



# HAMILTON COUNTY JUNIOR HIGH SCHOOL

Home of the Foxes  
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## STUDENT HANDBOOK 2016-17

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### **This School Agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

## HAMILTON COUNTY JUNIOR HIGH SCHOOL 2016-2017 Faculty and Staff

Mr. Travis McCollum..... Principal  
Mr. Jay Lentz..... Assistant Principal

### **Faculty**

David Brown ..... Band  
Chrissy Cockrum.....Computers  
Cynthia Cox..... Mathematics  
Lisa Fetcho..... Guidance Counselor  
Dustin Haile..... Physical Education  
Heidi Hart..... Science & Health  
Roger Lane..... Language Arts  
Terri Newbury..... Social Studies  
Chad Payne..... Intro to Voc. Careers  
Jeff Rush..... Special Education/P.E.  
C.R. Sloan..... Agriculture  
Lynnette Staley ..... Chorus  
Cody Swartz..... Science & Language Arts  
Kathy Teffertiller ..... Computer Education & Mathematics  
Jacqueline Thomas ..... Special Education  
Jessica Varner ..... Language Arts  
Keith Welch..... Physical Education  
Clint Winemiller..... Special Education  
Amanda Woodrow..... Librarian

### **Staff**

Karen Davis ..... Cook  
Bev Gage ..... Cook  
Karen French ..... Cook  
Christina Garrett..... Secretary  
Pam Bridwell..... Custodian  
Alesha Hodge ..... School Nurse  
Rhonda Tracy ..... Nurse Secretary

**MY CLASS  
SCHEDULE 2016-17**

**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**

Regular Schedule

First Bell.....8:00 a.m.  
 1<sup>st</sup> period..... 8:10 a.m. - 8:54 a.m.  
 2<sup>nd</sup> period..... 8:58 a.m. - 9:42 a.m.  
 3<sup>rd</sup> period ..... 9:46 a.m. - 10:30 a.m.  
 Lunch ..... 10:30 a.m. - 11:02 a.m.  
 4<sup>th</sup> period ..... 11:06 a.m. - 11:50 a.m.  
 5<sup>th</sup> period ..... 11:54 a.m. - 12:38 p.m.  
 6<sup>th</sup> period ..... 12:42 p.m. - 1:26 p.m.  
 7<sup>th</sup> period ..... 1:30 p.m. - 2:14 p.m.  
 8<sup>th</sup> period ..... 2:18 p.m. - 3:02 p.m.

Early Dismissal Schedule

First Bell.....8:00 a.m.  
 1<sup>st</sup> period..... 8:10 a.m. - 8:48 a.m.  
 2<sup>nd</sup> period..... 8:52 a.m. - 9:29 a.m.  
 3<sup>rd</sup> period ..... 9:33 a.m. - 10:10 a.m.  
 Lunch ..... 10:10 a.m. - 10:41 a.m.  
 4<sup>th</sup> period ..... 10:45 a.m. - 11:23 a.m.  
 5<sup>th</sup> period ..... 11:27 a.m. - 12:05 p.m.  
 6<sup>th</sup> period ..... 12:09 p.m. - 12:46 p.m.  
 7<sup>th</sup> period ..... 12:50 p.m. - 1:28 p.m.  
 8<sup>th</sup> period ..... 1:32 p.m. - 2:10 p.m.

## **HAMILTON COUNTY JUNIOR HIGH SCHOOL**

This handbook serves to supplement 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 not acceptable 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 of their visit will require them to only be in the Main Office or Guidance Office. Visitors may gain entry into 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 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 the business is completed, 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, must have evidence of a recent health physical examination, as well as 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 is required to 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. Locks purchased may be retained by students until they graduate from Hamilton County Junior/Senior High School. In addition, students enrolled in Ag Discovery, Computer Application, Computer Exploration, Intro to Construction, and Intro to Vocational Careers will be charged a fee of \$20.00 per class to help defray extra costs associated with the use of instructional materials. A waiver of fee eligibility explanation is provided within the Activity-Calendar Handbook.

All students will be 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 within the Activity-Calendar Handbook.

#### **School Lunch Program**

The price of student lunches in the school cafeteria is \$2.50 per day for a full price lunch and \$.40 per day for a reduced price lunch. There are various other food offerings ranging from \$.50 - \$2.00. Students may bring a lunch from home and purchase milk for \$.40 per half-pint.

