily assignments cannot be replicated for students who are frequently absent. Daily attendance is mandatory for successful completion of a course. The law is specific and parents/guardians must cooperate with the school to ensure that regular school attendance is enforced. Illinois School Code (Section 26-1) states: "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term."

When a student is absent, parents are asked to call the office at 768-3866 or 1-800-358-3672 by 9:00 a.m. to report the absence and the reason for the absence. If the office does not receive notice or verification within 48 hours, the absence will be unexcused. **Any student who is absent, assigned an in-school suspension or out of school suspension, may not attend any school activity on that day.**

Absences are recorded by class period and accumulated absences of more than **five** days during a semester for any reason other than with a doctor's excuse will be unexcused. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT STUDENTS ARE IN REGULAR ATTENDANCE.**

LEAVING DURING SCHOOL HOURS Central A & M High School operates as a closed campus. If a student must leave the school to go home for any reason, he/she must

check out in the office. A note signed by a parent/guardian must be presented to the office prior to the student leaving. If a student does not have a note, the parent/guardian must be reached by phone prior to the student's dismissal. If a parent cannot be reached, the student may only be excused to leave by the principal. If a student returns to school during the school day, he/she must check in at the office and should bring a written note from the doctor, dentist, orthodontist, court, agency, or parent. Students who leave the school building or campus without permission from the office will be considered as unexcused and truant and disciplined accordingly.

PREARRANGED ABSENCES At the discretion of the administration, a student may be allowed to prearrange an absence, thereby receiving an excused absence. The following procedure should be followed to make a request for a prearranged absence:

- the parent/guardian must notify the school by phone or in writing and state the reason for the upcoming absence.
- the student must obtain a prearranged absence form from the office
- complete the form and have the parent sign
- take the form to all teachers for written comments and initials
- return the form to the office for approval/disapproval and signature of the principal, preferably a minimum of two days prior to the planned absence (death in family or family emergency may be exceptions to this rule)
- secure all assignments from teachers prior to the intended absence (students are completely responsible for make-up work per the make-up work policy.)

Requests that the school will consider legitimate for a prearranged absence include: family trips (five days cumulative); doctor, dental, and legal appointments. When possible, doctor and dental appointments that will take longer than one-half school day must be cleared by the principal. Students that are failing a class will not be allowed to miss class for field trips, job shadowing, etc. A request may not be granted if the student qualifies as a chronic truant.

UNEXCUSED ABSENCES Unexcused absences are those which generally fit the category of being avoidable. The classroom teacher may deduct a participation grade from the student's nine-week grade for each unexcused class period. Work missed should still be made up for credit by the student; however, this policy does not apply to students that are deemed to be truant (see TRUANCY). The principal has the authority to make the determination of whether or not the absence is unexcused. Examples of "unexcused absences" are:

- Out-of-school suspension
- Vacation without prior approval of the principal
- Phone call or note from parent/guardian not received to verify absence within 48 hours of the absence
- Other reasons which may be unacceptable to the building principal
- If a student is absent from school for illness, but attends a school activity or reports to an after-school job on the same day, the absence will be marked unexcused.

TRUANCY A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof. Truancy may include unexcused absences. Teachers are not required to provide make-up work for students determined to be truant. Students may make up the work missed while they were truant, but will not receive credit for the work. Exceptions to this policy may be granted at the discretion of the principal only if there are special or extenuating circumstances.

CHRONIC TRUANCY Any student who has seven or more unexcused absences during a semester shall be considered a chronic or habitual truant, and as such shall be offered supportive services which may include:

- Parent-administrator conferences
- Counseling services
- Exploration of alternative educational programs
- Truancy/drop-out prevention services

BASIC RIGHTS Each student has a right to learn; each teacher has a right to teach. Students, staff, and parents have a right to support each other.

BUILDING HOURS The doors to the building will be open from 7:00 am to 3:30 pm. Students may enter the building to study or to meet with a teacher and must exit the building by 3:30 if they are not under the supervision of a staff member. Students must be accompanied by a staff member whenever the building is used for a school-related activity.

CLOSED CAMPUS Students may not leave the building or premises during the regular school day unless leaving the building is an integral part of the student's educational program or permission has been granted by the building principal or designee. Students are required to sign out when leaving the school before the end of the school day and to sign in when arriving at school after the beginning of first period.

CLOSING SCHOOL When schools must close because of the weather, an announcement will be made early in the morning on WTIM (Taylorville), WSOY and WDZQ (Decatur), WXFM (Mt. Zion), WSHY (Shelbyville), and WXRO (Pana) radio stations. An announcement to close school will also be made on WCIA (Channel 3, Champaign), WICS (Channel 20, Springfield), and WAND (Channel 17, Decatur) television stations. Information on school closings will also be posted on the following websites: <http://www.cam.k12.il.us/hs/index.htm> and <http://www.cam.k12.il.us>.

COLLEGE VISITATION DAYS Students with a junior class standing are allowed one college visit day. Senior students may have two college visit days. Students wishing to take a college visit day will need to obtain a form from the office and have it signed by the principal, parent and college official. The principal must sign the form prior to the college visit day.

CODE OF CONDUCT The Code of Conduct shall be regarded as a supplement to the Central A & M District Discipline Policy. For more specific information refer to the district discipline policy and the Illinois School Code.

COMMUNICABLE DISEASES Cases of communicable diseases and contagious infections must be reported to the school. Parent/guardians should provide appropriate medical care for students. Students should return to school after they are disease free or cleared by an appropriate medical professional.

COMPUTER USAGE GUIDELINES - Acceptable Use Policy Computer/Internet account holders are responsible for their actions and activity within their accounts. The use of this network is a privilege, not a right. Inappropriate use of the Computer/Internet will revoke those privileges and/or call for other disciplinary actions.

Terms & Conditions

- Acceptable Use - Access to the school's internet must be for the purpose of education or research and be consistent with the educational objectives of the school.
- Privileges - The use of the school's internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Central A & M personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a

student has violated applicable rules and may deny, revoke, or suspend student access at any time. Such decisions are final.

- **Unacceptable Use** – a student is personally responsible for his or her actions and activities involving school computers, networks, or the internet. Some examples of unacceptable uses of school computers, networks, or internet are:
 - Any illegal or unethical activity, including violation of copyright laws.
 - Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyrighted or devirused.
 - Wastefully using resources, such as file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks or the internet.
 - Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, and files, or information contained therein.
 - Invading the privacy of others.
 - Using or attempting to use another’s account or password or other identification.
 - Posting material authored or created by another without his or her consent.
 - Viewing, storing or printing profanities, obscenities or sexually explicit material.
 - Use or attempted use while access privileges are suspended or revoked.
 - Failure to follow network security rules.
 - Attempted or actual use, possession, or creation of any computer virus or other software or physical or electronic device intended to or capable of causing damage to any computer, network, or file. Computer and network vandalism is prohibited.
 - Destroying the data of another person.
 - Hate mail, harassment, threats, discriminatory remarks and other antisocial behaviors.
 - Use of the network for profit.
 - The use of electronic mail by students during the school day unless it is part of a class project.
 - Violating the Network Etiquette Rules as outlined.

Network Etiquette Rules

- Students will be allowed to produce and use electronic publication materials on the internet. Staff will monitor these materials for appropriate content standards. These standards include, but are not limited to, the following:
 - Be polite; do not be abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or obscenities.
 - Do not give out personal information about other students, staff members, or yourself. This includes full name, home telephone numbers and addresses and information regarding the location of any person at any specific time. Do not reveal any financial information.
 - Electronic mail (e-mail) is not guaranteed to be private. Staff members who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in disciplinary action, and those relating to illegal activities may also be reported to law enforcement authorities.
 - Do not disrupt the use of the network, or interrupt the educational process.
 - All materials used in student work shall be properly cited. All existing school/district plagiarism rules apply to internet research.

Consequences for Inappropriate Use

- Central A & M schools reserve the right to maintain a record of students' passwords, to review student files, and to delete a user account from the network to prevent further unauthorized activity. Other disciplinary procedures may take place. These may include, but are not limited to:
- Requirement to relearn proper procedures before computers may be used.
- Loss of all computer privileges for a day, a week, a quarter, a semester, or all year.
- Reimbursement for costs incurred due to damage of equipment or contamination of software.
- In-school suspension; and/or out-of-school suspension, expulsion, and/or referral to legal authorities.

No Warranties

- The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the CAM network, the Internet or the accuracy, correctness, completeness, or reliability of any information, files, or software.

