

## Superintendent's Remarks

Calhoun High School

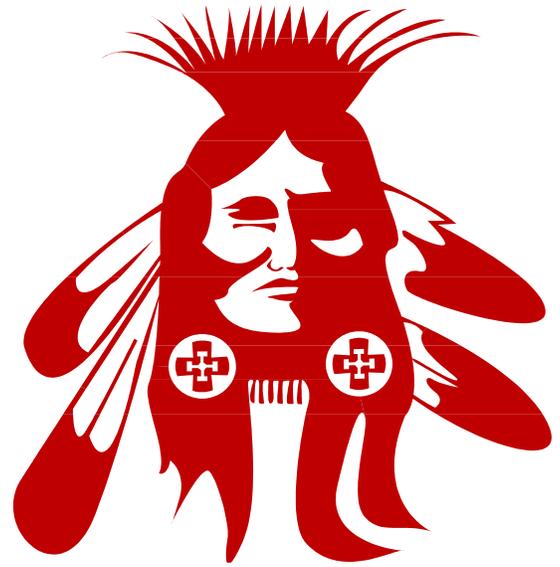
Welcome back to school! I hope everyone has had a wonderful and refreshing summer. What a wonderful year we had last year. There were so many positive things going on at the high school. We began the year by the Girls' Volleyball Team winning the Class 1A Sectional Title, then the Girls' Basketball Team got first runner-up in the Class 1A State Finals and if that wasn't enough the Girls' Softball Team won the Class 1A State Finals. The Yearbook Staff shined brightly and received the Southern IL Scholastic Press

Association Golden Dozen Award, which is a national honor and the highest award a Yearbook Staff can accomplish!! Then to top that off, Connor Carmody accomplishes something that no other Calhoun High School Student has ever done and that is by getting nominated as Vice President of the State FFA Office! Wow!! We should be so proud of these students and their accomplishments. I hope this tradition continues at CHS.

Looking forward, a new year always brings new experiences for all of our students. However, students have to be willing to take a risk and become involved. If the students mentioned above would not have taken risks to become involved I wouldn't be able to brag about their accomplishments. I would like to challenge **ALL** of the high school students to become involved in at least one extra-curricular activity this next school year. Hopefully by taking risks to become involved in some activity, you will get to know more people and become friends with someone who you really did not know before and at the same time allowing your talents will shine forth for all to see. Please think about joining an extracurricular activity this year.

Best of luck to all of you on the upcoming school year and may you take some "risks" to get involved and let your talents be shared.

Yours truly,  
Dr. Kate Sievers  
Superintendent



## Board of Education

Robin Hillen, President  
Janine Hagen  
David Hurley  
Mark Eberlin

Tony Friedel  
Luke Fraley  
Laura Longnecker

The regular business meeting of the Calhoun Unit 40 Board of Education is held on the third Monday of each month at 6:30 p.m. The meetings are held at the Superintendent's Office next to the High School.



## Mission Statement

***The mission of Calhoun High School is to create and provide a positive and safe learning environment where students can become life-long learners.***

## Faculty

<b>Cheri Burris</b>	<b>Principal</b>
<b>Nathan Bloodworth</b>	<b>Math</b>
<b>Theresa Shofner</b>	<b>Math</b>
<b>Heather Reed</b>	<b>Science</b>
<b>Ann Gilman</b>	<b>Science</b>
<b>Lori Mortland</b>	<b>English</b>
<b>Wanda Retzer-Deffenbaugh</b>	<b>English</b>
<b>Patty Klaas</b>	<b>Computer/Business</b>
<b>Glenn Peyton</b>	<b>History/Soc. Studies</b>
<b>Jan Pohlman</b>	<b>Physical Education</b>
<b>Ryan Graner</b>	<b>Physical Education/Driver's Ed./Health</b>
<b>Heidi Doyle</b>	<b>Agriculture</b>
<b>Seth Grimes</b>	<b>Industrial Technology</b>
<b>Ashley Cornelius</b>	<b>Special Education/Psychology</b>
<b>Susan Rowe</b>	<b>Special Education</b>
<b>Chelsea Stuckey</b>	<b>Spanish</b>
<b>Cara Rojas</b>	<b>Band</b>

## Staff

<b>Traci Hillen</b>	<b>Social Worker</b>
<b>Ryan Howland</b>	<b>Guidance Counselor</b>
<b>Robbe Becker</b>	<b>Teacher's Aide</b>
<b>Ruth Johnson</b>	<b>Librarian</b>
<b>Angie Roth</b>	<b>Secretary</b>
<b>Rod Hart</b>	<b>Maintenance</b>
<b>Mike Bick</b>	<b>Custodian</b>
<b>Laura Bailey</b>	<b>Cook</b>
<b>Dianne Bick</b>	<b>Head Cook</b>
<b>Jody Heidenreich</b>	<b>Transportation Supervisor</b>
<b>Lisa Dolan</b>	<b>Nurse</b>

### **School Improvement Program & Monday Early Dismissal Days:**

The Illinois State Legislature's Reform Package of 1985 requires that school districts show proof that teachers are teaching and that students are learning in each Illinois School. The Illinois State Board of Education (ISBE) has developed a process by which all schools can document that teaching and learning are taking place. This process is called the "School Improvement Program" (SIP). Teachers have worked extensively on this project during the past several years.

Calhoun CUSD #40 will continue to implement "School Improvement Program" (SIP) days into the school calendar. These early dismissal days will be used for teacher workshops and Team Planning Periods and will occur EACH MONDAY AT 2:00 PM.

