



Central A&M High School 2016-2017

229 E. Pine Street Moweaqua, Illinois 62550
Telephone (217) 768-3866 FAX (217) 768-3797

Facebook: www.facebook.com/centralamraiders

Twitter: @CAMPrincipal

Email: cbrown@camraiders.com

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

A new school year brings new opportunities. Central A&M High School urges all students to take advantage of the educational and extra-curricular offerings in Raider Nation. Consider this a clean slate – you can improve over whatever the result was from last school year. It is in your hands, and here are some tips to succeed at Central A&M High School:

- Have good attendance. Good attendance leads to a much better chance for academic success. Nothing replaces the instruction of the teacher in the classroom.
- Have a positive attitude. Bring a smile with you to school each day and seize each opportunity to better yourself.
- Communicate with the staff. Our staff is knowledgeable and caring. We all want you to succeed and be prepared for adult life outside of high school. Respectfully communicate with all staff members to help develop the best learning environment. Parents, feel free to become involved in your child's education by checking our computer-based grades program. You have the ability to check progress on a daily basis, and you are encouraged to contact staff members early when progress lags behind what is expected.
- Keep up with work. Homework and projects are there to help you master skills you will need to succeed. Keeping up to date with assignments leads to success.
- Become involved! Whether it be sports, music, or any of our several clubs and organizations, involve yourself in an extra-curricular program to enhance your education. Students who are involved tend to succeed in the classroom as well.

It is your responsibility to know and abide by the procedures, rules, guidelines and information in the student handbook. You will be held accountable for your actions and choices. Every choice that you make reflects upon you and your reputation.

I look forward to a great year in Raider Nation!
Charles Brown, Principal

Student Name: _____

Student Birthdate: _____

CLASS OF:(CIRCLE ONE) **2018** **2019** **2020** **2021**

Acknowledgement of Handbook Receipt

As a student of Central A&M High School, I have read the Central A&M High School Handbook and the Extracurricular Policy, and agree to abide by the rules and procedures set forth in the handbooks. I understand that this handbook may be amended during the year without notice.

_____ _____
Date Student Signature

As a parent or guardian of the student signing above, I have read the Central A&M High School Handbook and the Extracurricular Handbook, and agree to support the faculty and administration in maintaining high standards of student conduct. I understand that this handbook may be amended during the year without notice.

_____ _____
Date Parent/Guardian Signature

Authorization for Internet Access

As a user of the Central A&M School District computer network, I understand and will abide by all rules contained in the Authorization for Internet Access and any other rules of the district network. I understand that any violation of these guidelines is unethical and may constitute a school offense. If I commit any violation, my access privileges may be suspended, revoked and/or other disciplinary action may be taken.

_____ _____
Date Student Signature

As a parent or guardian of the student signing above, I give permission for my child to access networked computer services including the Internet. I understand that this access is designed for educational purposes. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance in Internet use. I will set and convey standards for my child to follow when selecting, sharing, or exploring information and media. I understand that the school district is not responsible for events that could occur through student misuse of technology.

_____ _____
Date Parent/Guardian Signature

→ **Signatures are required on the next page.** →

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, athletic team or club. Web-published documents will not include a child's 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, 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, non-contagious 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. This includes over the counter medications, essential oils and vitamins.

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.

STUDENT MEDICATION AUTHORIZATION 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 # _____

1. Introductory Information and General Notices

District Administration

Dr. DeAnn Heck Superintendent	dheck@camraiders.com	226-4042
Charles Brown High School Principal	cbrown@camraiders.com	768-3866 1-800-358-3672
Middle School Principal		226-4241 1-800-358-3634
David Fitzgerald Elementary School Principal	dfitzgerald@camraiders.com	226-4022 768-3860
Joanne Coady Kemmerer School Principal	coadyj@kv.christian.k12.il.us	226-4012 226-4441

CONTACT INFO 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 or 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 will be unexcused.
- **Kathy Barnes, Secretary** – Call her at 768-3866 with questions regarding a lunch balance, attendance, good student discount forms for auto insurance, 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.
- **Sean Hayes, Activities Director** – Call him at 768-2155 with questions regarding sports or extracurricular program questions, and extracurricular eligibility.
- **Jacque Lane, District Nurse** – Call her at 768-3860 with health-related questions.
- **Charles Brown, Principal** – Call 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.camraiders.com>) by clicking on the Staff link.