Free or reduced price lunch applications will be available upon request during registration. Parents are encouraged to fill this form out 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 try to visit with 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, as well as the dates progress reports are distributed. Progress reports are mailed home to any student who has a 76% average or below. Parents who would like 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 - 3:30) 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, [unit 10.com](http://unit10.com) and enter their Lumen password to check student grades and homework assignments.

### **Student Achievement Testing**

Students participate in the Illinois Standards Achievement Test (ISAT). Seventh graders are tested in the areas of Science, Reading and Mathematics. Eighth graders are tested in Reading, Mathematics and Writing. For additional information concerning these tests, please contact Mrs. Fetcho.

## **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 areas mentioned above. Students are not allowed to stay in the parking lot or other areas of the school grounds.

## **Attendance Policy**

Pupils cannot profit to the fullest extent from schoolwork unless 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 the following: "Excuses in writing may be required from the parent or guardian for any absence or tardiness. Illness of pupil, or of some member of the immediate family, or some urgent necessity shall be regarded as the only valid excuse. The principal shall use discretion in regard to specific instances."

### **Reasons For Excused Absences**

1. Sickness - personal or immediate family.
2. Death in 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 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.

### **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, an admit slip must be obtained in the main office prior to 8:10 a.m. each morning in order to prevent being tardy to class. A student who misses more than one-half of a class shall be marked as absent and must get an admit slip. The student may receive one of the following admit slips:

Yellow Slip - For physician-approved absences or hospitalization of the student. The student must bring verification from the physicians office and not a parent signed note. Physician office staff will provide this if asked.

White Slip - For absences that are acceptable as identified by school board policy. All graded school work missed during an excused absence (white or yellow slip) may be made up through arrangements made with the teachers in a time frame no longer than the number of school days missed by the absence (ex. 2 days out: 2 days make-up). The student is responsible for reviewing any class material that was missed during the absence in order to prepare for tests. Anytime a student is aware that they are going to be absent more than one day in a row, they should have a parent call by 8:30 a.m. on the second day to the office to request homework assignments from the teachers.

Pink Slip - For absences that are unacceptable and are not consistent with school board policy, including truancy and suspension. A student that receives a pink slip for an unexcused absence shall receive a "0" for classroom daily work missed and shall receive NO credit for such work if made up. Term papers, projects, and other such inclusive assignments that are due during a suspension must be turned in on time to the appropriate teacher through arrangements made with the principal. Tests and unit assignments, covering material which exceeds the days of an external suspension, may be

made up through arrangements with the teachers in a time frame no longer than the number of school days missed due to the suspension (ex. 3 days out: 3 days to make up). The student is responsible for reviewing any class material that was missed during a suspension in order to prepare for tests. Failure to take a scheduled make up test or exam will result in the score of "0" (zero) for that test.

After obtaining an admit slip, students should present it to each of their teachers at the beginning of each period and leave it with their last hour teacher. Work missed during an excused absence must be completed to the satisfaction of the teacher. 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 that work that was due on the same day they return to school.

### **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 provide notification to 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 up to \$500.

### **Tardiness Policy**

Tardiness is interpreted as arriving to class after the bell has rung that 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. It is the student's responsibility to get admit slips 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 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 not be accepted unless 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 who 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 true quality of a school is determined by the people in it. Students are urged to do their part to make Hamilton County Junior/Senior High School a school in which 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, Saturday School, in-school and out-of-school suspension or possible expulsion. Rescheduling of assigned detentions will only be considered upon official written or personal request by a parent. Students assigned in-school suspension are not counted absent from school, but will be assigned to attend an alternative classroom in which 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 will be allowed to 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 located within the Activity-Calendar Handbook.

### **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 a likes 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\*.
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 of time not to exceed 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:

**1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 a lunch from the school menu (NO CHOICES).

**4<sup>th</sup> and 5<sup>th</sup> Offense** is an after school detention (3:05-4:00 p.m.)

**6<sup>th</sup> Offense** is In-School Suspension.

**7<sup>th</sup> Offense** is Saturday School (2 Hours) 8:00 a.m. – 10:00 a.m.)

**8<sup>th</sup> Offense** is Saturday School (4 Hours) 8:00 a.m. – 12:00 noon)

**9<sup>th</sup> Offense and beyond** will result in an Out of School Suspension.

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

Any student who fails to report to his/her assigned location (ie. 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 time period of 3 days up to the remainder of the semester.

Depending on the nature and severity of the incident, deviation from the above may occur.