### **Local Listing of Substance Abuse Counseling and Treatment Facilities**

Wellness Center	Jacksonville, IL 62650	217-243-1871
Recovery Center	Jerseyville, IL 62052	618-498-6874
Christian Care Counseling	Hardin, IL 62047	618-576-9023
Tri-County Counseling	Jerseyville, IL 62052	1-800-590-8222

**Calhoun CUSD #40 2015-2016 School Calendar**

District Teachers' Institute (No School for students)	08-17-15
First Day for Students K to 12 <sup>th</sup>	08-18-15
NO SCHOOL – Labor Day	09-07-15
District Teachers' Institute (No School for students)	10-09-15
NO SCHOOL -Columbus Day Observed	10-12-15
<b>First Quarter Ends</b>	<b>10-16-15</b>
Parent/Teacher Conferences (4-8pm)	10-21-15 & 10-22-15
NO SCHOOL	10-23-15
NO SCHOOL-Veterans' Day	11-11-15
Thanksgiving Break Begins- 2:00 Dismissal	11-25-15
NO SCHOOL-Thanksgiving Day	11-26-15
NO SCHOOL-Thanksgiving Break	11-27-15
Begin Christmas Vacation- 1:15 Dismissal	12-22-15
<b>End of I Semester</b>	<b>12-22-15</b>
Christmas Break-No School	12-23-15 thru 01-01-16
District Teachers Institute (No School for students)	01-04-16
School Resumes	01-05-16
NO SCHOOL-Martin Luther King, Jr. Day	01-18-16
11:30am dismissal/ Half-day District Teachers' Institute	02-05-16
NO SCHOOL-President's Day	02-15-16
<b>Third Quarter Ends</b>	<b>03-11-16</b>
Spring Break Begins- 2:00 Dismissal (If no snow days are used Break will be from March 23-29)	03-22-16
NO SCHOOL-Spring Break	03-25-15 & 03-28-16
NO SCHOOL- if not all snow days are used	04-22-16
LAST DAY for Students 2pm Dismissal	05-20-16*
<b>End of IV Quarter &amp; II Semester</b>	<b>05-20-16*</b>
Teacher Institute	05-23-16

\*Unless emergency days are used

**175 Attendance Days with Emergency Days**

***NOTE \*\*\* Students will be dismissed EACH MONDAY at 2:00 pm for the entire school year.***

# GENERAL INFORMATION

## Office Hours

Calhoun High School office hours are 7:45 a.m. until 3:45 p.m. on days when school is in session. The office hours for the Superintendent's office are 7:30 a.m. to 4:30 p.m. Phone numbers are:

<b>High School Office</b>	<b>576-2229</b>
<b>High School FAX</b>	<b>576-8031</b>
<b>Superintendent's Office</b>	<b>576-2722</b>
<b>Transportation Office</b>	<b>576-2722</b>

## The School Day (8:15 to 3:20)



The school days on Monday through Friday are divided into seven class periods and then an Instructional Assistance period at the end of the day. Lunchtime will be during the fourth hour. Four minutes will be allowed for passing from one class to another. On Mondays all students district-wide will be dismissed at 2:00 p.m.

The pre-school warning bell at **8:11** indicates that school is about to begin. By the time the final bell rings at **8:15** you should be in your first hour class. When this bell rings, you are expected to be seated, quiet, and ready to begin class work. You should have the material on hand that the teachers request that you bring to class (pencil, paper, textbook, workbook, notebook, etc.). At the end of the period, you are not dismissed until the teacher gives permission. Within the next four minutes you are to make the necessary preparations for the next class period. This same procedure is carried on throughout the day. The dismissal bell will be at **3:20 Tuesday through Friday**.

## Accidents

All accidents occurring at school or on the way to or from school need to be reported to the school office. First aid is provided at school, and parents will be notified if the injury appears to be serious. Emergency transportation will be provided, when, in the opinion of the school nurse, the administration, or her designee, a student requires transportation to a medical facility via ambulance. Payment for services of the ambulance is the responsibility of the parent. Insurance may be purchased against financial loss due to injury at school and travel to and from school. Applications are available during registration and at the school office. Payment must be made by check, payable to the insurance company. The purchase of accident insurance is optional. (Ref. Board policy #4:170)

## Address/Phone (Cell) Numbers Change

Changes of physical address, email address and phone numbers (cell and land lines) should be reported to the building secretary. Parental and guardian status must also be reported to the office within 30 days of a change of address.

## Arrival

Students may enter the building at 7:00 a.m. for tutoring, early bird classes and practice otherwise students should not enter the building until 7:45. Students may stay after school if supervised by certified staff member or coach.

## Beverages

**Students are not allowed to have beverages in the hallways or their lockers.** Sodas and other beverages cannot be brought to school and are not allowed in the building. A student may have bottled water in their locker. Beverages purchased from the vending machines cannot be taken into the hallways or lockers. They must be drunk or disposed of before going to these areas.

## Bulletin Boards

Announcements to be placed on the bulletin boards must be approved by the office.

## Closing Announcements

In the case of inclement weather conditions or emergency school closings, the district will contact the following radio/TV stations:

KTVI	St. Louis	Channel 2, TV
KMOV	St. Louis	Channel 4, TV
KSDK	St. Louis	Channel 5, TV

The District will also send out a message to everyone through our School Reach call and post on the District's website when possible.

## Closed Campus

**A closed campus will be maintained.** Students are not permitted to leave the campus unless their instructional program requires it. Students cannot leave the school campus during lunch or call out orders for lunch.

## Homeless Information

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your school aged children have certain rights or protections under the **McKinney-Vento Homeless Education Assistance Act**.

You should do the following:

- Contact Calhoun CUSD #40 liaison for homeless education, Traci Hillen, at 618-576-2341 for assistance.
- Contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number – 1-800-308-2145 or go to [www.serv.org/nche](http://www.serv.org/nche).

