

HAMILTON COUNTY JUNIOR HIGH SCHOOL

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STUDENT HANDBOOK

Table of Contents

Hamilton County Junior High School Staff	2
My Class Schedule and Bell Schedule	3
Mission and Code of Ethics	4
Visitors and Admissions and Enrollment	5
Academics and Grading	6
School Attendance Expectations	7
Student Behavior and Discipline	9
Miscellaneous Information and Procedures	13
Extracurricular	14

This School Agenda belongs to:

Name_____

Address_____

City/Town_____ **Zip**_____

Phone_____

HAMILTON COUNTY JUNIOR HIGH SCHOOL
2023-2024 Faculty and Staff

Connie Lueke	Principal
Keith Welch	Assistant Principal
Katy Roper	Guidance Counselor

Faculty

Jenny Allen	Science & Health
Aribi Bowzer	Computer Education & Mathematics
Kelly Carlile	Art
Amanda Currie	Language Arts
Andrew Hillyard	Band
Julie McKenzie	Mathematics
Blane Miller	Social Studies
Doug Miller	Physical Education/Social Studies/Athletic Director
Katie Milligan	Special Education
Lynnette Staley	Chorus
Cody Swartz	Science
Jessica Varner	Language Arts
Alicia Ward	Industrial Arts
Clint Winemiller	Special Education/Athletic Director
Amanda Woodrow	Librarian

Staff

Drew Rawls	Custodian
Dana Carter	Cook
Diana Guinn	Cook
Lindsey Kessler	Secretary
Amanda Sanders	Cook
Alesha Storey	School Nurse
Stephanie Knight	Teacher’s Aide
Deb Miles	Special Education Aide
Rhonda Tracy	Nurse Secretary

MY CLASS SCHEDULE

First Semester

Hr. Room	Class	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

Second Semester

Hr. Room	Class	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

BELL SCHEDULES

<u>Regular Schedule</u>		<u>Early Dismissal Schedule</u>	
First Bell	8:00 a.m.	First Bell	8:00 a.m.
1 st period	8:05 a.m. - 8:50 a.m.	1 st period	8:05 a.m. - 8:43 a.m.
2 nd period	8:54 a.m. - 9:39 a.m.	2 nd period	8:47 a.m. - 9:25 a.m.
3 rd period	9:43 a.m. - 10:28 a.m.	3 rd period	9:29 a.m. - 10:07 a.m.
Lunch	10:28 a.m. - 10:58 a.m.	Lunch	10:07 a.m. - 10:37 a.m.
4 th period	11:02 a.m. - 11:47 a.m.	4 th period	10:41 a.m. - 11:19 a.m.
5 th period	11:51 a.m. - 12:36 p.m.	5 th period	11:23 a.m. - 12:01 p.m.
6 th period	12:40 p.m. - 1:25 p.m.	6 th period	12:05 p.m. - 12:44 p.m.
7 th period	1:29 p.m. - 2:14 p.m.	7 th period	12:48 p.m. - 1:27 p.m.
8 th period	2:18 p.m. - 3:02 p.m.	8 th period	1:31 p.m. - 2:10 p.m.

HAMILTON COUNTY JUNIOR HIGH SCHOOL

This handbook supplements the Unit #10 Parent-Student Handbook and Activity Calendar. It provides an overview of procedures, policies, and guidance information to Hamilton County Junior High School students and their parents. These policies and procedures are intended to be fair and functional for the multitude of personalities and needs of approximately 200 students. If you have questions or concerns, please do not hesitate to contact the appropriate faculty member or the principal.

MISSION STATEMENT

Through a student, family, school and community partnership, students will become confident, caring, lifelong learners. Hamilton County Junior/Senior High School students will demonstrate basic competencies in communication, problem-solving, and technological skills. As a result, students will take their places as productive citizens in our global society.

CODE OF ETHICS

A student of Hamilton County Junior High School is expected to:

1. Respect the rights and privileges of others.
2. Respect authority and observe all rules and regulations.
3. Protect and preserve personal and school property, refraining from marking on walls or furniture or in any way damaging or defacing school property.
4. Observe commonly accepted standards of decency in association with contact with others. Outward displays of affection, such as hugging and kissing, are unacceptable behavior at school.
5. Project a positive attitude toward others and accept educational challenges in and out of the classroom. Destiny is not a matter of chance...it's a matter of choice.