DAILY SCHEDULES

3:00 DISMISSAL			2:00 DISMISSAL			11:30 DISMISSAL		
0	7:20 - 8:00		0	7:20 - 8:00		0	7:20 - 8:00	
1	8:00 - 8:44		1	8:00 - 8:38		1	8:00 - 8:24	
2	8:47 - 9:31		2	8:41 - 9:18		2	8:27 - 8:51	
3	9:34 - 10:18		3	9:21 - 9:58		3	8:54 - 9:18	
4	10:21 - 11:05		4	10:02 - 10:40		4	9:21 - 9:45	
5	11:08 - 12:03 Fr-So stay until 12:09		5	10:43 - 11:20		5	9:48 - 10:12	
L U N C H	12:03-12:39 Jr-Sr 12:09-12:39 Fr-So		6	11:23 - 12:00 Fr-So stay until 12:06			NO LUNCH	
6	12:42 - 1:26		L U N C H	12:00-12:34 Jr-Sr 12:06-12:34 Fr-So		6	10:15 - 10:38	
7	1:29 - 2:13		7	12:39 - 1:18		7	10:41 - 11:04	
8	2:16 - 3:00		8	1:21 - 2:00		8	11:07 - 11:30	

DECATUR AREA TECHNICAL ACADEMY Students attending DATA are expected to follow both the DATA/Decatur School District and CAM calendar schedules. Attendance is required regardless of whether or not the other school is in session. If CAM HS is not in session, but DATA is, students are required to attend at DATA. If DATA is not in session, but CAM HS is, students are required to attend classes at CAM. DATA students will be given a calendar with attendance dates for DATA and Central A&M. Attendance and academic achievement are critical issues when determining eligibility for DATA due

to the expense of tuition. **Any student who has ten or more absences during a school year without a signed doctor's excuse will not be allowed to attend the Decatur Area Technical Academy the following year.** Transportation to DATA will be provided each day, even when CAM is not in attendance. The lack of available parking space at DATA and liability issues require a policy which mandates that students ride to DATA on the provided district transportation. **Students who choose not to follow these guidelines will be dropped from classes at DATA. Students attending DATA are required to maintain a C average to continue in the program.**

DETENTION PROCEDURES

- Any teacher, administrator, or classroom support personnel may fill out a Disciplinary Referral and assign detention for disciplinary reasons.
- Students serving detentions must arrive on time, sit quietly, and shall study or read academic material.
- Failure to follow the above rules may result in an additional Disciplinary Referral by the staff member in charge.
- When assigned a detention, the student must serve it the same day or make arrangements to serve it on the next scheduled detention day. **Detention will be held each Tuesday, Wednesday, and Thursday from 3:05 – 4:00 p.m.** It is the student's responsibility to arrange for transportation and to reschedule work or other commitments.
- Failure to serve the detention on the designated day will result in an additional Disciplinary Referral.
- Accumulations of four detentions or Disciplinary Referrals in a quarter will result in a detention and a day of in-school suspension. All classroom work, quizzes, and tests may be made up with no grade deduction. A participation grade may be deducted in all subjects.
- On the fifth detention or Disciplinary Referral in a quarter, the student will be required to serve a detention and a day of in-school suspension. All classroom work, quizzes, and tests may be made up with no grade deduction. A participation grade may be deducted in all subjects.
- On the sixth and any subsequent detention or Disciplinary Referral, an out-of-school suspension will be issued. All classroom work, quizzes, and tests may be made up. A participation grade may be deducted in all subjects.
- Parents will be notified of each detention.
- Academic problems should not be addressed through this procedure. Teachers may assign a classroom detention and supervise the student after school. Proper notice must be given to the student.

DISCIPLINE POLICIES AND PROCEDURES

Breathalyzer A student at school or a school event may be asked to submit to a breath test if there is reasonable belief that the student has recently used alcohol. If the student refuses, a law enforcement agency will be contacted and the student will be turned over to that department in compliance with appropriate Juvenile Code provisions.

Bullying/Harassment/Intimidation/Threats All students, faculty and staff have the right to an educational environment that is free from verbal and/or physical threats or abuse. This type of behavior towards anyone, including verbal or physical disrespect to a teacher or staff member, will not be tolerated and will be treated as a serious act of misconduct.

Bullying is defined as physical, verbal or written mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and which causes a

disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a person to insults, taunts, or challenges, whether verbal, written or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the person being treated in this manner. This also includes the encouragement or prodding of others to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

- **Coercion** – coercing or forcing other students into acts against their wishes
- **Electronic** – threatening, harassing or intimidating messages sent by electronic means of communication including, but not limited to e-mail, computer or computer devices, voice mail, text messages, “myspace” and other personal web pages, whether the message is transmitted during school time or not
- **Indirect** – spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from a peer group, taking and hiding or destroying another person’s papers or possessions
- **Physical** – hitting, kicking, grabbing, spitting and including threats of physical abuse
- **Verbal** – name calling, racist remarks, put-downs, extortion
- **Written** – threatening e-mail, notes, and/or graffiti

Bus Riders While in transit students are under the jurisdiction of the school bus driver, unless the Board of Education designates some other adult to supervise the riders. It is imperative that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

- Students must ride only assigned buses. The bus will stop only at designated stops and students are expected to be on time.
- Stay off the road at all times while waiting for the bus and do not move toward the bus until it has come to a complete stop and the driver signals to approach it.
- On regular routes, the driver shall assign seats. Riders must remain properly seated at all times while the bus is in motion and may not change seats. In the event of a road emergency riders must remain on the bus until instructions are given by the driver.
- Students must be absolutely quiet when the bus approaches a railroad crossing. Remember that loud talking, laughing or unnecessary confusion diverts the driver’s attention and could result in a serious accident.
- Students may not eat or drink while on the bus. Assist in keeping the bus clean and sanitary at all times.
- Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children. Behavior harmful to the safety and well-being of others will not be tolerated.
- Books, packages, coats, and other objects must be kept out of the aisle.
- Articles, such as glass jars, that may injure others or are judged by the driver or school personnel to be objectionable will not be allowed on the bus.
- Students must observe safety precautions when leaving the bus. Where it is necessary to cross a street or highway, the student should proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic can be observed from both directions. Wait for a signal from the driver before crossing.
- All riders will follow the same rules and regulations on other trips as they do between home and school. Students must obey the driver and the chaperone appointed by the school.

- Transportation on buses should be viewed as an extension of the school classroom and the school day. All student handbook rules apply. Severe misconduct on the bus may result in an immediate suspension. Otherwise, consequences for inappropriate bus conduct may be dealt with in the following manner:
- 1st misconduct: Verbal warning by the bus driver.
- 2nd misconduct: Written warning given to the principal by the bus driver requiring a student-principal conference.
- 3rd misconduct: Disciplinary action by the principal.
- 4th misconduct: Loss of bus privilege (suspension) of 1 to 3 days.
- 5th misconduct: Suspension from the bus of 5 or more days.
- 6th misconduct: Potential suspension from the bus for the balance of the semester or school year.
- The safety and well-being of the student riders is the top priority of District 21 Bus Drivers. Parents and guardians are asked to review the bus rules with their students several times during the school year.
- If a parent/guardian wishes a child to ride to a destination other than home, the parent must send a permission note, have it approved in the school office, and have the student give it to the driver. Please do this only when absolutely necessary because it disrupts the normal routine.

Dress Code Students are expected to wear clothing that is neat, clean, and well-fitting during school time and at all events. Interpretation and enforcement of the dress code will be the responsibility of the high school staff.

- Dress and grooming shall neither interfere with the educational environment or process, nor present a risk to the health, safety, or general welfare of the students. Proper clothing and footwear is required at all times. Any item that is deemed unsafe or inappropriate is not allowed.
- Students are not permitted to wear apparel that is obscene or that distracts from the educational setting. Garments or accessories shall not advertise, promote or picture alcoholic beverages, tobacco, illegal drugs, or violent behavior and shall not display lewd, vulgar, obscene, or offensive language or symbols, including gang-related symbols.
- Clothing with **holes** (no skin or undergarments may be showing), ragged hemlines, clothing made of transparent fishnet or mesh fabric, or clothing that exposes the back, chest, abdomen, genital area or buttocks, undergarments, or the legs above mid-thigh (short shorts or skirts) **shall not be worn**. Spaghetti straps, tank tops, bare backs, shoulders and midriffs are unacceptable.
- Oversized, extremely baggy, or improperly fitting clothing is not allowed. Pants and shorts must be worn at the waist; sagging is prohibited. Clothing or accessories with spikes and chains are not allowed.
- Students will wear attire that is appropriate for indoor academic life. Hats, coats, gloves, mittens, bandannas, sweatbands and sunglasses shall not be worn in the buildings.
- Pierced jewelry, other than earrings worn in the ear, is not allowed.
- Students who violate the Dress Code will be required to change their attire immediately and will not be allowed to make up work for classes missed during the time that it takes to comply. Repeated offenses shall result in additional disciplinary measures, such as loss of privileges, detentions, and/or suspensions. The interpretation and application of the dress code will be the responsibility of the Building Administrator.

Driving and Parking Driving to school is a responsibility and a privilege. The following regulations are set forth in the best interests of all students. The privilege of driving and/or parking on the campus may be suspended or revoked for any student who violates the driving and/or parking regulations.