# Computer Use

## Authorization for Internet and Computer Network

All students and their parents or guardians must read and sign the **Authorization for Internet and Computer Network Agreement before using the computer technology in the building.** The school will make Internet resources available to students. It is intended that students use these resources to enhance their education. All students will be monitored by the District to determine if there has been a violation of the Authorization for Internet Access policy. This policy includes but is not limited to other electronic communications such as texting, Twitter, Facebook, and other social media sites. This policy does not allow for students to obtain objectionable, adult-oriented or restricted materials that are harmful to children. This will be considered a direct violation of the Authorization for Internet Access policy. Any student that violates the Authorization for Internet Access Policy will be suspended or terminated from using the technological resources/Internet at school. Student access will also be suspended or terminated for misuse of the student Internet account. The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The Authorization for Internet Access is signed upon entering high school and is binding as long as the student attends.

### **AUTHORIZATION FOR INTERNET AND COMPUTER NETWORK ACCESS CALHOUN CUSD # 40**

All use of the Internet (and all services accessed through our Internet connection) shall be consistent with the Board of Education's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

School Board members, students, support staff, and administrators shall be held to the same procedures for the purpose of this *Authorization*. Please read this document carefully before signing. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization* for Internet access will result in loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use – Access to CUSD 40's Internet must be for the purpose of education or research, and be consistent with the educational goals and objectives of the District.
2. Privileges – The use of CUSD 40's Internet is a privilege, not a right, and inappropriate will result in cancellation of those privileges. The Superintendent, Building Principal, or System Administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at this time.
3. Unacceptable Use – You are responsible for your actions and activities involving the District's computer network. Some examples of unacceptable uses and practices are:
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - Using the internet for private financial or commercial gain;
  - Wastefully using resources, such as file space;
  - Gaining unauthorized access to resources or entities;
  - Invading the privacy of individuals;

- Using another user’s account or password – **NOTE: Do NOT give out your password, except on request of the building Principal or System Administrator.** If you suspect that someone knows your password, see the System Admin. to have it changed immediately. You are responsible for **ALL** activity on your account;
  - Posting material authored or created by another without his/her consent;
  - Using the network for commercial or private advertising;
  - Posting anonymous messages;
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, bullying, racially offensive, harassing, or illegal material that is harmful to children will be a direct violation of this policy;
  - Behaviors that reduce or negatively impact the safety and security of individuals when using electronic mail, chat rooms, Twitter, Facebook, other social media sites, and other forms of direct electronic communications;
  - Using the network while accesses to privileges are suspended or revoked;
  - Unauthorized access, including “hacking” and other unlawful activities;
4. Security – Network security is a high priority. If you identify a security problem on the network you must notify the system administrator. Keep your account information and password confidential. Do not use another individual’s account. Attempts to log in to the network as a system administrator will result in the cancellation of user privileges. Overriding, or disabling district filtering measures by anyone other than the District’s authorized designee is strictly forbidden. Any user identified as a security risk may be denied access to the network.
5. Use of E-Mail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.
- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
  - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
6. Use of the School District's email system constitutes consent to these regulations.

7. Electronic communications such as email, site access history, and downloaded material may be monitored or read by school officials.
8. Vandalism – vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. No warranties – CUSD 40 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-delivered data, software or hardware failure, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. Indemnification – The user agrees to indemnify CUSD 40 for any losses, cost, or damages, including reasonable attorney fees, incurred by the District relating to, or arising from, any breach of this *Authorization*.
11. Users are **NOT** to download or install any executable files or any operating system or software upgrades on Unit 40 workstations without the prior permission of the System Administrator.
12. **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES: *Parents and students are hereby notified that school authorities may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. Parents and students are further notified of the following: (a) a student's refusal to provide a password or other related account information upon request shall subject the student to discipline; and (b) a student's refusal to provide a password or other related account information upon request shall be deemed by school authorities and the Board of Education as an admission by the student that he/she has violated a school disciplinary rule or policy. "Social networking website" means an Internet-based service that allows individuals to do the following: (a) construct a public or semi-public profile within a bounded system created by the service; (b) create a list of other users with whom they share a connection within the system; and (c) view and navigate their list of connections and those made by others within the system.***

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

All students, faculty, support staff, and administration will be trained annually on the safe use of the Internet.

Each student (parent/guardian), teacher, staff member, Board member, and Administrator must sign the *District's Authorization for Internet and Computer Network Access* as a condition for using the District's Internet connection and computer network on an unsupervised basis.

By signing the Parent/Guardian & Student Handbook Acknowledgement/Internet & Network Authorization sheet on the last page of this handbook, I agree to the above policy and (for parents); give authorization for my son/daughter to access the District's computer network and Internet.

Updated July, 2014

## **Equal Educational Opportunities**

Calhoun Community Unit School District #40 insures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religious beliefs, physical or mental handicap or disability, status as homeless, marital or parental status. It does not discriminate on the basis of race, color, national origin, age, sex, religion or handicap in administration of its educational policies; admission policies, scholarships and loan programs, athletics and school lunch administered programs. Questions in reference to educational opportunities may be directed to Dr. Kate Sievers, Superintendent, Box 387, Hardin, Illinois 62047 or call 618-576-2722. (Board Policy 7:10)

## **Student Privacy Protections**

### **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:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 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.

## **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.

## **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district

## **Sex Equity**

No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. A discrimination grievance may be filed with Ryan Howland, Guidance Counselor at the High School, 576-2229 or Mrs. Kathy Schell, 576-2341, P.O. Box 387, Hardin, IL 62047, Mr. Alan Shofner, 576-2341, P.O. Box 387, Hardin, IL. 62047. (Board Policy 7:10)

## **Student Records**

The district will maintain two sets of records for each student: a permanent record and a temporary record.