Daily Schedules

3:00 DISMISSAL			2:00 DISMISSAL			11:30 DISMISSAL		
0	6:45 - 7:30		0	6:45 - 7:30		0	6:45 - 7:30	
1	8:00 - 8:46		1	8:00 - 8:38		1	8:00 - 8:24	
2	8:49 - 9:35		2	8:41 - 9:18		2	8:27 - 8:51	
3	9:38 - 10:24		3	9:21 - 9:58		3	8:54 - 9:18	
4	10:27 - 11:13		4	10:02 - 10:40		4	9:21 - 9:45	
5	11:16 - 12:02 Fr-So stay until 12:06		5	10:43 - 11:20		5	9:48 - 10:12	
L U N C H	12:02-12:36Jr-Sr 12:06-12:36Fr-So		6	11:23 - 12:00 Fr-So stay until 12:06			NO LUNCH	
	6	12:36 - 1:22	L U N C H	12:00-12:34 Jr-Sr 12:06-12:34 Fr-So		6	10:15 - 10:38	
7	1:25 - 2:11		7	12:39 - 1:18		7	10:41 - 11:04	
8	2:14 - 3:00		8	1:21 - 2:00		8	11:07 - 11:30	

Accommodating Individuals with Disabilities Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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.

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.

Animals on School Property In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student of other individual with a documented disability. This rule is in effect for all extra-curricular activities as well as the school day. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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.

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 p.m. All meetings of the board and committee meetings are public meetings.

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.

Compulsory Attendance All school age children between the ages of six (6) 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.

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.

Eligibility for Enrollment Whoever has custody or control of any child between the ages of 5 (on or before September 1) and 17 years (unless the child has already graduated from high school) 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.

Emergency School Closings In cases of bad weather and other local emergencies, please listen to WTIM (AM 94.3, Taylorville), WSOY (AM 1340) and WDZQ (FM 95.1, Decatur) and WSHY (AM 1560, Shelbyville) radio stations. An announcement to close school will also be made on WCIA (Champaign), WICS (Springfield), and WAND (Decatur) television stations.

If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Information on school closings will also be posted on the following website: <http://www.camraiders.com>.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school is dismissed early for an emergency, all after-school functions are automatically canceled.

Equal Opportunity and Sex Equity Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disabilities, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

Homeless Child's Right to Education When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

If assistance and support for homeless families is needed, contact the school principal.

Lockers/Locks Each student will be provided with a hallway locker and a Physical Education locker. *Students are required to place school locks on their hallway locker and Physical Education locker and have their lockers locked correctly at all times.* A lock for their hallway locker will be issued to all students at the beginning of their freshman 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 be issued a lock for their Physical Education locker at the beginning of each school year which will be turned in at the end of each school year. Students will also need to turn in their locks 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.

Lost and Found All 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.

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, and RTI.

Parent Support at Extra-curricular Events The Central A&M Board of Education and Administration strongly encourage parent attendance and support of extra-curricular

events. Parent verbal support of our teams is greatly appreciated and requested, but yelling at or harassing 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.

Residency Any eligible student (1) who lives within the district with his/her parents, (2) placed 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.

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.

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.

Sexual Offender Notification State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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.)

Student Support at Extra-curricular Events The Central A&M Board of Education and Administration strongly encourage student attendance and support of extra-curricular events. Student verbal support of our teams is greatly appreciated and requested, but yelling at or harassing 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.

Telephone Use Telephones 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 and supervision of a staff member.

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.

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 locks and all textbooks to the school office. Student records will not be transferred until all indebtedness has been satisfied and locks and books returned.

Video and Audio Monitoring System A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors must take a name tag as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to return to the main office and sign out before leaving the building. Students who wish to have a visitor with them at school must have principal permission at least one day in advance.

Volunteers All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

2. Attendance

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

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 6 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 alternative education setting 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.**

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 their first class.

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 college visit day will count towards the five days allowed for the semester. The principal must sign the form prior to the college visit day.

Home and Hospital Instruction A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for individual instruction in the student's home or hospital.

Illness During the School Day A student who becomes ill during their 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.

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 their 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.

Make-up Work If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

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.

Release Time for Religious Instruction and Observance A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

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

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at 768-3866 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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. 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. The principal will assign a detention if the tardiness is determined to be unexcused. Examples of unexcused tardies to school are overslept, car trouble, missed the bus, etc...

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.