VISITORS TO HAMILTON COUNTY JUNIOR/SENIOR HIGH SCHOOL

In the interest of providing a safe and orderly environment at school, parents or other visitors to Hamilton County Junior/Senior High School must obtain a visitor's badge in the Main Office unless the sole reason for their visit will require them to only be in the Main Office or Guidance Office. Visitors may enter the building through the main east entrance, which is located west of the visitor's parking lot. For the safety of our students and staff, all entrances (except the front main entrance) will be locked from 8:15 a.m. until 3:02 p.m. To obtain a visitor's badge, the visitor should come directly to the Main Office and sign in with the office staff, stating the reason for the visit. Once approval is granted, visitors will receive a badge. After completing the business, visitors should return the badge and sign out in the Main Office.

ADMISSIONS AND ENROLLMENT INFORMATION

Physical Exams

State Law and School Board Policy JBCB requires that any student new to the district, 7th - 12th grades, have evidence of a recent health physical examination and a record of immunizations on file with the school nurse. Parents are advised that failure to provide these in a reasonable amount of time may subject children to being excluded from school until such requirements are fulfilled.

Enrollment Fees

Each student must pay a \$32.00 instructional materials fee at the time of registration, which helps offset the use of textbooks and classroom materials. Students who wish to secure a school-issued locker must pay \$6.00 for a combination lock. Students may retain locks purchased until they graduate from Hamilton County Junior/Senior High School. In addition, students enrolled in Intro to STEM and Intro to Art will be charged a fee of \$10 per class. Students enrolled in Ag. Careers Development, Introduction to Ag. Construction, Art I, and Discovering STEM will be charged a fee of \$20.00 per class to help defray extra costs associated with using instructional materials. A waiver of fee eligibility explanation is provided within the Activity-Calendar Handbook.

All students are required to purchase a combination lock in the main office for \$6.00 to secure belongings placed in P.E. lockers. The same refund policy mentioned above will apply.

Student Insurance

A student insurance package explanation is provided in the Activity-Calendar Handbook.

School Lunch Program

Student lunches in the school cafeteria cost \$3.50 per day for a full-price lunch and \$.40 per day for a reduced-price lunch. Breakfast is \$2.25 per day for full price and \$.30 a day for reduced price. Students must have a positive balance on their account to purchase extra items. There are various other food offerings ranging from \$.50 - \$2.00. Students may bring lunch from home and purchase milk for \$.40 per half-pint. Unpaid Meal Charges Explanation is provided within the Activity-Calendar Handbook.

Free or reduced-price lunch applications will be available upon request during registration. Parents are encouraged to complete this form and return it to school as soon as possible.

Activity-Calendar Handbook

The Activity Calendar Handbook can be located on the school's webpage.

ACADEMICS AND GRADING INFORMATION

Guidance Department

The primary function of the guidance counselor is to assist the students with the various concerns they may encounter at Hamilton County Junior High School. The counselor is available to help students make informed decisions that will arise both from an academic and social nature, such as: developing a class schedule and dealing with peer and classroom pressures. Students should visit the counselor before or after school or during their study hall period.

A listing of classes offered at Hamilton County Junior High School is in the Activity Calendar Handbook.

Academic Honors Information

An explanation of the district's honor roll procedures is described in the Activity-Calendar Handbook.

Grades and Grading Procedures

An explanation of the district's grading scale is given in the Activity-Calendar Handbook, and the dates progress reports are distributed. Progress reports are mailed home to students with a 76% average or below. Parents who want a special progress report on their children should contact the principal.

Incomplete

"I" on a report card means incomplete and denotes failure to turn in work, take a test or complete other requirements for the grading period, typically due to lengthy illness. A student has a period of 2 weeks in which to remove this deficiency. (A student who receives an "I" for the final nine weeks grading period will also have two weeks to make up the deficiency. Work must be completed within two weeks of the final day of school.)

Tutoring and Academic Assistance

Teachers are available before school, during their planning period, and after school (3:02 - 4:00) to provide students with additional academic support for the classes they teach. Teachers are considered the best resource for academic assistance to students needing support. Students who wish to receive additional tutoring may take advantage of an after-school tutoring program. Any student interested should contact the principal. In addition, students and parents may access our school website, unit10.com, and enter their Teacherease password to check student grades and homework assignments.