The permanent record includes:

- Basic identifying information
- Academic transcripts
- Class rank
- Graduation date
- Attendance records
- Accident and health reports
- Information pertaining to release of permanent records
- Honors and awards
- School-sponsored activities and athletics

The temporary record includes:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

The **Family Educational Rights and Privacy Act (FERPA)** and the Illinois Student School Records Act (105 ILCS 10/3) afford parents/guardians and students over 18 years of age, certain rights with respect to the student's education records. Those rights are listed here.

The right to inspect and review the student's educational records within 15 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Principal written requests that identify the record(s) they wish to inspect. 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. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. To request 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.

The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading: A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education record, except to the extent that FERPA authorizes disclosure without consent.

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, and 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Parents and students have the right to inspect and copy records that are in the custody of the school. Fees per transcript will not exceed \$5.00. Students out of school one year or less will not be charged the transcript fee. Those unable to pay will not be denied copies.

Maintenance:

1. A review of student records will be made every four years, or upon a student's change in attendance centers, whichever occurs first.
2. 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. Permanent records will be kept indefinitely. Temporary records will be destroyed after five years. Temporary records of a handicapped student may be transferred to the parents or student after five years (withdrawal or graduation) if they so desire.

Emergency release of information:

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. Parents will be notified as soon as possible of the information released, date of release, the person, agency, or organization receiving the information, and the purpose of the release.

Release of information:

**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, gender, 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, major field of study, period of attendance in school.

***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.***

1. The records of a student will be transferred to another school in which the student has enrolled or intends to enroll upon the requisition of the records custodian of the other school or the student, provided that the parents receive prior written notice. This gives the parents the opportunity to inspect, copy, and challenge such records. If the parents' address is unknown, such notice must be made to requesting school. If no objection is made within ten (10) days, records will be transferred.
2. The school will grant access to information in school student records to persons authorized or required by State or Federal law to gain such access upon proper identification and a copy of the statute authorizing such access. The parent will receive prior written notice. If more than 25 students are involved, local newspaper notice will be given.
3. The school will grant access to, or release information from, student records without parental consent or notification: to an employee or official of the school district or State Board of Education,

provided they have a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest; to any person for the purpose of research, statistical reporting, or planning, provided that: (a) such person has the permission of the State Superintendent of Education; and (b) no student or parent can be identified from the information released; pursuant to a court order, provided that the procedures outlined in Illinois Rev. Stats. 1975, CH 122, Article 50-6 (a), (5) are observed.

4. Any release of information other than specified above, requires the prior, specific, dated, written consent of the parent.

Directory Information:

Class lists may be released to colleges, branches of the military and other organization concerned with the future educational or career development of students. Limited to: name, address, telephone number, grade level, birth date and place, and parents' names and addresses; academic awards, degrees, and honors; information in relation to school sponsored activities, organization, and athletics; major field of study; and period of attendance in the school. This may be released to the general public, unless a parent requests otherwise. (Board Policy 7:15)

**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.<sup>1</sup>**

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**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.**

**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

Destruction of Temporary Student Record Information:

Calhoun Community School District #40 annually reviews all student records. The school district keeps student information such as courses taken, grades, GPA, and date of graduation for not less than 60 years. Other information such as disciplinary actions, test scores (EXPLORE, PLAN, ACT, etc.), and IEP information is retained for five years after the students graduate high school or the student has left the district.

By signing this handbook, parents of students are hereby notified that if you wish to request a copy of any "temporary" information before it is destroyed, you must make a request to the records custodian at the District Office at 618-576-2722. This request must be made by July 1<sup>st</sup>, before the 5<sup>th</sup> year after the graduation of a student from high school or a student has left the school district.

## Grievance Procedure

In an attempt to provide for prompt and equitable resolution of student grievances the following procedures are in place. The student or parents should discuss the matter with the principal or guidance counselor within ten school days. A meeting will be set up. At the meeting, those present will attempt to resolve the situation. If the situation cannot be resolved the Uniform Grievance Procedure will be used. A grievance may be filed with complaint managers, Ryan Howland, Guidance Counselor at the High School, 576-2229 or Mrs. Kathy Schell, 576-2341, P.O. Box 387, Hardin, IL 62047.

1. Filing a complaint. A written statement regarding the nature of the complaint should be filed with the Complaint Manager. The Complaint Manager shall assist with the written statement as needed.
2. The Complaint Manager will investigate the complaint. The parent will be notified of the complaint and their right to attend investigatory meetings involving their child.
3. Within 10 school days, the Complaint Manager will file a written report of his/her findings to the Superintendent. The Superintendent will keep the Board informed of all complaints.
4. Within 5 school days, the Superintendent will mail his/her written decision to the student as well as the Complaint Manager. Within 5 days the student may appeal the decision to the Board of Education by written request to the Complaint Manager. Within 10 school days, the Board of Education can affirm, reverse, or amend the Superintendent's decision or request more information. Within 5 school days the Superintendent respond to the student of the Board's actions. (Board Policy 2:260)

## Fees

Student book fees will be \$75.00 per student. A fee of \$20.00 per semester will be added for all lab, business, computer, IT, and agriculture classes. Students enrolled in a dual-credit course through Lewis and Clark Community College will incur a fee of \$100 per course and additional lab fees will also be charged when necessary. Students will also need to purchase their own books for dual credit classes. The Driver's Ed fee will be \$175.00. PE Uniforms are required and can be purchased at We Be Ink in Jerseyville, IL at 618-498-7620. A Sports Fee of \$100 per sport per season will be charged with a \$150 max per family per sport per season. Sports fees must be paid prior to the first event of the season. *There will also be a \$20 fee for returned checks.*

## Lunch and Breakfast Program

The lunch and breakfast programs are open to all students. Student lunch and breakfast billing will be recorded electronically. We request that each student begin the year with \$20 in his/her lunch account. Balances will be printed weekly. Students will be notified when lunch balances are \$10 or below and when there is a negative balance. Students with a negative balance of -\$5.00 will not be served a regular lunch. An alternative FDA approved lunch will be available until balances are paid in full. The accounts will be debited, \$.40 for a reduced priced lunch, \$2.60 for a full priced lunch, \$1.80 for full priced breakfast and \$.30 for reduced price breakfast. Adult lunches will be \$3.00 and adult breakfast will be \$2.00.