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. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty

days in jail and/or a fine of up to \$1500.00. 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 nine or more unexcused absences during a school year 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

Unexcused Absence Unexcused absences are those which generally fit the category of being avoidable. Students may make up the work missed while they were unexcused, but will not receive credit for the work. The principal has the authority to make the determination of whether or not the absence is unexcused. Examples of "unexcused absences" are:

- 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, but attends a school activity or reports to an after-school job on the same day, the absence will be marked unexcused.

3. Academics

Correspondence Courses A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the principal.
2. The student assumes responsibility for all fees.
3. Students must complete 60 hours of seat time to be awarded credit for passing work.
4. Seniors completing a correspondence course to fulfill graduation requirements, must have the final grade reported to the guidance counselor by May 1.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Heartland Technical Academy and Richland Transfer Academy Students attending HTA/RTA are expected to follow both the Heartland Technical Academy/Richland Transfer Academy and Central A&M calendar schedules. Attendance is required regardless of whether or not the other school is in session. If Central A&M is not in session, but HTA/RTA is, students are required to attend at HTA/RTA. If HTA/RTA is not in session, but Central A&M is, students are required to attend classes at Central A&M. HTA/RTA students will be given a calendar with attendance dates for HTA/RTA and Central A&M. Attendance and academic achievement are critical issues when determining eligibility for HTA 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 Heartland Technical Academy the following year.* RTA students must meet RTA requirements for admission and are responsible for their full tuition and book fees. Central A&M provides transportation to HTA/RTA and students are required to ride the provided transportation each day, even when Central A&M is not in attendance. Exceptions must be approved by the building principal. *Students who choose not to follow these guidelines will be dropped from classes at HTA/RTA.*

Students attending HTA are required to maintain a C average to continue in the program.

Exemption from P.E. Requirement A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below:

1. Ongoing participation in an interscholastic athletic program, with coaches approval (student must be in the 11th or 12th grade);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Exemption from P.E. Requirement for Students with an IEP A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Exemption from P.E. Requirements Based on Medical or Religious Prohibitions.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

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	94-100	4.00
A-	90-93	3.70
B+	88-89	3.30
B	82-87	3.00
B-	80-81	2.70
C+	78-79	2.30
C	72-77	2.00
C-	70-71	1.70
D+	68-69	1.30
D	62-67	1.00
D-	60-61	0.70
F	Below 60	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 Semester grades are the grades permanently recorded. Semester grades are determined by the following method: semester exams count approximately 1/5 and the semester grade counts approximately 4/5. 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 Requirements/Credits A student must complete a minimum of 22 credits of high school work in order to graduate. A student should earn at least 5.5 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	Social Science**	2.0
Mathematics	3.0	Humanities***	2.0
Science	2.0	Health Education	.5
Electives	7.0	Consumer Education****	.5
		Physical Education	1.0

Total Credits Required = 22.0

- *Math-one year of Algebra I and one year of Geometry
- **Social Science-requirements include 3 semesters of U.S. History and 1 semester of Civics. Students must pass the State and Federal Constitution test.
- ***Humanities include Foreign Language, Music, Art, and/or Career and Technical Education.
- ****Consumer Education requirement may be fulfilled by taking Resource Management, Consumer Math, or Economics.
- *****All students must pass Career education class.
- *****All students must take the standardized tests required by the State of Illinois and United States Department of Education to be promoted to grade 12 status or be eligible for graduation.

Credits

Heartland Technical Academy	3.0 units per year
Driver Education:	
Classroom	0.25 units
Driving	0.25 units
Physical Education	0.125units 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

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.*

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

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

Make-up Work Students are allowed one day to make up work for each day that they have an excused absence unless the student has been deemed unexcused or 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 after three days of student absence. Assignments may be picked up after adequate time has been allowed for teachers to gather and send them 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.

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 3.6 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.*

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:

Advanced Topics	Chemistry 2
Spanish 3	Physics
Spanish 4	Anatomy and Physiology
Pre-Calculus	Psychology
Calculus	Sociology
- A "P" would be given if the student's percentage is 74-100. An "NC" would be given if the student's grade is 73 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 student must be passing their Pass-No Credit class for eligibility purposes.*
- Forms may be obtained in the guidance office.