Driving Rules:

- Drive responsibly and do not exceed 15 mph while on school property.
- Lock your vehicle doors and windows.
- Be aware of other drivers and students on the grounds and be mindful of their safety. Vehicles must be driven safely at all times.
- Do not pass a stopped school bus that has its 'STOP' arm out and/or is flashing its eight-way lights.
- Pedestrians have the right of way.
- Driving during the school day is not allowed. Unusual circumstances which would require the student to drive must be cleared through the principal or designee.
- Students should not return to any vehicle during the school day without the permission of a staff member.
- No loitering; exit the vehicle and enter the building immediately upon arrival at school. When leaving the school, exit the school grounds immediately.

Parking Rules:

- All students must park in the student parking lot. Juniors and seniors may park in the main parking lot. Sophomores must park in the north parking lot. Vehicles must be parked in specified parking areas only.
- Students may not park on Pine Street, at yellow parking blocks, handicapped spaces or other restricted areas.
- No illegal parking; students must park properly in the designated parking areas.
- Students should enter the parking lot on the east side and exit on the west side or north side, as marked.
- Parking is available on a first come, first served basis.

Drugs/Alcohol

- The use, possession, solicitation, transfer, sale, or distribution of any illegal substance during the school day, on school property, or at any school related activity is strictly prohibited.
- Students are not allowed to be on school property, in attendance at school or a school-related activity while in possession of or under the influence of tobacco, alcohol, or any other prohibited or illegal substance.
- Illegal substances include, but are not limited to: alcohol, marijuana, LSD, cocaine, barbiturates, and look-alike drugs.
- Prohibited substances include over-the-counter or prescription medications that have not been prescribed for the student and/or are in a student's possession or locker. All prescribed and over-the-counter medications are to be brought to the school office at the beginning of the school day accompanied by a note from the parent/guardian stating when the medication is to be administered.
- School properties, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety.
- When evidence is found indicating a violation of this policy, school authorities will:
 - Cause the removal of the student
 - Notify parents/guardian

- Notify appropriate law enforcement personnel
- Treat the incident as a "serious act of misconduct"

Electronic Devices The use or display of pagers, radios, video games, MP3 players, CD players and other electronic devices is prohibited during the school day. The possession or use of a laser device is strictly prohibited. Cell phones and electronic devices MUST stay in the student's locker during the entire school day. There will be no exceptions to this policy.

Cell Phone Consequences:

- Student has phone in classroom-detention assigned and teacher brings the phone to the office for parent to pick up.
- Student has phone in class that rings or vibrates, or student is found using phone, i.e. texting, taking pictures, or talking on phone during the school day-In school suspension is assigned and teacher brings the phone to the office for parent to pick up.
- Students may ask a staff member for permission to make a necessary phone call for reasons including but not limited to early dismissal or event changes; but may only do so with staff permission and supervision.

On August 6, 2009, Governor Pat Quinn signed into law House Bill 71 and House Bill 72. The new laws ban motorists from sending text messages while driving in Illinois, and make it illegal to talk on a cell phone while driving through a highway construction zone or school zone. In addition, it will become illegal to compose, send or read text messages, instant messages and e-mail on a cell phone or surf the internet while driving. The ban also includes personal digital assistants and portable or mobile computers, but does not include global positioning systems (GPS) or navigation systems.

Public Display of Affection (PDA) The display of affection through any physical contact is not allowed.

Search and Seizure To maintain order and security, school authorities are authorized by state law to conduct searches of district property as well as students and their personal effects.

- School authorities may search a student and the student's personal effects (e.g. purse, wallet, book bag) when there is a reasonable suspicion that the search will produce evidence that a particular student has violated either the law or the district's student conduct code. The search will be conducted in a manner that is not excessively intrusive to the student.
- School property including but not limited to lockers, desks, and personal effects left in those places by students may be searched by school authorities at any time without notice to or consent of the student and without a search warrant.
- If a search produces evidence that the student has violated the law or district policies, such evidence may be held by school authorities and disciplinary action may be taken.
- If there is reasonable suspicion to believe a student is in possession of illegal drugs, drug paraphernalia, or a weapon, the police and the student's parents will be notified, and the student detained until the police arrive.
- A canine unit may be utilized if there is reasonable belief to indicate that certain contraband exists on District 21 premises.

Sexual Harassment All students have the right to an environment free of unwelcome sexual advances, requests for sexual favors, harassment of others due to perceived sexual orientation, and verbal or physical conduct that constitutes

sexual harassment as defined by state and federal law. Students who feel uncomfortable should report the incident to a teacher, counselor, or administrator.

Student Activism, Strike, or Disorder In the event of student disorder, firm measures will be taken to minimize the disruption to the educational process. These measures may include notifying the superintendent, proper authorities, and parents/guardians. (Refer to District discipline handbook.)

Theft/Possession/Transfer of Stolen Property All students are to respect the property rights of others and of the school. Unauthorized possession or use of school property or of the property of another student will be treated as a serious act of misconduct and financial restitution may be required.

Tobacco No student shall use or possess any tobacco product (smoking or smokeless) within any of the District’s school buildings, vehicles, on school property, or during school-related activities.

- Possession shall include carrying such products on one’s person, in a purse, or keeping it in a locker. Violators of this policy shall be subject to a suspension for one to ten days, and this suspension shall be in-school or out-of-school at the discretion of the principal.
- Use of any tobacco product will subject the user to an automatic suspension from school. This suspension will be out-of-school and may range from one to ten days.

Violence and Fighting Violence of any kind will not be tolerated and will be treated as a serious act of misconduct. All students are expected to avoid dangerous physical contact with other students. Students who provoke, actively participate in, or otherwise aid in the initiation or continuation of a fight between themselves or others will be held in violation of this code. If it can be determined who the aggressor is, that student may receive additional penalties.

DISCIPLINARY PROCEDURES

Initial Disciplinary Actions Each teacher is to establish the classroom rules. Examples of disciplinary actions by teachers as part of their classroom rules are, but are not limited to the following: verbal reprimand, withdrawal of privileges, detention, counseling, demerits, consultation with administration, consultation with parents (by phone or in person).

Office Referrals A student should be referred to the office when the offense is serious, persistent, or disruptive; or as deemed necessary by the teacher. Any student sent to the office from a classroom because of behavior issues automatically receives an hour detention from the teacher.

Intermediate Disciplinary Actions Certain acts of misconduct also may result in the use of one or more of the following types of disciplinary responses to attempt to correct the offending behavior:

Conference with parents	Conference with student
Withdrawal of privileges	In-school suspension
Detention	Out-of-school suspension
Temporary removal from class	Suspension of bus privileges
Alternative programs	Activity suspension
Saturday school	Financial restitution
Referral to outside agency	Referral to district support services

Disciplinary Methods for Serious Acts of Misconduct In cases of gross misconduct or when efforts to correct the student's behavior are fruitless, the following actions may be taken:

- Activity suspension
- In-school suspension
- Out-of-school suspension
- Alternative program for highly disruptive youth
- Expulsion

GRADING SCALE Plus and minus grades are used in the computation of a student's grade point average (GPA) and all courses taken are included in the GPA computation. The grading system and each numerical equivalent are as follows:

A+	99-100	4.00
A	95-98	4.00
A-	93-94	3.70
B+	91-92	3.30
B	87-90	3.00
B-	85-86	2.70
C+	83-84	2.30
C	79-82	2.00
C-	77-78	1.70
D+	75-76	1.30
D	71-74	1.00
D-	69-70	0.70
F	Below 69	0.00

Incomplete Grades - Due to approved absences or a prior arrangement with the instructor, the student has assigned work yet to complete before a letter grade can be assigned. The student is responsible for making arrangements with the teacher to complete the required class work. If the work is not completed within 10 school days, the teacher will determine the student's grade based on the work completed and change the incomplete (**I**) grade to a letter grade.

Semester grades are the grades permanently recorded. Semester grades are determined by the following method: semester tests (exams) count approximately 1/5 and the semester grade counts approximately 4/5, with the exact weightings to be determined by the instructor. Students receiving an "F" for the first semester of a full year (one credit) course will not receive any credit for that semester. Students who pass the first semester and fail the second semester will only receive credit for the first semester, or ½ unit of credit.

GRADUATION COMMENCEMENT CEREMONY

The commencement ceremony is the final step in the high school educational process. *No student may be involved in the commencement exercise unless all graduation requirements have been met by 3:00 p.m. the day before the graduation practice.* For those students who earn the right to participate in the ceremony, it is an important event in the life of a student and his/her family. Your cooperation in making the commencement ceremony a dignified and meaningful celebration that honors the accomplishments of each graduate is appreciated. In keeping with this goal, the following dress code is required for participation in the ceremony:

Young Gentlemen: white dress shirt with a collar, dark necktie, black or dark brown dress shoes, dark colored dress pants, and dark colored socks

Young Ladies: dress, skirt, or culottes; shoes - black flats or heels

Mortar boards must be worn flat by all students. Nothing may be taped, pinned, or otherwise attached to the graduation apparel. Any student who does not have access to the required dress should see the principal or one of the senior class sponsors so that arrangements may be made to borrow the appropriate clothing.