All meals served must meet patterns established by the U. S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with us for further information.

**TO RECEIVE FREE MEALS OR REDUCED-PRICE MEALS FOR YOUR CHILD, YOU MUST COMPLETE AN APPLICATION AND RETURN IT TO THE SCHOOL.**

**CONFIDENTIALITY:** School officials use the information on the application only to decide if your child (ren) should get free or reduced price meals services. Parent or legal guardian signature is required on the application to allow school officials to release the application information and Social Security number for purpose of identifying household members for other services. Anonymity of these students will be maintained.

You may apply for free or reduced-price meal services at registration. If at registration your family does not qualify this remains the same for that entire school year. Even though there may be a status change, such as a decrease in household income, an increase in household size, this will stay the same for the entire school year. However, if you become unemployed or receive food stamps or TANF (Temporary Assistance for Needy Families) for your children, fill out an application at that time because your status may change.

## **Personal Property Protection**

A student's personal property is his/her responsibility. It is **not advisable** to carry large sums of money, leave personal technological devices (cell phones, nooks, iPods, iPads, etc.) unlocked in lockers, leave gym lockers unlocked, or share locker combinations with others.

## **Pesticides**

This handbook section serves as notice that the district employs the services of a private contractor to administer an integrated pest management program for the district's buildings; including the residue of pesticides. Parent(s)/guardian(s) can pick up a form at registration if they want to be notified prior to pesticide application. For questions regarding this program, contact Dr. Kate Sievers, Box 387, Hardin, IL 62047 or call 618-576-2722.

## **Physical Examination and Immunization**

Illinois State law requires ninth graders, and all new out-of-state transfer students to have a physical examination and an up-to-date immunization record and recent tetanus vaccination. 9<sup>th</sup> graders also require two Varicella (Chicken Pox) vaccinations and a meningococcal vaccination before entering high school. Students who do not comply with these regulations will not be allowed to attend school until all health needs are met. All athletes are required to have a current physical on file within one year of the current sport/activity.

12<sup>th</sup> graders require a meningococcal vaccination-only 1 dose if first vaccination was given after 16 years of age.

## **Asthma or Allergies**

All children with diagnosed asthma or allergies need specific forms (provided by the school nurse) completed and signed by a parent prior to the start of school. Inhalers may be kept with the student, as well as auto-injectors, if appropriate (105 ILSC 5/22-30).

Any child with a severe allergy is recommended to have an epi-pen ordered by a physician and kept at school with the nurse in case of emergency situations.

Parents of children with food allergies **MUST** fill out the "Illinois Food Allergy Emergency Action Plan and Treatment Authorization" form available at the end of this handbook and/or from the school office. The form **MUST** be signed by the parent and/or legal guardian and will be kept on file at school. Appropriate personnel will have access to these records for emergency use.

## **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan **MUST BE** submitted to the school nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school nurse for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

## **Public Address System**

Announcements to be given over the intercom system must be given to the Main Office in writing by 8:00 a.m. for morning announcements and before I.A. for end of the day announcements. All other announcements will be made on an as need basis.

## Search and Seizure

To maintain order and security, school authorities may conduct reasonable searches of school property and equipment, as well as students and their personal effects.

- School authorities may inspect and search property such as lockers, desks, and parking lots, as well as personal effects left there by a student, without notice or consent of the student.
- School authorities may search a student and his/her personal effects in the student's possession such as purses, wallets, book bags, when there is a reasonable suspicion that the search will produce evidence that the student has been violating either the law or District rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive. When feasible, the search should be conducted as follows:
  1. Outside the view of others;
  2. In the presence of the principal or adult witness; and
  3. By a certified employee of the same sex as the student.

If the search produces evidence of violation of the law or District rules or policies, it may be seized and impounded and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. (Board Policy 7:140)

## Telephone

1. **Students will not be allowed to use the office phone except with permission of a staff member.**
2. Students are not allowed to use the phone in the library or faculty work room under any circumstances.
3. Students may use their cell/smart phones during breakfast and lunch periods in the cafeteria and adjoining foyer area. Cell/smart phones are expected to be turned off during all other times of the school day. Principal and/or teachers may allow students to use their cell/smart phones at other times when deemed appropriate and with their permission and/or supervision.

## Communication Equipment

Principal and/or teachers may allow students to use their cell/smart phones, iPads, iPods, Nooks, Kindles in the classroom when deemed appropriate. Otherwise, Students may use their cell/smart phones during breakfast and lunch periods in the cafeteria and adjoining foyer area. Cell/smart phones are expected to be turned off during all other times of the school day. Cell phones/mobile technology used inappropriately can be taken by a staff member and given to the principal until the end of the day when the student may come to the office to retrieve their device. Repeated offenses will lead to losing the privilege of having a communication device in the school as well as other measures of discipline.

The Calhoun 40 school district discourages school employees, parents/visitors, and students from taking photographs on school property and posting photographs or images of students on social media. The district encourages people to be considerate of the privacy rights of others and to not post photographs of others unless they receive permission from the child's parent/guardian. Many of our parents have requested in writing that photos of their child not be posted/published in any format. This request includes special events at school and school sponsored field trips taken with Calhoun 40 buses.

## Visitors

All visitors are required to register at the school office upon entering and leaving the building. Visitors will be given a "Visitor Badge," which will be worn and returned to the office. School personnel will direct non-employees without a visitor badge to the office.