Report Cards and Progress Reports A sure way to have success in any academic class is to complete all assigned work on time. The students are responsible for keeping track of assignments and completing work. Parents are encouraged to keep track of student progress through contact with teachers through meetings, phone calls and/or email. Parents are also able to access STI for up-to-date grades at any time throughout the school year. If parents have trouble accessing grades through STI, contact the school office for help. Report cards will be available through STI at the end of each semester grading period. If a student or parent wishes to have a paper copy of the report card, contact the school office.

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.

Semester Exam Guidelines

- Students will be required to take all semester exams except during their senior year.
- Student attendance is not required for study hall or P.E. during exams, 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.
- 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
 **Seniors with more than 10 days excused absences for any reasons will be ineligible to be exempt from exams.
- Seniors may not opt out of any final exam if they have had an alternative education setting, out of school suspension or unexcused absence during the semester.
- 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 reminded 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.

Exam Schedule

Day 1	Day 2	Time	Begins	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

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.
- School computers may only be used for school educational purposes. Students should not be on the computer without teacher permission.
- 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 receives a progress report or report card 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. Students receiving an F may also be required to spend a study hall under direct instruction in the AES 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:

- The course is given by an accredited institution and approved in advance by the principal.
- The student assumes responsibility for all fees.
- Students must complete 60 hours of seat time to be awarded credit for passing work.
- 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.
- The class must be 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.

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 and maintain passing grades in all classes for the semester
- Have a completed application in the Guidance Office
- Must stay with the assigned teacher for the entire period
- Position will be reviewed at the end of each semester

- Applicants not placed will remain in study hall

4. General Building Conduct

Students shall not arrive at school before 6:50 a.m. unless for early bird class or supervised by a teacher or coach. Early bird class begins at 6:45 a.m., regular classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. 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. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- There shall be no sitting on the hallway floors or eating in the hallways at any time.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school or school activities.
- No radios, MP3 players, IPOD, CD players, cameras are permitted without permission from the principal or the classroom teacher.

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

School Dress Code and Student Appearance Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Tank tops and spaghetti strap tops/dresses are not allowed. Bare shoulders, bare backs and bare midriffs are not permitted.
- Clothing that exposes the chest, cleavage, abdomen, genital area/buttocks, or undergarments are not permitted.
- The length of shorts, skirts, and dresses must be appropriate for the school environment. Length of shorts, skirts, and dresses must not be shorter than three inches above the knee.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Leggings, tights, Yoga pants, etc. may be worn with a top or dress that the length is not shorter than three inches above the knee.
- Pierced jewelry, other than earrings worn in the ear, is not allowed.
- Appropriate footwear must be worn at all times. No slippers.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

5. Student Behavior

Teachers and other school 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.

Academic Dishonesty 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 for the assignment.
- 2nd offense-zero and loss of a letter grade in that class for the semester
- 3rd offense-fail that class for the semester
- This policy renews each semester

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.

Detention Procedures

- Any teacher, administrator, or school 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.
- 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.

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.
- **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	Alternative Education Setting
Detention	Out-of-school suspension
Temporary removal from class	Suspension of bus privileges
Alternative programs	Activity suspension
Referral to outside agency	Financial restitution

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
- Alternative Education Setting
- Out-of-school suspension
- Alternative program for highly disruptive youth
- Expulsion

Prohibited Student Conduct Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
 - “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting."
- All cellular phones, smartphones and other electronic devices must be kept powered-off and in the student's locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students who violate these rules will have phones and/or devices confiscated and turned into office. Parents/Guardians will be notified and consequences will be handed out. Parents/Guardians may be required to personally come into the office to retrieve the electronic device.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
- Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
- No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or

- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Alternative Education Setting.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

6. Preventing Bullying, Intimidation and Harassment

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, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any

other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with any teacher, guidance counselor or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Some examples of these 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, social media like Facebook, Twitter, 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, hiding or destroying another person's papers or possessions
- **Physical** – hitting, kicking, grabbing, spitting and threatening of physical abuse
- **Verbal** – name calling, racist remarks, put-downs, extortion
- **Written** – threatening e-mail, notes, and/or graffiti

7. Technology

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 school electronics for game playing is prohibited.
 - 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.
- Alternative Education Setting; and/or out-of-school suspension, expulsion, and/or referral to legal authorities.

iPad Usage-Student use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through the school's content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the property of Central A&M High School and are subject to regular reviewing and monitoring. In addition, students are not allowed to modify the iPad in any way other than instructed by school personnel. Students will be held responsible for any permanent marks, decorations or modifications to the iPad. Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy.