Participation in the commencement ceremony is a privilege and is not required. Again, your cooperation in helping everyone celebrate the achievement of each student in this dignified event is appreciated.

GRADUATION REQUIREMENTS, CREDITS, FEES A student must complete a minimum of 22 credits of high school work in order to graduate. Students entering as ninth-graders in the school year 2008-2009 and thereafter will be required to earn (23) credits. This is due to the change in credit value for PE which will change from 0.125 credits to 0.25 credits per semester with the incoming freshmen class in the fall of 2008. A student should earn at least 5.5 (5.75) credits each year in order to be able to graduate in four (4) years. Credits for graduation are required in the following courses and subject areas:

Required Courses:	Required Credits:
English	4.0
Mathematics	3.0
Science	2.0
Social Science*	2.0
Humanities**	2.0
Health Education	.5
Consumer Education***	.5
Physical Education	1.0 (2.0)
Electives	7.0

*Social Science requirements include 3 semesters of U.S. History and 1 semester of Government.
 **Humanities include Foreign Language, Music, Art, and/or Vocational Education.
 ***Consumer Education requirement may be fulfilled by taking Resource Management, Consumer Math, or Economics.

Total Credits Required = 22.0 (23.0)

Before the beginning of the school year, a student of 'Senior' standing should check with the guidance counselor to determine if all credits required for graduation are in order. Seniors with unclear records will not be allowed to participate in the graduation ceremony.

CREDITS

Area Vocational Courses	3.0 units per year
Driver Education:	
Classroom	0.25 units
Driving	0.25 units
Physical Education	0.125 (0.25) units per semester
Band	1.0 unit per year
Chorus	1.0 unit per year
Other Full Year Subjects	1.0 unit per year
Other Semester Subjects	0.5 units per year

FEES High School fees for the 2010-2011 school year are as follows:

All students	\$60.00
Vocational Center	\$50.00
Driver Education	\$150.00
Foods Class	\$25.00
Crafts Class	\$15.00

<u>Ag Mechanics</u>	<u>\$15.00</u>
<u>Horticulture</u>	<u>\$15.00</u>
<u>Athletic</u>	<u>\$40.00 per sport/\$100.00 per year maximum</u>
<u>Scholastic Bowl</u>	<u>\$40.00</u>

Students will be ineligible for participation in interscholastic programs if fees are not paid or arrangements for payment are not made.

HEALTH AND DENTAL EXAMINATIONS In order to comply with the State of Illinois and District 21 Health and Dental Policy, each student entering the 9th grade must have a physical examination before beginning classes. All new students must have a physical examination and show proof of a dental examination before beginning classes. Also, any student in interscholastic athletics, cheerleading, or pompoms must have an exam prior to beginning practice.

HEALTH HISTORY Parents should inform the office concerning students who require immediate or special consideration for conditions such as allergies, asthma, diabetes, epilepsy, or any other physical conditions.

HONOR ROLL A student must meet the following requirements in order to be eligible for consideration for honor roll:

<u>High Honor</u>	<u>(no grade less than an A-)</u>	<u>GPA of 3.70 – 4.00</u>
<u>Honor Roll</u>	<u>(no grade less than a B-)</u>	<u>GPA of 3.00 – 3.69</u>
<u>Honorable Mention</u>	<u>grades of all A's and B's and one C</u>	<u>GPA 3.00 or above</u>

ILLNESS A student who becomes ill during the school day should report to the office or to a teacher. Students who become ill should not leave school without permission from the office. A parent/guardian will be notified and informed of the situation if a student wishes to go home or is seriously ill.

LOCKERS/LOCKS Each student will be provided with a hallway locker and a gym locker. **Students are required to place school locks on their hallway lockers.** A lock will be issued to all students at the beginning of the 2010-2011 school year. Students will be responsible for this lock until they graduate at which time they will need to turn their lock in. Students will also need to turn in their lock upon transferring. Students who do not turn in a lock will be fined \$5.00. Replacement locks will cost the students \$5.00. Only school issued locks will be allowed. In an emergency or other situation, where there is a reasonable belief to suspect that illegal or questionable objects/substances are in a student's locker, the school reserves the right to open and search that locker. Students are only allowed the use of one hallway locker and one gym locker. Each student is responsible for the condition of the locker that has been issued for their use. Nothing may be taped or attached to the outside of any locker. It is strongly recommended that students purchase a lock for their gym locker (\$5.00).

LOST AND FOUND Any found articles should be turned in to the office immediately. Any lost articles should be reported to the office immediately. Students will be asked to describe the article in question if they wish to claim it. Articles of value turned in to the office will be held until the end of the school term and will be discarded if unclaimed.

LUNCH The cost of a regular student meal is \$1.85. A la carte items are also available. Students should pay for lunches in the office and a computerized student lunch card will be issued. Students must remain on campus during the lunch hour. All food and drink will be consumed in the cafeteria. After finishing lunch, freshman and sophomores **must** remain in the cafeteria unless they have permission from the lunch supervisor to leave. Juniors and seniors may leave the cafeteria and go to their

hallways. There is to be no sitting on the hallway floors and there is to be no food in the hallways. All students may go to the library to study after they finish lunch. No food or drink is allowed in the library. This privilege is subject to change due to behavior.

MAKEUP WORK Students are allowed one day to make up work for each day that they have an excused or unexcused absence unless the student has been deemed truant. It is the student's responsibility to obtain all make-up work from the teacher immediately upon returning to school. It is advisable to ask a friend to provide you with your books or assignments if you miss more than one day. Parents may ask the office to request assignments from the teachers and these may be picked up after adequate time has been allowed for teachers to gather and send assignments to the office. Work not made up within these guidelines may result in a grade of zero for the missed assignments. Students should also consult a teacher's classroom management plan for more specific information regarding make-up work.

MULTIMEDIA CENTER The purpose of the Multi-Media Center is to furnish books and materials to meet the educational needs of students and staff. It is not a social gathering place. At various times during the school day, the Multi-Media Center is a very busy place with both high school and elementary students present. Please use the Multi-Media Center quietly. Fines for overdue and lost materials are sometimes assessed. Grade cards will be withheld until the materials are returned and/or the fines are paid.

NATIONAL HONOR SOCIETY The National Honor Society (NHS) is sponsored by the National Association of Secondary School Principals and gives recognition to outstanding high school students on the basis of scholarship, leadership, service and character. Any junior or senior who has attained a cumulative scholastic average of 3.2 or better on the basis of an A = 4 points, a B = 3 points, and a C = 2 points, is eligible to be considered for membership with a completed application. Faculty members then rate students on character, leadership, and service. Students elected to the society must maintain the standards established in the NHS constitution. Failure to meet the standards which were the basis for election may mean dismissal by recommendation of the Chapter Council. A dismissed student is permanently ineligible for membership consideration.

NORMAL COURSE LOAD Each student will be expected to take at least six academic classes (which may include music) plus physical education each semester he/she is enrolled. A study hall is added to the typical schedule. A student may choose to eliminate the study hall by requesting seven academics and physical education. A consultation with the principal, counselor, and parent is required before an exception will be considered. The basis of such consideration will be the student's academic ability, scheduling, class size, teacher recommendation and career plans. **Every effort should be made to limit each student to one study hall during the day.**

PARENT ON-LINE ACCESS Parents may access information about grades, attendance and discipline on-line. Please see the STI Login link at the bottom of the high school home page, www.cam.k12.il.us/hs. Call the school and leave your name, your student's name, and your e-mail address. A user ID and password will be sent to you via e-mail. Parents may also access information on extracurricular activities at highschoolsports.net.

PASSES A student is required to have a valid pass from a teacher or staff member in order to be in the hallway during any class period, including study hall. Any student found in the halls without a pass is subject to an automatic detention.

PASS – NO CREDIT OPTION Students may enroll in a class for a pass-no credit grade rather than a standard letter grade if the following requirements are satisfied:

Only one course per semester will be accepted for Pass-No Credit.

- The course cannot be used to satisfy the graduation requirements in that particular curricular area. For example, 3 credits of mathematics are required. The Pass-No Credit option would only be applicable for a mathematics class beyond the 3 required credits.
- A student must be enrolled in at least 3 of the qualifying courses (see list) in a semester to be eligible to use the Pass-No Credit Option.
- If all of the requirements are satisfied, a student may choose any elective class during the semester for the Pass-No Credit Option.
- The Pass-No Credit Option qualifying courses are:

003410 Accounting 2	011330 Advanced Topics
005310 Spanish 3	011410 Chemistry 2
005410 Spanish 4	011420 Physics
011330 Trigonometry	011430 Anatomy and Physiology
009415 Analytical Geometry	012325 Psychology
009430 Calculus	012335 Sociology
- A "P" would be given if the student's percentage is 77-100. An "NC" would be given if the student's grade is 76 or below.
- The Pass-No Credit Option will allow credit for the course if passed, but the "P" or "NC" will not be calculated into the GPA.
- A course taken as Pass-No Credit may not be taken for a letter grade at a later date.
- Permission of the principal and instructor is required.
- Once the semester has begun, the student may not change the Pass-No Credit request.