# Academic Information

## Graduation Requirements

The graduation requirements for C.H.S. are:

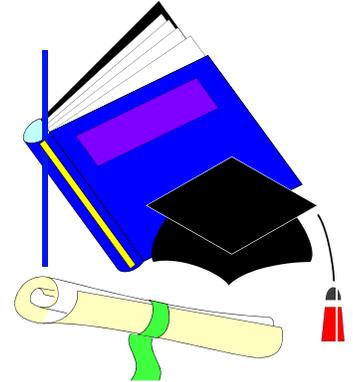
- 4 credits in English
- 3 credits in Math
- 2 credits in Social Science (American Government and U.S. History required)
- 3 credits in Science (only 1 Ag. Science accepted)
- 4 credits in Physical Education
- ½ credit in Health
- ¼ credit in Driver Education
- ½ credit in Consumer Education
- 1 credit chosen from Music, Art, Foreign Language, or Vocational Education

*19 ¼ credits required (as stated above)*

*6 ¾ credits elective*

**26 credits are needed for graduation**

The minimum student load is 7 units of credit. All students whose class has not graduated must be enrolled for a full day with a normal load of six academic classes plus physical education. **Twenty-six (26) credits** represent the minimum required for graduation unless a student transfers from a school requiring fewer credits. If so, the credit requirements will be adjusted accordingly. **Students may not participate in graduation activities prior to the completion of all graduation requirements.**



## Early Graduation

Students are encouraged to spend four full years at Calhoun High School. If a student wishes to graduate early, he/she must send a request to the Board of Education. The following requirements must be met:

- A. Meet all graduation requirements as to attendance and credits; however, physical education requirements are reduced proportionately.
- B. Submit to the Principal a written request from the parents to graduate early.
- C. State reason for early graduation.
- D. Credit from correspondence, junior college, trade school, examination, etc., cannot be used for early graduation.

A child with a disability who has completed four years of high school may participate in the graduation ceremony and receive a certificate of completion. The student must have an individual education program that prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school. The students and their parents or guardians will receive written notice of this policy and given the choice to participate in the graduation ceremony.

## PE Waiver

Four credits of Physical Education are required for graduation. However, Seniors and Juniors who are taking 4 or more upper level weighted courses, including sequential 3<sup>rd</sup> year or higher courses (ie: Spanish III, Trig), online college credit courses, and/or required courses that fill a complete 7 hour schedule-then Physical Education can be waived.

A student must be enrolled at Calhoun High School the semester immediately proceeding the semester of graduation. With the approval of the high school Principal a senior student who lacks credits to be graduated with his or her class may attend summer school or take correspondence courses following his or her senior year and then receive their diploma. **However, said student may not participate in graduation activities prior to the completion of all graduation requirements.**

Diplomas will be issued at the time of regular graduation to those who have met requirements. Students who complete their work at mid-year will receive a diploma and may take part in graduation exercises at the end of the regular school year

Special education students attending other districts will customarily graduate from the school they attend; however, upon request to the high school Principal they may transfer their credits to Calhoun High School and, if they meet graduation requirements, may graduate with their class.

Upperclassmen can earn no more than **two total credits** per year through independent study, correspondence course work from an institution accredited by the North Central Association of Colleges and Secondary Schools, or proficiency testing may count toward regular high school graduation (graduation with one's class). All credits earned in another recognized high school will transfer to Calhoun High School if the courses correspond to those in our school. Fees for the correspondence school courses are paid by the student and require prior approval from the building Principal. (Board Policy 6:310)

## **Courses Offered**

### **English (4 credits req.)**

Language Lab  
English I  
English II  
English III  
English IV  
\*-College Prep English

### **Math (3 credits req.)**

Algebra I  
Geometry  
Algebra II  
Trigonometry/Pre-Calculus  
Bridge Math  
\*Calculus

### **Driver's Education**

### **Physical Ed. and Health**

P.E. (4 credits req.)  
Health (one semester req.)

### **Science (3 credits req.)**

Physical Science  
Biology I  
Life Science  
\*Biology II  
\*Chemistry  
\*Physics  
\*Human Anatomy

### **Science Semester Classes**

Environmental Science  
Environmental Biology

### **Fine Arts**

Band

### **Foreign Language**

Spanish I  
Spanish II  
Spanish III  
\*Spanish IV

### **Social Sciences (3 credits req.)**

World History  
U.S. History (req.)  
Psychology

### **Social Sciences Sem. Classes**

American Government (req.)  
Illinois History  
Geography  
Sociology  
Current Events  
Historical Bibliographies

### **Vocational-Business/Computers**

Business & Tech. Concepts  
- Office Information Processing  
\*Accounting  
-Web Design I  
\*-Web Design II

### **Voc.-Business/Computers Sem. Classes**

Consumer Economics (req.)  
-Computer Concepts & Software Applications

### **Vocational-Industrial Tech.**

Intro to Industrial Tech.  
Construction I  
Construction II  
-CAD

### **Voc.-Industrial Tech. Sem. Classes**

Electricity  
Basic Wiring  
Woods  
-Drafting

### **Vocational-Agriculture**

Intro into Agriculture  
Food Science  
Horticulture  
Ag. Mechanic Operations & Tech.

### **Voc.-Agriculture Sem. Classes**

Ag. Leadership  
Ag. Communication  
Ag. Business

LCCC online 131 ACCT class is weighted.