Student Achievement Testing

Students participate in the Illinois Assessment of Readiness (IAR). Seventh graders are tested in the areas of Reading and Mathematics. Eighth graders are tested in Reading, Mathematics. Eighth graders also participate in the Illinois Science Assessment. For additional information concerning these tests, please contact Mrs. Roper.

SCHOOL ATTENDANCE EXPECTATIONS AND PROCEDURES

School Building Access Procedures

In the interest of providing an orderly environment in the school, students entering the building each morning should report directly to the commons area (for those choosing to eat breakfast) or gymnasium and may not go anywhere else in the building unless escorted by a staff member to conduct official school business (club meetings, tutoring, etc.) Once students arrive on campus, they must go to one of the abovementioned areas. Students are not allowed to stay in the parking lot or other areas of the school grounds.

Attendance Policy

Pupils can only profit to the fullest extent from schoolwork if they attend regularly. Good attendance and scholarship are closely associated. Policy JBD of the Hamilton County Community Unit #10 Board of Education Policy Handbook deals with absences and excuses. It states, "Excuses in writing may be required from the parent or guardian for any absence or tardiness. Illness of the pupil, or some member of the immediate family, or some urgent necessity shall be regarded as the only valid excuse. The principal shall use discretion regarding specific instances."

Reasons for Excused Absences

1. Sickness - personal or immediate family.
2. Death in the family or intimate friend.
3. Medical or dental appointment (if possible, these appointments should be scheduled after school).
4. Emergency situations.
5. Recognized school-sponsored field trips.
6. Justifiable requests by parents (must be approved in advance by the principal).
7. Observance of a Religious Holiday.

* Students who accumulate excessive absences in any Quarter will be subject to an attendance review meeting with parent/guardian and administration. They may also face referral to the truancy officer.

Absence Procedures

The following steps should be taken when a student is absent from school: On the day of a student's absence, the parent/guardian should call the main office before 10:00 a.m. as per the Illinois School Code, Chapter 105, Section 5/26-36, and the student should bring a signed statement to the main office on the day the student returns to school from their parent/guardian explaining the cause of the absence. There will be a two-day grace period to produce a parental note following an absence. Students not in compliance will be assigned one after-school detention. Upon the student's return to school following an absence, they must clear their absence with the office if their parent did not provide a reason by phone. A student who misses more than one-half of a class shall be marked as absent and must provide an excuse to the office.

Work missed during an excused absence must be completed to the teacher's satisfaction. The responsibility for make-up work is placed on the student with reasonable cooperation from the teacher. If a student has any absence from class on the day of an announced test, quiz, assignment, or project, then he/she shall make up that test or turn in the work that was due on the same day they return to school.

Any student who is absent from school for a full day is not permitted to attend after-school activities or events unless their absence is excused due to medical appointments, bereavement, parent requests, or other school-related activities.

Unexcused Absences

Excessive unexcused absences will result in noon detention, after-school detention, in-school suspension, or Saturday School.

Truancy

Students are required by law to attend school every day. Students who are absent more than 5% of the last 180 school days will be subject to the following:

- Student is required to supply a doctor's excuse after 5 days of absences. If a doctor's excuse is not supplied, the student's absence will be unexcused.
- Administration will notify the Truancy Officer at the Regional Office of Education after 3 unexcused absences. Students who leave school or miss classes without permission will also be counted as truant. At 7 unexcused absences, the truancy officer may file a petition for the parent and child to appear in court. A parent or guardian may be subject to no more than 30 days imprisonment and/or a fine of up to \$500.

Tardiness Policy

Tardiness is interpreted as arriving to class after the bell has rung, which signifies the class has begun or not being in a proper location in the room for class to begin. Gross tardiness will be defined as any student who enters class 5 minutes after the tardy bell and before one-half of the class period is elapsed. Gross tardiness is punishable by one after-school detention. The student must get a pass from the office before class starts, or a tardy may be assigned.