THE PERMISSION FORM MAY BE OBTAINED FROM THE GUIDANCE COUNSELOR.

PHYSICAL EDUCATION Physical Education (PE) shall be a part of the instructional program. The District will comply with the requirements mandated in The School Code of Illinois with respect to PE. Students may be excused from PE only under the following conditions:

- Presentation of a physician's statement that a student must not take part in PE for a specified length of time.
- Current participation in an IHSA athletic program and in grade 11 or 12 with an appropriate PE exemption form completed. Students choosing to exercise this option will not be scheduled into Athletic PE.
- An IEP which exempts a student from PE because of a handicapping condition.
- Permission of the school principal, per State of Illinois guidelines.

RELEASE OF INFORMATION TO MILITARY AND COLLEGE RECRUITERS The **No Child Left Behind Act** requires high schools to provide to military recruiters, upon request, access to the names, addresses, and phone numbers of high school juniors and seniors. This law also requires high schools to release information to colleges or other higher learning institutions, upon request. If you do not want the school to disclose this information, you must fill out a Parent Opt-Out Form and return it to the office by October 1 of the current school year. This form is available in the high school office. If a completed form is not received by October 1, student information will be released to military and college recruiters upon request. If the student is 18 or older, he or she must sign the form.

REPORT CARDS AND PROGRESS REPORTS Report cards are sent home with each student after each nine week grading period. Report cards will be withheld if a student

owes a library fine or has a financial obligation (e.g. replacing a lost or damaged textbook, paying for a shop or foods project, etc.) to the school. Mid-quarter progress reports are mailed home four times a year. The purpose is to inform parents of the academic progress of their student. Parents are encouraged to contact teachers if the progress report indicates the student is having difficulty.

Grading Quarters	Report Cards Distributed	Progress Reports	Progress Reports Mailed Home
1st Aug. 23 – Oct. 22	October 29, 2010	Sept 15, 2010	Sept. 17, 2010
2nd Oct. 25 – Dec. 21	January 7, 2011	Nov. 17, 2010	Nov. 19, 2010
3rd Jan. 4 – Mar. 11	March 18, 2011	Feb. 16, 2011	Feb. 18, 2011
4th Mar. 14 – May 26	May 31, 2011	April 13, 2011	April 15, 2011

SCHEDULE CHANGES A student has one week at the beginning of a semester during which schedule changes may be made through the guidance counselor. After that time a class may not be dropped. Any changes after one week must be approved by the building administrator. A \$10 fee will be assessed for student-initiated schedule changes after the semester begins.

SCHOOL PROPERTY Each student is responsible for the textbooks and materials which the student rents or uses. If materials or a book is damaged, lost, or stolen, the student to whom it was issued is financially responsible for the replacement or repair of the book or materials. Any person caught maliciously or willfully destroying school property must pay for the damages, will be subject to disciplinary action by the school, and may be subject to arrest by law enforcement officials for destruction of property or an applicable charge.

SEMESTER EXAMS

RULES AND GUIDELINES

- Student attendance is required for a scheduled exam.
- Student attendance is not required for study hall or P.E., but a study hall will be open for those who wish to study.
- Students are required to stay for the entire study hall period.
- Students taking exams must remain in that class for the entire scheduled period.
- Students are not allowed in the hallways from 8:00 – 11:55 and from 12:45 – 2:00.
- Students may leave the campus when not taking exams, but may only be in a vehicle if accompanied by a parent or guardian or if leaving for the day.
- Early bird classes do not meet on exam days.
- Students may not opt out of exams if they have failed to return a signed handbook sheet to the office.
- Students may not opt out of any final exam for any reason if they have more than one scheduled study hall.
- Students may not opt out of any final exam if they have had an in-school suspension, out of school suspension or unexcused absence during the semester.
- Beginning with the class of 2013, students will be required to take all semester exams until their senior year.
- Students who are members of the class of 2011, or 2012 may opt out of **one** exam each semester if they meet the following criteria:

Have an "A" average in the class and have 5 or less total excused absences for the semester.

Have a "B" average in the class and have 4 or less total excused absences for the semester

Have a "C" average in the class and have 3 or less total excused absences for the semester.

*attendance is accumulated by semester, not class period

**excused absences for exams include parent calls, parent notes, medical excuses, college days, military days, court appearances, etc.

- Seniors may opt out of a first semester exam for each area in which they received a 'Meets' or 'Exceeds' on the PSAE. The semester average in that class must be a "C" or above and in the same subject area in which you received a 'Meets' or 'Exceeds' on the PSAE. The classes which may be exempt for PSAE scores are English (Writing and/or Reading), Math and Science only.

- Second semester seniors may opt out of all exams using the following criteria:
Have an "A" average in the class and have 5 or less total excused absences for the semester.

Have a "B" average in the class and have 4 or less total excused absences for the semester.

Have a "C" average in the class and have 3 or less total excused absences for the semester.

*attendance is accumulated by semester, not class period

**excused absences for exams include parent calls, parent notes, medical excuses, college days, military days, court appearances, etc.

- Students should be made aware that the "open campus" concept during exams is contingent upon their good behavior. If there are problems, such as loitering in different areas of town, all students will be forced to stay in the building for the entire day. Students are strongly admonished to behave responsibly in the community and to adhere to these guidelines if they wish to retain the privilege of open campus for the future.

SCHEDULE OF EXAMS

Exam Day 1	Exam Day 2	Exam Time	Exam Begins	Exam Ends
1	5	75 Min.	8:00	9:15
2	6	75 min.	9:20	10:35
3	7	75 min.	10:40	11:55
Lunch	Lunch	45 min.	11:55	12:40
4	8	75 min.	12:45	2:00

STUDENT SUPPORT AT EXTRACURRICULAR EVENTS The Central A & M Board of Education and Administration strongly encourage student attendance and support of extracurricular events. Student verbal support of our teams is greatly appreciated and requested, but yelling at or harassing opposing players, fans, coaches, or officials is not considered acceptable or appropriate behavior. Please be aware that your support of

Central A & M teams is important and that your conduct reflects not only on you, but also on your team, school and community.

STUDY HALL RULES Study halls are for studying and the listed expectations should be followed:

- Each student will be assigned a seat by the study hall teacher.
- Each student will bring enough work to keep busy the entire hour. This includes books, paper, pens, pencils, and other necessary materials.
- There will be no working together or visiting between students without the permission of the teacher.
- Each student leaving the study hall will have a pass issued by a teacher.
- Any student who received a quarter grade of "F" in at least one class, may not leave his or her seat during the study hall period, unless he/she has a pass from a teacher to do research, work on a computer, or go to a teacher's room.

SUMMER SCHOOL Credit will be given for summer school courses taken at an accredited high school upon presentation of satisfactory evidence of the student's performance from that school. The following conditions must be met in order to earn summer school credit:

- Computer based credits are subject to the approval of the high school principal and are limited to a total of two for graduation credit.
- The class taken must be on the appropriate grade level of the student and must be approved in advance by the principal.
- If the class is taken for the purpose of earning credit where the student has failed a class locally, the class taken in summer school must be on the exact grade level and the content must be nearly the same as the content of the class failed. Advance approval of the principal is required.
- If the class is taken in lieu of a locally offered class, the student must demonstrate an acceptable reason for wishing to bypass the local class. Again, the course content must be quite similar to the local content and advance approval of the principal is required.

TARDINESS Arriving tardy to school or class is not permitted. Students are expected to be on time each day. Punctuality is an important work ethic in our society and a habit that the school and the parents must strive to make a part of each student's character and lifestyle. If a student is frequently tardy, parents will be contacted by a teacher or administrator in an effort to resolve the problem. Detentions for tardiness will count as part of the progressive discipline policy resulting in eventual in-school or out-of-school suspension. For purposes of attendance, a student more than five minutes late to a class without a valid excuse will have an unexcused absence for that class.

A student that is tardy to school for their first class of the day will be sent to the office. If the student returns to class without a pass or with a pass that states that the tardy is unexcused, the teacher will assign a detention.

Students are expected to be in class when the bell rings. A student that receives an unexcused tardy to any class period will be assigned a detention by the classroom teacher.