Multi-Media Center/Library The purpose of the Multi-Media Center/Library 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/Library is a very busy place with both high school and elementary students present. Please use the Multi-Media Center/Library quietly. Fines for overdue and lost materials are sometimes assessed. Grade cards and STI login access will be withheld until the materials are returned and/or the fines are paid.

Parents Online 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.camraiders.com. 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. If the student has any fee delinquency, including lunch account, book or lab fees, and library overdue books or fines, the STI login will be disabled until such delinquencies are cleared up.

Pictures/Films To protect student privacy rights, students are prohibited from photographing or filming during the school day and/or posting online or otherwise distributing school photos or film.

Student e-mail accounts All students at Central A&M High School have been issued an official email address which is the property of Central A&M CUSD 21. Students will be removed from the system for any infractions against student e-mail policy usage of our district. In addition, all students will be removed after graduation. The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Use of the e-mail system will align with the school's code of conduct and the code will be used for discipline purposes. All e-mail transmissions are filtered and monitored and are not considered to be confidential.

Student Personal Electronics Students may use their own personal computer, iPad, Kindle or any other electronic devices for school work only with staff permission. Students who violate the policy by playing games, etc will lose the privilege of bringing them to school.

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.

8. 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 Males: white dress shirt with a collar, black necktie, black dress shoes, black colored dress pants, and black colored socks

Young Females: dress or skirt; 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.

Beginning with Class of 2017: The Valedictorian and the Salutatorian will be honored at Graduation and each will have an opportunity to deliver a speech. At the Graduation Ceremony, students who graduate with Highest Honors (GPA of 3.75 and above) and with Honors (GPA of 3.46-3.74) will be recognized.

Beginning with Class of 2018: In order to be considered for Valedictorian and Salutatorian, students must have completed four of the following nine classes: Calculus, Pre-Calculus, Spanish IV, Honors English IV, Chemistry II, Physics, Anatomy & Physiology, Economics or HS Principal approved Richland College classes.

9. Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under 21.

Students must be in consistent attendance at school in order to be eligible to attend all school dances, including Homecoming and Prom. An 80% attendance rate is required. Students incurring more than one unexcused absence will also be declared ineligible for dance attendance. The principal shall have the final authority to determine eligibility based upon attendance.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

10. Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework (failing grade in any class);
- Attendance issues;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

11. Cafeteria Guidelines

The cost of a regular student breakfast is \$1.05. The cost of a regular student lunch is \$2.25. Milk is available for 45 cents. 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 are not to have lunch delivered or brought in from outside sources.* **Lunch Rules** 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. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
 - Loud talking, yelling, screaming, and other disruptions are prohibited.
 - Students shall not throw food, drinks.
 - Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
 - Students shall not leave the cafeteria until directed by staff.
 - Students shall follow the instructions of the staff and show proper respect toward all cafeteria personnel.
 - Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
 - Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

12. Transportation

Bus Transportation The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Bus Transportation is considered an extension of the school day. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

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

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the District Office at 226-4042.

Parking Students may park their vehicles in the school parking lot. Vehicles must be parked in student parking spots, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated yellow spots are for school staff, personnel, and others designated by administration. These spots MAY NOT be used by students at any time. Student vehicles parked in these lots may be towed at the discretion of administration with disciplinary action taken.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

13. Health and Safety

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering ninth grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and on the appropriate child health physical form.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Parents objecting to examinations and/or immunizations because of religious beliefs must file a signed Certificate of Religious Exemption form, which also must be signed by an authorized examining health care provider.

Allergies and/or Chronic Illnesses State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-768-3866.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his/her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

***Central A&M High School is a latex free and peanut free building.*

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.

Asthma: The State of Illinois is now requiring all schools to request an Asthma Action Plan for all students with a diagnosis of asthma. Your doctor may use the sample plan or he or she may choose to fill out their own. Either way, please return the complete plan to the school nurse.

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 395 days preceding practice or participation in such athletic contest or activity.

Communicable Disease The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Concussion policy Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Eye Examination All students entering the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entering the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) evidence of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Exemptions A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist and signs a waiver.

Guidance and Counseling The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career

objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Head Lice The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. The school will provide oral or written instructions to parent or guardian regarding appropriate treatment for the infestation.

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.

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.

Safety Drill Procedures Safety drills will occur at times established by administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Student Medication Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin.

14. Fees Fines and Charges

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.