Leaving the Building During School Hours

Hamilton County Junior/Senior High School has a closed campus. PERMISSION (WRITTEN OR VERBAL) MUST FIRST BE GIVEN BY A PARENT/GUARDIAN TO THE PRINCIPAL OR THE ASSISTANT PRINCIPAL BEFORE A STUDENT MAY LEAVE THE BUILDING FOR ANY REASON. Students must sign out before leaving. A student who leaves the building for any reason without prior permission will be charged with an unexcused absence and declared truant for the time gone. Punishment for this type of offense may include in-school or out-of-school suspension. Only students scheduled into the work program may leave the campus without prior permission. No motor vehicles are to be driven off campus without prior permission from the principal or assistant principal. Parents who wish to take their children away from school during lunch period must physically come to the school and sign them out. A note or phone call requesting a student to leave campus during lunch will only be accepted if a verifiable emergency situation arises.

If a student becomes ill during the day, the student is to report directly to the classroom teacher, who will issue a pass to the nurse or the main office. If a student becomes ill during a passing period, the student is to report to his/her next class and notify the teacher he/she is ill. That teacher will then issue the appropriate pass. If the nurse is not available, the student is to report to the assistant principal or someone in the main office for help. A student absent from a class states he/she was in the restroom, waiting for the nurse, assistant principal, principal, etc., will be unexcused from the class and subject to disciplinary action. A secretary is ALWAYS available in the main office to assist a student when necessary.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES

Student Behavior and Discipline Measures

It is hoped that students will be proud of their school and help develop a sense of school pride throughout the student body. The worth of our school should not be judged solely by its buildings and facilities. The people in it determine the true quality of a school. Students are urged to do their part to make Hamilton County Junior/Senior High School a school where we can all take pride.

Consequences of Misconduct

For students who choose not to behave appropriately, several methods of discipline may be used depending on the nature of the behavior. These methods may include the following: written and or verbal warning, detention during school or after school, suspension of bus-riding privileges, in-school and out-of-school suspension, or possible expulsion. Rescheduling of assigned detentions will only be considered upon a parent's official written or personal request. Students assigned in-school suspension are not counted absent from school but will be assigned to stay in an alternative location to complete classroom assignments, tests, quizzes, etc. Failure to serve the in-school suspension will be considered an out-of-school suspension for the day originally assigned, and the student is also suspended out of school for the next two school days. A parent conference must be held before the student can return to school.

Students assigned out-of-school suspension are not allowed to attend any school-related activity during the suspension period.

A detailed explanation of student discipline is in the Activity-Calendar Handbook found online at www.unit10.com.

Gross Misconduct

Gross misconduct or disobedience shall include any behavior that would constitute suspension as a minimum disciplinary action. Types of gross misconduct include but are not limited to the following:

1. Insubordination toward school personnel.
2. Intimidation of, or any attempt to intimidate, school personnel or other students, including threats of violence.
3. Possession, use, under the influence of, distribution of, or attempt to distribute any illegal or controlled substance, including look-alike drugs.
4. Possession of a weapon on school property, including look-alikes as defined in Chapter 105 of the Illinois School Code, Section 5/10-22.6a, and as defined in the Hamilton County Community Unit School District #10 Activity-Calendar Handbook* found online at www.unit10.com.
5. Possession or use of any tobacco product and/or paraphernalia on school property.
6. Fighting or assault of school personnel or other students.
7. Intentional damage to or attempt to damage school property or personal property of staff or students.
8. Setting off a fire alarm or fire extinguisher.
9. Illegal acts as defined by the judicial system.
10. Sexual harassment.
11. Falsifying school records.
12. Instances of theft.
13. Student initiation.
14. Bullying.

*The board may expel a student for a definite period not exceeding 2 school years. A student who is determined to have brought a weapon, as defined by Section 921 of Title 18, United States Code, to school shall be expelled for a period of not less than one year.

Classroom Conduct

It is the responsibility of all students to become familiar with each of their teacher's class rules and to abide by them. Failure to adhere to class rules may result in the following consequences: warning, detention, or discipline referral to the administration. Teachers may remove disruptive students from the classroom. The normal discipline procedures followed in incidents of misconduct in the classroom **per semester** are as follows:

1st, 2nd, and 3rd Offense will all be a noon detention. A verbal or written warning will not count against a student as their first offense. Students who are assigned a noon detention will report to the study hall at 10:30 a.m. Lunch will be eaten in the study hall, and students will remain there until the conclusion of the lunch period. Students will receive lunch from the school menu (NO CHOICES).