TEACHER AIDE Students wishing to be a teacher aide during the school year must meet the following criteria:

- Junior/Senior status
- Have an accumulated GPA of 3.0 or better
- Have a completed application in the Guidance Office
- Must stay with the assigned teacher for the entire period

- Students may not be assigned as a teacher aide if they are also scheduled into a study hall. (The teacher aide position would take the place of a study hall.)
- Position will be reviewed at the end of each quarter
- Applicants not placed will remain in study hall

TELEPHONE USE A pay telephone is available for student use. Phones in the main office are not to be used by students except with permission from the school staff or in the event of an emergency. Student cell phones may be used in the office or the classroom with the permission of a staff member.

TRANSFERRING TO ANOTHER SCHOOL When a student transfers to another school or leaves school for any reason, he/she is required to pay all fees and school indebtedness which he/she owes, turn in all library books, turn in hallway lock and all textbooks to the school office. Student records will not be transferred until all indebtedness has been satisfied, hallway lock and books returned.

**CENTRAL A&M COMMUNITY UNIT DISTRICT 21
OFFICIAL NOTIFICATION OF SCHOOL
REGULATIONS AND PROGRAMS AS PRESCRIBED BY LAW
2010-2011**

STUDENT RECORDS: Notification of Rights of Parents and Students

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent information and other basic information. The permanent record is to be kept for 60 years following graduation or permanent withdrawal from school.

The student temporary record consists of all information not required to be included in the student permanent record, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information and will be destroyed after graduation or permanent withdrawal.

Parents have the right to:

- Inspect and copy any and all information contained in the student record. There may be a charge for copies, not to exceed 35 cents per page. This fee may be waived for those unable to afford such costs.
- Challenge the contents of the record by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled and will be conducted by an impartial hearing officer.
- Upon graduation, transfer, or permanent withdrawal from school, receive copies of records proposed to be destroyed.
- Inspect and challenge information proposed to be sent to another school in another school district in the event of a move to that school.

Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to court order, subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet the threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.

The following is designated as public information and may be released to the general public, unless the parents specifically request that any or all such information not be

released: student's name, address, grade level, birth date and place, parents' names and addresses, information on participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance at school.

A parent of a student may not be forced by any person or agency to release information from the temporary record in order to secure any rights, privilege or benefit including employment credit and insurance.

Full and complete copies of the laws, rules, and regulations or student records are on file with the school records official and the superintendent of the school district. Parents or eligible students are encouraged to contact local school authorities if further information is desired about the preceding regulations or local board policies.

GENERAL INFORMATION **Enrollment and Attendance**

Eligibility for Enrollment - Children who are five (5) years old by September 1, or under twenty-one (21) years of age are eligible to enroll and attend Central A&M Schools, provided they reside in the district. Pupils moving from the school district during the school year may continue school in this district for the remainder of the current school year, tuition free. In such instance, it is the parents' responsibility to provide necessary transportation.

Students with Special Needs - Educational programs for children between the ages of three (3) and twenty-one (21) years of age who have special needs due to handicaps or mental disabilities are provided by the local district through a cooperative arrangement with the Macon-Piatt Special Education District as prescribed by the *Rules and Regulations for the Administration of Special Education in the State of Illinois*. Specific inquiries may be made to the superintendent or the Director, Macon-Piatt Special Education District, 101 West Cerro Gordo St., Decatur, Illinois 62523. The telephone number is 217/424-3025.

Residency - Any eligible student (1) who lives within the district with his/her parents, (2) places with legally-appointed guardians or foster parents living in the district, or (3) a legally emancipated self-supporting student who lives in the district may attend school at Central A&M. Students who are in long-term custody of other than family members may attend district schools provided that the placement is for other purposes than school attendance. Non-resident students may attend school with board of education approval by paying the per capita tuition charge.

Compulsory Attendance - All school age children between the ages of seven (7) and seventeen (17) years of age are required to attend school unless (1) he/she attends a private or parochial school, (2) he/she is mentally unable to attend (documentation from doctors verifying the incapability is required), (3) he/she is attending confirmation classes or otherwise excused by school authorities in accordance with established board of education policies.

Truancy - Chronic or habitual unexcused absence is considered truancy. Parents who are found to be guilty of condoning or contributing to truancy may be convicted of a Class C Misdemeanor (\$500 fine and/or 60 days in jail) if regular attendance is not maintained. Chronic truancy will be reported to the Truancy Intervention Program officials, maintained by the Regional Superintendent of Schools.

STUDENT HEALTH

Physical Examinations, Immunizations, and Booster Shots - In order to comply with the State of Illinois and District 21 policy, each student must show proof of a physical examination before entering kindergarten, 5th, and 9th grade. The physical

exam must be given by a licensed medical professional within one year preceding entrance to school. State of Illinois and District 21 Policy also require evidence of dental exams when students enter kindergarten, 2nd, and 6th grades. Standardized physical and dental forms are required and are available in each of the district offices.

An out-of-state student enrolling in an Illinois school for the first time must also file evidence of a current physical exam, immunizations and appropriate booster shots. Immunizations are required for diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, Hepatitis B and chickenpox. Section 27-8.1 of the *Illinois School Code* requires districts to exclude students who have not complied with the physical/dental exam or immunizations requirements. October 15 or thirty (30) days following enrollment are the deadlines for meeting this statute. Parents objecting to examinations and/or immunizations because of religious beliefs must file a signed statement of such objection with the school district office. Students who have not been immunized, and are thus unprotected should an outbreak of a communicable disease occur, will be subject to exclusion from school in accordance with state rules and regulations.

Lead Screening - All kindergarten students entering school must now be screened for lead poisoning. Enforcement of and questions concerning this issue should be addressed to the County Health Department.

Athletic Physicals - All students participating in athletics must file evidence of a physical exam with the principal prior to participation in the athletic activity. The examination must occur not more than one year preceding practice or participation in such athletic contest or activity.

STUDENT DISCIPLINE

Maintenance of Discipline - Teachers and other certificated educational employees shall maintain discipline in the schools and on school property. In all matters relating to the discipline and conduct of students, teachers and administrators stand in the place of parents or guardians to the pupils.

Suspension and Expulsion - Students who are irresponsible, violate the rights of others, or present an actual or threatened danger to persons or property may be suspended for up to ten (10) days or expelled for the balance of the school term. Students using or possessing a firearm, explosive or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a period of at least one (1) calendar year, but no more than two (2) school years. Due process procedures as established by statute and the policies of the board of education will govern such actions.

ADDITIONAL INFORMATION

Special Education - is an integral part of the total school program, and many programs for exceptional children are available. Because of the uniqueness of the exceptional child's needs, it is necessary for the district to be a part of the Macon Piatt Special Education District. Some programs are available within the Central A&M School District; others require transportation outside of the district. Through the special education cooperative, psychological services, social worker services, speech therapy, home-hospital instruction, and educational testing services are provided. Special classes are available for the learning disabled, educable mental impairment, trainable mental impairment, visual impairment, deaf and hearing impairment, pre-kindergarten, and the severely physically and mentally disabled.

The school district provides an intensive screening program each spring for all children, ages birth through 5 years, as a method of identifying children who may have difficulty in school. Screening is done for possible hearing, vision, speech, motor and learning

problems. This is a program for all school district children. Parents are urged to take advantage of this pre-school screening event.

Before a child can be eligible for a special education program, a case study evaluation must be completed. Parents, persons having primary care and custody of the child, teachers, administrators, the Illinois State Board of Education, and community service agencies may refer any child for such an evaluation. The parent must be notified in writing of the procedures which will be followed and be asked for signed consent prior to the case study evaluation, except for speech therapy and home/hospital instruction. All referrals are handled through the school principal's office.

All information obtained for a case study evaluation is highly confidential. The district maintains a policy detailing the nature of the information, the use of the information, and the maintenance of the information. Any parent of a special education student may disagree with the school regarding the child's program or anything connected with the program. An impartial due process or mediation procedure is available for resolution of such problems.

A parent or guardian should first call the office of the superintendent to express concerns and attempt to work out a solution to the problem. Most concerns can be solved at this meeting. But if not resolved at this level, mediation or an impartial due process hearing may be initiated. Additional information regarding the rights of handicapped children may be found in The Educational Rights of Handicapped Children – A Parents' Guide, which may be requested from the school.

Curriculum - The district shall provide a curriculum of studies in accordance with state laws and rules and regulations. When parents find portions of the curriculum objectionable, the student may not be required to take that portion of the class or subject, provided that the parent submits written objection to the appropriate school administrator of the school the child attends.

Parental Involvement in State and Federal Programs - Parental involvement and input are always welcome in the Central A&M schools. If you have questions, concerns, or suggestions regarding any of the programs of the schools, including the state and federal programs in which the district participates, please contact the superintendent's office. Your comments will be welcomed and appreciated. Central A&M participates in these federal programs: Title I, Title II math and science in-service training, Title IV Drug Free Schools and Title VI block grant. State-funded programs are Reading Improvement (K-6), Gifted Program, and block grants.