**Math Labs and Reading Labs count as elective credit only.**

**\*Weighted Classes**

**-Dual Credit Classes with Lewis and Clark Community College**

## **Early Bird PE**

If you are taking Early Bird PE you will be dismissed from school at 2:00 p.m. (after sixth hour). If you do not show up for Early Bird PE, you **MUST** sign in at the office before going to class. You **MUST** sign out in the office before you leave. If you are late to Early Bird PE, or come to school first hour instead of attending Early Bird PE, this will result in a detention. If a student attending Early Bird PE is failing a class, his/her parent will be notified and the student will be required to stay and attend IA.

## **Voluntary Lunch Bunch**

To help with the academic needs of students, the high school has implemented a “Voluntary Lunch Bunch”. Any student can attend Lunch Bunch daily (except on Fridays) to work on assignments/get assistance. After eating lunch the student will request to go to Lunch Bunch from the Lunch Supervisor. Students going to Lunch Bunch must wait at least 15 minutes before going to allow the supervising teacher time to eat. If a student has been failing a class for two or more weeks consecutively, they will have a conference with the Principal.

## **Latin Honor System**

Beginning with the Class of 2014, Calhoun High School will use both a Latin and the traditional valedictorian and salutatorian honor systems to distinguish academic achievement for graduates. Students graduating with Summa Cum Laude honors are those students earning a cumulative GPA of 4.01 or higher. Summa Cum Laude distinguishes students with the “highest praise”. Students graduating with Magna Cum Laude honors are those students earning cumulative GPA of 3.81-4.00. Magna Cum Laude distinguishes students with “great praise”. Students graduating with Cum Laude honors are those students earning a cumulative GPA of 3.60-3.80. Cum Laude distinguishes students with “praise”. The student(s) who earns the highest cumulative GPA of the graduating class will also be honored as the valedictorian. The student(s) who earns the second highest cumulative GPA of the graduating class will also be honored as the salutatorian.

## **SPECIAL EDUCATION**

Calhoun High School offers a variety of special education services for eligible students. Calhoun Unit 40 is a member of Four Rivers Special Education Cooperative, which provides numerous services for participating schools. Referrals for these classes are made through teachers, guidance counselor, or the principal before students are evaluated for special education programs.

**Referral Procedure:** If a parent or teacher has a concern with a student's performance and progress, interventions should be attempted in the regular education setting. If concerns persist, a request for a special education case study evaluation may be determined at a "domain determination meeting." The purpose of this meeting is to determine what evaluations are needed. The meeting will include, but is not limited to, the parent(s), the student, a regular education teacher, a special education teacher, and the principal.

**Evaluation and Eligibility:** After evaluations have been conducted, the same participants again meet to discuss the evaluation results and determine if the student is eligible for special education services. This meeting is called the "Eligibility Determination Conference" (EDC) meeting. If the student is determined to be eligible, the participants will immediately complete and "Individual Education Plan" (IEP), which is a legal document that outlines the goals and objectives to be met by the students and the services to be provided by district personnel. Annual reviews are conducted to revise the IEP as needed. The EDC team reconvenes every three years to determine if the student continues to qualify for special education services. **Parent Information:** If parents have questions regarding the referral process or would like a copy of the pamphlet entitled "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities," they should contact the principal or a special education teacher.

In accordance with Public Act 98-1116, any student in an adaptive athletic program may request a PE exemption.

### **Health Education/Sex Education**

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of the family life, and for grades 6-12, the prevention of AIDS.

### **School Admissions and Student Transfers**

Students enrolling in the District for the first time must present:

1. A certified copy of his/her birth certificate.
1. Proof of residence or that the student/family meets the criteria for "Homeless status".
2. Proof of immunization records and required physical examination.
3. Proof of "good standing" from the student's previous school district

When a student transfers in the Calhoun High School, it shall be the policy to equate transferred credits and grade placement as fairly and equitably as possible to the local school curriculum and graduation requirements. Special education transfers will be evaluated through a comprehensive screening appropriate to the handicapping condition and the Individual Education Plan.

## Classification of Students

Students will be classified at the beginning of each school year. Students must have accumulated 6 credits to be classified as a Sophomore, 13 for a Junior, and 19 for a Senior. Twenty-six credits are required for graduation.

## Grading

Grade points for class rank and the honor roll will be computed as follows:

A	-	4.0	C	-	2.0	
A-	-	3.7	C-	-	1.7	A 92-100
B+	-	3.3	D+	-	1.3	B 84-91
B	-	3.0	D	-	1.0	C 76-83
B-	-	2.7	D-	-	0.7	D 68-75
C+	-	2.3	F	-	0.0	

Grade points for Weighted classes are as follows:

A	-	5.0	B-	-	3.7
A-	-	4.7	C+	-	3.3
B+	-	4.3	C	-	3.0
B	-	4.0	C-	-	2.7

No extra points are given for a D or F in a weighted class.

The following grading scale will be used for all classes (except grading scales mandated by the State of Illinois).

## Grade Periods

You will receive four grades, one for each nine weeks of completed work. However, only the semester grades will count on your permanent record. If you fail a semester, you will not receive credit, even if you have passed one quarter during the semester.

First Quarter – 10/16/15

Second Quarter – 12/22/15

End of First Semester – 12/22/15

Third Quarter – 3/11/16

Fourth Quarter – 5/20/16\*

End of Second Semester – 5/20/16\*

\*Unless emergency days are used

Incomplete work will be treated in accordance with individual teacher's policies at the end of the grading period. A period of two weeks will be allowed for the completion of the incomplete work. It is to the teacher's discretion to take off points for late and/or incomplete work. If not completed, an "F" grade will be recorded on the student's record. An exception to the rule will be illness or injury preventing attendance at school. **It is the student's responsibility to check with their teachers.**

## Final Exams

The purpose of final exams is to help all students prepare for post high school rigors. First and second semester finals at CHS are mandatory for all ninth and tenth grade students. Eleventh grade students who take the ACT test first semester are exempt from first semester exams but must take second semester exams. Seniors who have scored high enough on the PSAT (taken in April of their eleventh grade year), have the opportunity to be exempt from first and second semester exams. Notifications will be made by the counselor or principal. If a student is enrolled in a dual credit class through Lewis and Clark Community College, he/she is required to take those final exams, per Lewis and Clark's requirement, no exceptions. Each final is a comprehensive exam, which is worth 15% of the semester grade. Finals for weighted classes count 20% of the semester grade.