4th and 5th Offense is after-school detention (3:05-4:00 p.m.)

6th Offense is In-School Suspension.

7th Offense 2 days In-School Suspension

8th Offense 3 days In-School Suspension

9th Offense and beyond will result in an Out of School Suspension.

Any student who has to be removed from noon detention for inappropriate behavior will automatically be assigned after-school detention. This process will be progressive for each discipline step (i.e., Removal from after-school will result in In-School, etc.).

Any student who fails to report to his/her assigned location (i.e., Noon-detention, after school, etc.) will receive a punishment no less than double the original punishment.

Any student receiving multiple discipline notices within the same class would be subject to removal from that class for a period of 3 days up to the remainder of the semester.

Deviation from the above may occur depending on the nature and severity of the incident.

Any student suspended (in-school or out-of-school) will be prohibited from attending or participating in any school activities for the duration of the suspension.

Academic Integrity Misconduct

Any of the following are considered acts of academic misconduct and are subject to disciplinary action, including failing grades on assignments and progressive disciplinary action:

- Cheating on any form of homework, tests, quizzes, or papers.
- Plagiarism by intentionally taking or using work that is not your own. It can be published or unpublished to be considered plagiarism.
- Misrepresenting information, including data, quotations, sources, or other information.
- Abetting includes helping another student cheat, plagiarize, misrepresent, or otherwise engage in academic dishonesty.
- The use of electronic applications to fabricate or obtain responses of any kind.

Demerit System

This will serve as a point system for students receiving discipline notices throughout the school year. Suspended students will receive the following:

- .5 point for each lunch detention,
- 1 point for each after-school detention,
- 2 points for each day of ISS
- 5 points for each day of OSS

Students who accumulate 15 or more points will be eliminated from any school field trips or fun days.

More information regarding PBIS participation is shared with students as well.

Search and Seizure

To maintain order and security in the school, administrators may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school. This also includes searching student backpacks, bags, and personal effects without the notice or consent of the student. Specifics of search and seizure may be found in Chapter 105, Section 5/10-22.6a of the Illinois State Code.

Substance Abuse

Hamilton County Junior/Senior High School has zero tolerance for drugs and alcohol. Students in violation will be disciplined as outlined in the Activity - Calendar Handbook at www.unit10.com.

CAMPUS CONDUCT

Hallway Behavior

While in the halls, students are expected to be orderly. Waste paper and other refuse materials should be placed in the waste paper baskets. Safety regulations that apply to behavior in the halls are:

1. Keep to the right.
2. No excessive noise.
3. No running.
4. No loitering.
5. Stay within two abreast.

Book bags, Handbags, Purses, Backpacks, etc..

All students must place book bags, handbags, backpacks, and purses in their lockers before the start of class (8:05 a.m.). These items will not be allowed to be carried throughout the school day.

Food and Drink on Campus

Students are to limit their consumption of food and drinks to the cafeteria/commons area. Eating food and having drink containers (**including water bottles**) in the hallways and lockers is prohibited. The cafeteria juice machines will be available to students during the lunch period. Sodas will not be available to students during the normal school day. Sodas may be purchased after school only.

Bicycles on Campus

Students are allowed to ride bicycles to school. They are to park them in the designated area until school is dismissed. It is advised that students chain/lock their bicycles while in school. Safe bicycle riding must take place at all times. Students may lose their riding privileges if bicycle misbehavior occurs. The school will not be responsible for bicycles that are damaged or stolen.

Extracurricular Activities

Sponsors/coaches of extracurricular activities (i.e., field trips, activity nights, band, sports, etc.) may develop specific rules or codes of conduct for students. Violations of extracurricular activity rules may result in the student being eliminated from the activity and /or future extracurricular activities. Students must have attended school for at least half the day to participate in after-school activities.

Hallway Passes

Students in the hallways during class time must have a pass from their teacher, showing they have permission to be absent for a specified time. The pass must state the destination, departure time, and the teacher's signature. All school staff members are authorized to verify that students have approved passes.

Cell Phone/Smart Watch

Cell phones, smartwatches, and any other communication devices may not be used while on campus by students from when a student enters the building until 3:02 p.m. Cellular

phones are to be kept in 8th-hour classes. Upon checking out a Chromebook for the day, students should place their cell phones in an assigned cell phone pouch. Any phone usage by students will be on an as-needed basis through the classroom teacher or main office with prior administrative approval. The consequences for violating the cellular phone restriction are as follows:

1st Offense – will be confiscating the phone (released to the student at the end of the school day) and detention.