Prevailing Wages - The board of education of the Central A&M school district annually passes a resolution establishing prevailing wage rates for district construction projects as being the same as those in Shelby, Christian and Macon counties as determined by the *Illinois Department of Labor*. Anyone wishing to inspect the resolution may do so in the superintendent's office between 7:30 a.m. and 4:00 p.m. Monday through Friday.

Asbestos - All school buildings within the Central A&M schools have been inspected and re-inspected by accredited inspectors for asbestos containing materials. There is an Asbestos Management Plan in place and available for public inspection during normal business hours. Please contact the district superintendent.

Pest Management and Control - All school buildings within the Central A&M school district are regularly inspected for the presence of insect pests and rodents. In order to properly manage and control such pests, it may be necessary to spray buildings and grounds with approved pesticides, including insecticides, rodenticides, and herbicides. By law, the school district must maintain a registry of staff, parents and students who wish to be notified when and if such spraying is scheduled. Persons listed on the

registry will be notified at least 48 hours in advance of any air-borne applications of such pesticides. To register, call or notify the school district office, 226-4042.

Nondiscrimination - All students are provided equal opportunities in all educational programs and for all services. No student shall be excluded from or segregated in any course of instruction, extracurricular activity or athletic program because of race, color, creed, nationality or gender. Employees shall not be denied employment or promotion because of race, color, creed, nationality, or gender.

Board of Education - The seven members of the Board of Education of Central A&M Community Unit District 21 are elected at large from the residents of the school district. Members serve four-year terms of office and are elected in the Nonpartisan Election in odd-numbered years. The board meets at least once each month on the 3rd Monday of each month, unless there are five Mondays in the month, at which point the board often meets on the 4th Monday. Meetings are scheduled in the Central A&M High School Library, Moweaqua, during even-numbered months; and in the Central A&M Middle School Library, Assumption, during odd-numbered months. The regular monthly meetings are held at 7:00 pm with the open session portion of the meeting beginning at 8:00 pm. All meetings of the board and committee meetings are public meetings.

District Office: Central A&M Community Unit Dist. 21, 105 North College St., Assumption, Illinois 62510-0140, Mr. Randy Grigg, Superintendent

Attendance Centers: The Central A&M District operates five attendance centers:

- **Central A&M High School**, 229 East Pine Street, Moweaqua, IL 62550
 - Grades 9-12, Ms. Judy Fitzgerald, Principal 217/768-3866
- **Central A&M Middle School**, 404 East Colegrove St., Assumption, IL 62510
 - Grades 6-8, Mr. Kent Stauder, Principal 217/226-4241
- **Gregory Intermediate School**, 221 East Pine St., Moweaqua, IL 62550
 - Grades K-5, Mr. David Fitzgerald, Principal 217/768-3860
- **Bond Primary School**, 105 N. College St., Assumption, IL 62510
 - Grades PreK-5, Mr. David Fitzgerald, Principal 217/226-4022
- **Kemmerer Village Campus School**, Route 1, Assumption, IL 62510
 - Special Population, Ms. Joanne Coady, Supervisor 217/226-4012

ATHLETIC PARTICIPATION FEE

Each student will be required to pay \$40.00 per sport or a maximum of \$100.00 per year if participating in 3 or more sports. No refunds of athletic fees will be given after the first contest of that sport.

2010-2011 ATHLETIC TICKET FEES

	ADULTS	STUDENTS & SR. CITIZENS
All High School Varsity Events	\$4.00	\$3.00
Middle School Sports	\$3.00	\$2.00
JV/Fresh Football	\$2.00	\$1.00
Fresh/Soph Boys Basketball	\$2.00	\$1.00
5th & 6th Grade Basketball	\$2.00	\$1.00

Family Sports Pass* \$125.00

**This covers all members of a household at all regular season non-tournament district athletic activities*

Board of Education policy #700.01 requires that no student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Students and/or parents have the right to initiate a grievance or complaint if discrimination is alleged to have happened. Such complaint should be filed with the Superintendent of the School District, who shall then send a copy of the grievance procedure to the complainant.

EXTRACURRICULAR POLICY FOR INTERSCHOLASTIC SPORTS AND ACTIVITIES

CENTRAL A&M DISTRICT #21 EXTRACURRICULAR CODE

The Board of Education and staff of Central A & M School Unit District 21 have adopted this Extracurricular Code which applies to all students, grades 6-12, who desire to participate in competitive or other extracurricular activities. This policy addresses student conduct and imposes additional responsibilities on student extracurricular participants.

Participation in extracurricular activities is a privilege available to qualified students. There is no right of students to participate in sports athletic competition, intramurals, pompon or cheerleading activities, or to participate in any other school-governed extracurricular activity. Those who participate in extracurricular activities are considered role models and have a responsibility to favorably represent the school and community. Student extracurricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Central A&M Community Unit District 21. Strict adherence to the rules and policies set forth in the Extracurricular Code is a responsibility that accompanies the privilege of participation. If a student fails to comply with the terms of the Code, the privilege to participate in any extracurricular activity may be lost in accordance with the terms of this extracurricular policy.

The rules set forth in this Extracurricular Code are in effect throughout the school year, twenty-four (24) hours a day, whether or not school is in session, including breaks and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other location away from school. The rules apply from the beginning of the participant's IESA/IHSA first practice or initial sign-up for a non-IESA or non-IHSA activity and remains in effect until the completion of the cumulative from the first period of eligibility in the 6th grade until promotion from the 8th grade, and is cumulative from the first period of eligibility in the 9th grade until graduation from the high school.

Activities Defined:

- Illinois High School Association (IHSA) activities are defined as: Volleyball, Cross Country, Football, Boys Basketball, Girls Basketball, Scholastic Bowl, Baseball, Softball, Boys Track, Girls Track, Cheerleading, Pompoms, and Instrumental/Vocal Music Organizational Contest.
- Non-IHSA activities are defined as: Art Club, District/State Music Festival, Family Career and Community Leaders of America, Future Farmers of America, Musical, National Honor Society, Science Club, Spanish Club, Students Against Driving Drunk, Student Council, Class Officers, WYSE, and Yearbook.
- Illinois Elementary School Association (IESA) activities are defined as: Volleyball, Boys Basketball, Girls Basket ball, Boys Track, Girls Track, Scholastic Bowl, Literary, Art Workshop, Solo/Ensemble, and Organizational Contest.

- Non-IESA activities are defined as: Art Club, Student Council, Cheerleading, Eco Team, Intramural Volleyball, Learning Olympiad, District/State Music Festival, and Play/Musical.

Parents have a shared responsibility in the enforcement of this policy.

I. Reporting

A staff person who has sufficient evidence to believe an infraction has occurred, a parent of a student who has committed an infraction, the student who has violated the policy, or law enforcement personnel must report a violation to the Activities Director or to the administration. Reliable information including, but not limited to, signed eyewitness statements will be used to determine if a violation of the extracurricular policy has occurred. The Activities Director shall, in consultation with the Principal, oversee all athletic infractions and the Principal or his/her designee shall oversee all non-athletic infractions.

II. Determination of a Violation

The Activities Director and/or the Principal or designee shall investigate the occurrence which gives rise to the charge. If the Activities Director or the Principal determines that discipline may be warranted, based upon the facts as established in the investigation, he/she shall conduct an informal meeting with the student, at which time he/she shall:

1. give the student the oral notice of the charge, and
2. in the event the student denies the charge, give the student an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.

If the Activities Director or the Principal determines the allegations to be true, the parent(s) shall be notified and the student shall be temporarily suspended from participation in all extracurricular activities until a meeting is held by the Extracurricular Review Committee, as provided herein.

III. Action by Extracurricular Review Committee

- A. The Committee will consist of the Activities Director, the Principal, one coach and one sponsor (neither of which shall be directly involved with the sport or the activity affected). The Principal shall appoint the Committee, including alternates, at the beginning of each school year.
- B. The Committee will meet within one calendar week from notification of the offense. The parent/guardian and/or the student may choose to meet or to not meet with the Committee. The purpose of the meeting is to discuss the student's behavior and to make a final determination on the alleged infraction. If the Committee by a simple majority believes that an offense has been committed, then it shall impose the penalty provided by the rules.
- C. If dissatisfied with the decision of the Committee, the student and his or her parent/guardian may request a meeting with the Board of Education to review the Committee's decision.
- D. Written notification of a suspension from an extracurricular activity will be mailed home to the parent/guardian.