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
Frosh 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.

Fees High School fees are as follows:

<u>Book Fee</u>	\$65.00 all students
<u>Technology Fee</u>	\$50.00 all students
<u>Heartland Technical Academy</u>	\$100.00 per semester
<u>RCC Transfer Academy</u>	all tuition and books
<u>Driver Education</u>	\$150.00
<u>Foods Class</u>	\$30.00
<u>Art Class</u>	\$20.00 per class per semester
<u>3D Concepts</u>	\$50.00
<u>Ag Mechanics</u>	\$20.00
<u>Horticulture</u>	\$20.00
<u>Athletic</u>	\$40.00 per sport/\$100.00 per year maximum
<u>Scholastic Bowl</u>	\$40.00
<u>P.E. Uniform</u>	\$15.00

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

Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

An illness in the family;

Unusual expenses such as fire, flood, storm damage, etc.;

Seasonal employment;

Emergency situations; or

When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-768-3866.

School Meal Program Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 12:00 p.m. to 12:30 p.m., except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for \$ 1 and an adult may purchase breakfast for \$1.60.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.20 and/or milk for \$.35. Adult lunches are \$2.60. *Students are not to have lunch delivered or brought in from outside sources.*

Free or reduced price meals are available for qualifying students. For an application, contact the high school office.

15. Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes police officers.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

16. Student Privacy Protection

Instructional Material A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Military Recruiter and Institutions of Higher Learning Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Student Records A school's student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records.

They are: 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these

scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student

temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to: Name Address Grade level Birth date and place Parent/guardian names, addresses, electronic mail addresses, and telephone numbers Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees, and honors Information in relation to school-sponsored activities, organizations, and athletics. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.2 Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released disclosed without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington DC 20202-4605

Student Biometric Information Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characteristics, such as a fingerprint, voice recognition or retinal scan.

Surveys by Third Parties Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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 9-12, who desire to participate in competitive or other extracurricular activities. This policy addresses student conduct and imposes additional responsibilities on student extracurricular participants that are not part of an academic class nor otherwise carry credit for a grade.

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 IHSA first practice or initial sign-up for a non-IHSA activity and remains in effect until the completion of the 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, Cheerleading, Football, Boys Basketball, Girls Basketball, Scholastic Bowl, Baseball, Softball, Boys Track, Girls Track, Pompoms, and Instrumental/Vocal Music Organizational Contest.
- Non-IHSA activities are defined as: Art Club, District/State Music Festival, FCCLA, FFA, Musical, NHS, Science Club, Spanish Club, SADD, Student Council, Class Officers, WYSE, and Yearbook.

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). Parents attending the activity may sign their own child out by seeing the coach/sponsor and signing the provided sign-out sheet. Parents who wish for their son/daughter to ride home with another person (21 or over), may send a handwritten, signed note to the principal before noon on the day of the activity stating who their child will ride home with. The principal will put a copy of the note in the mailbox of the coach/sponsor, and the coach/sponsor must have the copy of the note at the activity to release the child to another person (21 or over) other than the parent. At the activity, the person (21 or over) who will be driving must see the coach/sponsor and sign the provided sign-out sheet. In the event of a holiday or weekend activity, the notes must be in on the last school attendance day before the given activity by 12:00, noon.

- 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 Alternative Education Setting 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 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. EXCEPTION: During the freshman year, a student may switch sports without penalty before the first contest if both coaches and the Athletic Director agree to the switch.

- 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:

- (a) A student involved in *IHSA 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* shall be suspended for the remainder of the semester 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.

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* – 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* – Suspension from all conventions, trips, or contests, or awards for one calendar year.

VI. Scholastic Eligibility for IHSA Activities

- A. Any student participating in IHSA activities must receive passing grades in all subjects in order to be eligible for the sport or activity.
- B. Each subject area teacher will report weekly to the Principal or designee the academic eligibility of each IHSA program participant. Eligibility is determined to be at least 60% cumulative average for the semester for IHSA 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. For activities that begin in the middle of a semester, eligibility will be taken during the first week of practice.
- 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. 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.
- E. 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.
- F. If a student fails a class during the previous semester, he or she shall be ineligible to participate in IHSA activities during the next semester and will be dismissed from the squad. Such students will be allowed to practice at the discretion of the coach. 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.
- G. Dual Credit classes must also meet the academic eligibility standard. The instructor will establish the percentage used to determine failing status.

VII. 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.