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

### **Qualifications for Field Trip/Fun Days**

1. Attendance – Students who have **five or more** unexcused absences for the year will not be permitted to go on any field trips or fun days.
2. Students must be on track to be promoted to the next grade level in order to be allowed to go on any field trips or fun days.

### **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	3 points for each Sat. School (2 Hours)
1 point for each after school detention	4 points for each Sat. School (4 Hours)
2 points for each day of ISS	5 points for each day of OSS

Any student that accumulates 15 or more points will be eliminated from any school field trips or fun days.

### **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 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 a zero tolerance for drugs and alcohol. Students in violation will be disciplined as outlined in the Activity - Calendar Handbook.

## **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. Do not walk 4 or 5 abreast.

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

All students must place book bags, handbags, backpacks, and purses in their locker prior to the start of class (8:10 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 of students. Violations of extracurricular activity rules may result in the student being eliminated from the activity and /or future extracurricular activities.

### **Hallway Passes**

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

### **Phone Use**

Cellular phones are not to be used, displayed on clothing, clothing accessories, outerwear, or visible on campus by students during the time a student enters the building until 3:02 p.m. Any phone usage by students will be on an as needed basis through the classroom teacher or main office with prior administrative approval. Consequences for violating the cellular phone restriction are as follows:

**1<sup>st</sup> Offense** – will be confiscation of phone (released to student at the end of school day) and detention.

**2<sup>nd</sup> Offense** – two after school detentions

**3<sup>rd</sup> Offense** – in-school suspension.

**4<sup>th</sup> Offense** – two hour Saturday School.

**5<sup>th</sup> Offense and Beyond** – four hour Saturday School.

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

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, it is imperative that student behavior on busses is 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 bus will range from detention, parent/administrator conference, to short term or permanent removal from bus.

### **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 in 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 found to be in violation of this policy will be required to make necessary arrangements, which may include being sent home to change apparel or clothing in violation of these guidelines. Time spent away from school to comply with this policy will be considered unexcused.

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

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

\*No exposed under garments.

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

\*Jeans are to 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, prior to the first hour tardy bell.

\*Any attire with obscene or suggestive notations is not to 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 as long as 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.

\*Sleeveless tops are prohibited.

\*Dresses or skirts must be within 6" of middle of 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 will not be permitted. The only acceptable means of repairing a hole above the knee is with a sewn-in or permanently pressed in patch.

\*Necklines of shirts, blouses, or dresses shall not be lower than 3 1/2" below the collar bone (clavicle).

\* Inappropriately tight clothing will not be permitted.

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

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

\*The above statements are not all inclusive.

## **MISCELLANEOUS INFORMATION, POLICIES, AND PROCEDURES**

### **Accident Insurance**

All students have an opportunity to 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 that occur at school or on school sponsored trips are to be reported to Health Services immediately.

### **Communication to Students**

Administrative and staff communications to students are carried out by the following three methods: (1) the bulletin board, (2) published school announcements, or (3) School Reach automated phone call. 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 addressed within the Activity-Calendar Handbook.

### **Electronic Devices**

The use of laser pointers, paging devices, cameras, Ipods, MP3 players, electronic games, and walkman-type radios/headphones **is prohibited** on school property. 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 cafeteria/commons area in an orderly and quiet manner.
2. Stay in an organized line and show respect to others.
3. Once seated, remain until meal is completed, then dispose of trash in provided containers.
4. Use conversational tone in talking; avoid loud, boisterous noise
5. Eat all food in cafeteria; do not carry food 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 hallway lockers. It is highly recommended that students purchase a school combination lock (see page 1) to adequately secure their locker. For security reasons, no school locker can have any lock other than a lock purchased in the main office. Students are advised to not 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 in to 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 Hodge.

### **District Grievance Procedure**

The grievance procedure for students is published in the Activity-Calendar Handbook, 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 failing grade – Miss one week (Monday through Sunday)

Two or more failing grades – Miss two weeks (Monday through Sunday x 2)

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. Drama Club
2. Cheerleading
3. Scholastic Bowl
4. Math Counts
5. Team Quest
6. All athletic teams

Student progress will be checked every week, excluding Christmas and Spring Break. For a schedule of the dates grades will be checked, please contact the office. No pass/no play grades will become final at 9:00 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, 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** be in attendance for a minimum of four (4) full class periods of the school day in order 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 course work 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 count the same; Success study hall and regular study hall do **NOT** count for credit.