IV. Student Conduct

- A. No student from Central A & M will conduct himself or herself in an unsportsmanlike manner. This includes but is not limited to swearing, stealing, and disrespect for any school personnel, athletic official, vandalism, and other serious acts of misbehavior, some of which may result in detention or suspension. Coaches or sponsors may immediately discipline students for behavior which is unbecoming to a representative of the team or activity in question. However, if the behavior is such that might cause

- dismissal from the team, the coach or sponsor shall discuss the student's behavior with him/her and provide an opportunity for the student to respond to the Activities Director or to the Principal as provided in Section 1.
- B. All participants shall be well groomed to best represent Central A&M School District in extracurricular activities. Specified rules regulating the dress or grooming of participants may be developed by the activity sponsor of each respective activity provided and should be approved by the administration. Team uniforms and equipment shall be required when an activity so warrants. Nothing shall be worn, including jewelry, that displays any vulgarity, profanity, drugs, alcohol, tobacco, or any other message that is inconsistent with the mission of the school.
 - C. Students *must* ride the district transportation to an out-of-town event. Students are also encouraged to ride the provided transportation from the event. With the written approval of the student's parent and the permission of the coach, transportation from the event may be provided by an adult (age 21 or older).
 - D. Any program participant who is absent from school the last three school periods may not be permitted to attend practice that day. Exception: Dentist or doctor appointment, funeral or other excuse subject to the approval of the Principal.
 - E. Any program participant who is not in attendance the full day of a contest/event will not be permitted to participate in the contest. Exception: Dentist or doctor appointment, funeral or other excused absence subject to the approval of the Principal.
 - F. Any program participant who is assigned an in-school suspension or out of school suspension, may not practice, participate in or attend any school activity on that assigned day.
 - G. No athlete will be allowed to begin practice until the following requirements are satisfied: 1) physical on the proper IHSA or IESA form, 2) insurance purchased through the school or proof of insurance, 3) properly signed student handbook and extracurricular policy handbook, and 4) paid activity participation fee. The head coach shall be responsible for assuring the requirements are satisfied.
 - H. When the school is closed due to inclement weather, extracurricular activities shall be held only with the consent of the administration. If a participant does not participate, no recourse will be taken.
 - I. All extracurricular participants are responsible for equipment and uniforms. Participants must pay for each item lost or damaged through negligence.
 - J. Any school-connected injury shall be immediately reported to the head coach. It is the responsibility of the program participant to bring the coach a written release from medical personnel if the student has received a disabling injury or illness. The medical personnel will also provide a written release before the participant may resume participation.
 - J. In the case of an injury that is not documented, the coach may require the athlete to attend practice, but participation is at the discretion of the coach or trainer.
 - K. The head coach and the Principal shall be informed of any special medical condition affecting a program participant.
 - L. Students quitting or dismissed from an extracurricular activity (for non-medical reasons) after the first interscholastic competition will not be allowed to participate in open gym, open weight room, or start a new sport season until the end of the previous season in which they were involved.

- M. The season for any sport or activity is considered finished following the completion of the last contest/event (including post-season competitions such as state series).
- N. Coaches are responsible for discipline during practices, travel, and games.

V. Consequences

- A. For the first offense of any program participant deemed guilty of:
 - Use or possession of tobacco product
 - Use or possession of alcoholic beverage
 - Use or possession of any illicit drugs, including look-alikes or paraphernalia
 - Commission of a criminal act, excluding minor traffic violations.

The student will receive consequences according to Section 1 of this policy as follows. For the second and subsequent offense, a student will receive consequences according to Section 2 of this policy.

Section 1. First Offense for IHSA activities and IESA activities:

(a) A student involved in *IHSA activities* or *IESA activities* shall be suspended for the remainder of the season, shall not be eligible for nomination to the all-conference team, and shall not be eligible for any other award in that activity (subject to mitigation through counseling option as specified in subsection (c))

(b) A student involved in *Non-IHSA activities* or *Non-IESA activities* shall be suspended for the remainder of the semester (high school) or grading period (middle school) and shall not be eligible for any awards in that activity.

(c) Counseling option for first offense:

If a participant admits guilt when first confronted, and agrees to participate in counseling, the consequence will be reduced to fourteen calendar days. The minimum number of contests/activities suspended would be at least one. The student shall, at his or her expense, attend the approved counseling from a State of Illinois licensed substance abuse counselor (CADC); or other State of Illinois licensed counselor providing services appropriate to the offense, as approved by the Principal. The counseling services shall total at least six (6) to eight (8) hours in length or as approved by the principal and a letter from the agency administering the program indicating successful participation and conclusion must be delivered to the Principal.

Participation in the counseling will reinstate the student's ability to receive awards and other honors associated with the sport/activity, subject to the approval of the coach/sponsor.

If the consequence is reduced and the participant fails to successfully complete the program, he/she shall be moved to the consequence as outlined in Section 2.

To assist the suspended student to be properly conditioned and sport-knowledgeable and to keep the student informed of activities, the student will be required to practice with the team/organization, follow the rules, and complete the season/events in good standing with the coach/sponsor. The student shall not participate in contests/events nor wear the team/organization uniform to the contests/events during the period of suspension. This permission to participate must have the coach's/sponsor's consent.

(d) If a student denies violation of the policy and is allowed to participate and then subsequently found guilty of the violation, the student shall be moved to the consequence as outlined in Section 2. If the student is already at that level, the one-calendar year suspension shall be extended to two years.

(e) Specific Organizations

National Honor Society – may not be eligible for membership during semester of violation; membership shall be rescinded if already a member.

Student Council at the middle school – may not be eligible for membership during period of violation; membership shall be rescinded if already a member.

A student may not participate in vocal/instrumental music trips or performances that do not affect his/her grade during the semester of violation (high school) or the period of violation (middle school). He/she may, however, have the consequences mitigated by participating in the counseling option as specified in subsection "c."

Section 2. Subsequent Offense – all activities in which a student is involved will be subject to the following consequences:

(a) *IHSA activities* and *IESA activities* – Suspension for one calendar year, shall not be eligible for nomination to the all-conference team, and shall not be eligible for any other award in that sport.

(b) *Non-IHSA activities* and *Non-IESA activities* – Suspension from all conventions, trips, or contests, or awards for one calendar year.

VI. Scholastic Eligibility for IESA/IHSA Activities

- A. Any student participating in IESA/IHSA activities must receive passing grades in all subjects in order to be eligible for the sport or activity. Students will be allowed a one week grace period per season provided they at least meet the IHSA standard during the week of grace and receive documented academic assistance.
- B. Each subject area teacher will report weekly to the Principal or designee the academic eligibility of each IESA/IHSA program participant. Eligibility is determined to be at least 69% cumulative average for the semester for IHSA students, and for the grading period for IESA students. IHSA eligibility will begin the third week of a semester; however, students must at least meet the IHSA standard the first two weeks of a semester.
- C. If an IHSA student is academically ineligible, he or she should still participate in practices, but may not dress for games/events during the period of ineligibility. Also, he or she may not be allowed to be dismissed early for games or events.
- D. If an IESA student is academically ineligible, he or she may practice at the discretion of the coach/sponsor, but should not attend evening games or related outside events.
- E. IESA/IHSA program participants upon being academically ineligible for a third time, in one class, in the same subject in one season will be dismissed from the squad but be allowed to practice at the discretion of the coach.
- F. Any student dismissed from the team or organization because of academic ineligibility shall not be eligible for nomination to the all-conference team and shall not be eligible for any other award in that sport.
- G. If a student fails a class during the first semester, he or she shall be ineligible to participate in IHSA activities during the second semester and will be dismissed from the squad. If the student receives passing grades 3rd quarter he or she

shall be reinstated for spring sports, providing the student met the IHSA standard first semester. Such students will be allowed to practice at the discretion of the coach.

- H. If a student fails a class during the second semester, he or she shall be ineligible to participate in IHSA activities during the first semester of the following year. If the student receives passing grades 1st quarter he or she shall be reinstated for winter sports provided the student meets the IHSA standard 2nd semester. If a student repeats the failed subject in summer school and receives a passing grade, the student's eligibility will be reinstated for fall sports.
- I. According to IESA guidelines, a student's grades shall be cumulative for the grading period. Eligibility shall be taken beginning one-week prior to the first contest/activity.
- J. Dual Credit/IVHS classes must also meet the academic eligibility standard. The instructor will establish the percentage used to determine failing status.

VII. Central A & M Middle School Award System

Each athlete will receive one letter per year. In addition, a pin and a certificate of participation will be awarded for each sport in which the athlete participates. Non-IESA activities will receive awards as designated by the sponsor and the administration.

VIII. Central A & M High School Award System

<u>Freshman Year</u>	1 st sport – Numerals, JV Letter, Pin, Certificate
<u>Sophomore Year</u>	1 st sport – Mascot Patch or JV Letter, Pin, Certificate
<u>Junior Year</u>	1 st sport – JV Letter or Varsity Letter, Pin, Certificate
<u>Senior Year</u>	1 st sport – Varsity Letter, Pin, Certificate

Note: The Central A & M Varsity letter can be awarded at any point provided the student meets varsity qualifications. After the first Varsity letter has been awarded, chenille chevrons will be awarded for each succeeding Varsity award.

Non-IHSA activities will receive awards as designated by the sponsor and the administration.