2nd Offense –after-school detention

3rd Offense – in-school suspension.

4th Offense – 2-day in-school suspension

5th Offense and Beyond – 3-day in-school suspension

The phone will be confiscated and released only to a parent or guardian on the second and subsequent offenses.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Bus Conduct

As many students of all ages ride the busses of Hamilton County, student behavior on buses must be conducive to maintaining safe driving conditions for the bus driver. In short, obey the bus driver and the safety guidelines outlined in the Activity-Calendar Handbook. Consequences for misbehavior on the bus will range from detention and parent/administrator conference to short-term or permanent removal from the bus. The misconduct citations will be issued as follows:

1st offense: student is given a verbal warning by the bus driver

2nd offense: Student will be assigned an after-school detention

3rd offense: Student is denied bus privileges for three days. Students may be subject to additional disciplines, such as after-school detention, ISS, and/or OSS.

4th offense: Student is denied bus privileges for five days. Students may be subject to additional disciplines, such as after-school detention, ISS, and/or OSS.

5th offense: Student is denied bus privileges for 8- 10 days. Students may be subject to additional disciplines, such as after-school detention, ISS, and/or OSS.

6th offense: Student is suspended for from the bus the rest of the school year. Students may be subject to additional disciplines, such as after-school detention, ISS, and/or OSS.

Student Dress

Students are expected to conform to the general student dress guidelines as described in the Activity Calendar Handbook. Students and parents are reminded that an important element of appropriate student dress is clean, neat clothing and a clean body, and shampooed hair.

The following guidelines will assist parents and students in understanding Hamilton County Junior/Senior High School's specific expectations regarding student dress. The statements below are not all-inclusive. Students who violate this policy will be required to make necessary arrangements, which may include calling a parent to bring a change of apparel or clothing to correct the violation of these guidelines. Time spent away from class to comply with this policy will be considered unexcused. Students with more than one dress code violation will face disciplinary action, including detention or ISS.

*Students will refrain from graffiti or other writing on their skin or clothing with markers/pens, etc.

*Billfold-type chains of any size are not permitted at school.

*Torso and midriff areas must be covered at all times.

*No exposed undergarments.

*Cami or undershirts must have a minimum strap width of 1 inch

*Jeans must be worn at the natural waist.

*Sunglasses are not to be worn in the building.

*Students who wear hats to school should remove them upon entering the building and store them in their locker for the remainder of the day before the first-hour tardy bell.

*Any attire with obscene or suggestive notations should not be worn at school. This includes references to controlled substances, including alcohol, look-alike drugs or drug paraphernalia, tobacco or tobacco products, etc.

*Shorts may be worn throughout the school year if they do not deviate from board policy or the guidelines (4½" inseam) concerning obscene or suggestive clothing. The 4½"

inseam is enforceable regardless of any undergarment worn. Shorts may not be rolled at the waistline.

*Sleeveless tops are prohibited.

*Dresses or skirts must be within 6" of the middle of the knee, regardless of any undergarment worn.

*Razor-cut jeans or other attire that have areas that might offensively expose various parts of the anatomy. Jeans with holes above the knee must be within 6" of the middle knee. Holes above that height must be patched or have clothing (not undergarments) visible underneath.

*Necklines of shirts, blouses, or dresses shall not be lower than 3 1/2" below the collarbone (clavicle). Open-back shirts are not permitted.

* Inappropriately tight clothing, including yoga pants or leggings, is prohibited.

* Any studded coats or clothing, studded bracelets, studded earrings, or studded necklaces are not permitted.

*Fishnet stockings are not permitted.

* Current trends may require additional interpretation of the above-mentioned guidelines

*The above statements are not all-inclusive.

Locker Room Conduct

*Keep all belongings in your PE locker and **locked at all times**.

*Do not touch or take belongings from other students or lockers.

*Pick up all trash and throw it away.

*Students can only enter the locker room with the teacher's permission.

*No horseplay allowed. Change before or after class and return to the gym promptly.

*Spray deodorant, cologne, or perfume should be used appropriately.

MISCELLANEOUS INFORMATION, POLICIES, AND PROCEDURES

Accident Insurance

All students can secure student accident insurance as explained in the Activity Calendar Handbook. All athletes and cheerleaders must take out school insurance or have their parent sign a statement furnished by the school indicating that their family insurance gives adequate coverage.

All accidents at school or on school-sponsored trips must be reported to Health Services immediately.

Communication to Students

Administrative and staff communications to students are carried out by the following methods: (1) the hallway bulletin board, (2) published school announcements, (3) School Reach automated phone calls, (4) Teacherease emails, (5) Social Media. If a student has an announcement, it must be approved and signed by a faculty member or the principal and turned in to the office by 8:05 a.m. Announcements **MUST** be written or typed; verbal requests will not be accepted.

Student Records

The district's student records policy is in the Activity-Calendar Handbook.

Electronic Devices

Using laser pointers, paging devices, cameras, iPods, MP3 players, electronic games, earbuds, and headphones **is prohibited** on school property. No Chromebook accessories are permitted. If the school deems it necessary for such devices in the educational process, they will make such arrangements.

Cafeteria/Commons Area Rules and Procedures

1. Enter the cafeteria/commons area in an orderly and quiet manner.
2. Stay in an organized line and show respect to others.
3. Once seated in your designated area, remain until you are dismissed for trash disposal in provided containers.
4. Use a conversational tone to avoid loud, boisterous noise
5. Eat all food in the cafeteria; do not carry food or drinks outside.
6. Students must have trays and trash put up and disposed of at least 5 minutes before the end of the lunch period.

Student Lockers

All students are furnished with hallway lockers. For security reasons, no school locker can have any lock other than a lock purchased in the main office. Students are advised not to leave money or other valuables in lockers. The sharing of lockers is a major reason for lost articles. Lockers are school property and, therefore, should not be defaced inside or outside by such items as markers, ink, tape, stickers, etc., and are subject to searches as outlined in board policy JCAB and Illinois School Code, Chapter 105, Section 5/10-22.10a and 22.6a.

Lost and Found

Students who have property missing should come to the main office to report the missing item and check with the secretaries to see if the item has been turned in. Students finding property, which is not theirs, should turn it into the main office.

Taking Medicine at School

The district's administration of medication at school policy is detailed in the Activity-Calendar Handbook. Questions on this policy should be directed to the school nurse, Mrs. Alesha Storey.

District Grievance Procedure

The grievance procedure for students is published in the Activity-Calendar Handbook found online at www.unit10.com, along with explanations and due process procedures.

EXTRA-CURRICULAR PROGRAMS

Extracurricular Participation

The following grades by students will result in suspension from an extra-curricular activity:

One or more failing grade(s) – Miss one week (Monday through Sunday)

If a student becomes ineligible for the third time in a season for athletics **OR** a third time in a semester for all other activities, then he/she will be required to turn in uniform, equipment, etc.

The activities include the following:

1. Cheerleading
2. Academic Organizations
3. All athletic teams
4. Trap (per semester; can rejoin at the semester)

Student progress will be checked weekly, excluding shortened weeks, Christmas, and Spring Break. Please contact the office for a schedule of the dates grades will be checked. No pass/no play grades will become final at 11:00 a.m. on Friday. If a student is suspended due to grades, he/she may practice during the suspension period. He/she may attend activities/games, and sit on the bench, but may not dress or participate. Students who are suspended from school may not practice, play or attend the activity or game for the period of the suspension. Students who receive a DETENTION must serve it on the assigned day. Detentions may not be moved to avoid missing practice, activity, or game. Students **MUST** attend for a minimum of four (4) full class periods of the school day to participate in extracurricular activities that afternoon or evening unless it is an excused doctor's appointment, bereavement day, dental appointment, or approved by the administration.

PROMOTION AND RETENTION POLICY

Credit System

The following guidelines will assist students and parents with the understanding of the promotion and retention process. Each semester of a graded class will receive one-half (1/2) credit for a passing grade (70% or higher). The semester credit will be based on an average of the two-quarter grades. Each student will be scheduled a minimum of (7) credits of coursework for the year. A student must successfully complete a minimum of (5 ½) credits for the school year to be promoted to the next grade level. All graded classes are the same; Blended Labs do **NOT** count for credit.