If a student is absent on the days of exams for a valid reason, they will have to make up the exams within 5 school days. Arrangements should be made with the teacher so the exam can be taken at the teacher's convenience. If school is cancelled on exam day due to the weather, the exam will be given on the regular scheduled day.

## Honor Roll

The honor roll will be computed each quarter. In order to be placed on the honor roll during a given quarter, a student must meet the following requirements:

1. No unexcused absences
2. No classes with a recorded grade of incomplete
3. No grade lower than a C- with only one C allowed
4. No Alternative Room or Out of School Suspension

In order to be placed on the honor roll, the above conditions must be met with a **minimum GPA of 3.0**. For high honors, the student must meet all of the above requirements with a **minimum GPA of 3.7 and no grade lower than an A-**.

## Progress Reports

Student progress reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports may not mean that a student is failing, but a deficiency is noted that needs correction. Acknowledgment of this report by a note, phone call, or visit is appreciated.

## Transfer & Withdrawal of Classes

Students should involve parents, teachers, and the guidance counselor to insure their course selections are appropriate to their needs and interests. In general, schedule changes are discouraged after school has begun. However, special circumstances may arise. The *Class Change Request Form* must be completed and then presented within two weeks of the start of the semester to the Guidance office and approved by the Principal.

1. Teacher initiated drops may be pursued at any time that the teacher feels such proceedings are necessary.
2. Inter-departmental movement of students is allowed at any time provided that both the teacher involved in the drop and add are in agreement. For example certain students may move between similar classes at times outside of the normal scope of the drop/add policy with the permission of both instructors involved.
3. Teachers will not intervene on the part of a student and give special consent for students to enter their classes in contradiction to this policy.

## Attendance

### Guidelines

The State of Illinois, recognizing the importance of providing the maximum educational opportunity, has enacted school attendance laws. Truancy laws in the State of Illinois require that all boys and girls are required up to the age of seventeen (17) years. Truancy is defined as absence from school without a legitimate excuse. A “chronic” or “habitual” truant is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 175 regular attendance days. Students that are absent excessively are reported to the Truancy Officer at the Regional Board of Education.

Students who miss school excessively will find it very difficult to pass their courses of study (ten times per school year would be considered excessive.) It is strongly suggested that a student only miss school when absolutely necessary in order to receive the full benefits of your education. Student’s who have a pre-arranged absence, are going on a class trip, or field trip will need to obtain makeup work before leaving for their absence.

Recognizing the fact that the last week of each grading period is a time when student evaluation is at its peak, all class trips and organizational activities that would cause students to miss class time will be prohibited during this time period. The principal, depending on circumstances, may grant special exceptions. At other times however, when activities are planned committing student resources on the part of a class or the school as a whole, teachers will not be allowed to penalize a participating student or to prohibit a student from fully participating in that activity without the permission of the activity's sponsor.

## Excused & Pre-Arranged Absences

Absences will be excused for:

- A. Death in the immediate family or when attendance seems mandatory.
- B. Serious illness of a member of the immediate family.
- C. Personal illness.
- D. Previously arranged absence for college.
- E. Medical appointment for the student, which cannot be taken care of after school or on weekends, provided the student has a note from the doctor or from the parent.
- F. Marriage within the immediate family.
- G. Religious service only if assisting in a religious service.
- H. Flood, storms, or road conditions that make school attendance impossible.
- I. Leaving during **IA** to take driver's test with **prearranged** absence.
- J. School sponsored field trips
- K. Any deviation from these procedures may result in these absences being unexcused.
- L. Court Appearance - Must obtain form to be signed by Court Clerk for these hours.
- M. After 10 absences (cumulative throughout the year) for any reason, a medical excuse shall be required for an absence to be excused.

## Procedure for Readmission after an Absence

If an absence or tardiness is to be considered excused, parents must contact the school (**576-2229**) on the day you are absent or tardy. This may be done by telephone, personal visit, letter, or by special arrangement. If we are not contacted, a phone call will be placed to your parent or guardian. A parent note is required on the day you return to school.

After an absence you must take your written note to the attendance office before the start of school to have your attendance excused. Be sure you allow yourself a little extra time in the morning before school to turn your note into the office. Turning in your note to the office is not a valid reason for being tardy to your first hour class and will result in an unexcused tardy.

## Absences on Day of an Activity

Any student who is absent the day of an event will not be allowed to participate that night; for example, ballplayer, cheerleader, football players, etc. A student must be in attendance by noon on the day of the event in order to participate. The only exception to this would be a medical appointment or funeral. Arrangements for these absences should be made with the office before the absence at the discretion of the principal. If students are scheduled to have PE on the day of an extra-curricular activity they must participate in PE (unless they have a prearranged medical appointment or funeral) or they will not be allowed to participate in the event that day.

## Unexcused Absences

Students who receive an unexcused absence because of the lack of a written parental note will have **no more than 2 school days** to bring a note excusing the absence to the office. If a parental note is not brought to the office within 2 school days, the absence will remain unexcused. Letters will be sent home for any unexcused absences after five, seven, and ten absences (including both excused and unexcused).

**Students who leave school to get their Driver's License will only be excused during IA.**

## Make-up after Absences

Students who have been absent must make up assignments, homework, and tests. Full credit will be given to students with excused absences. **Work done for unexcused absences will be given 50% credit.** Students serving Alternative Room or Out-of-school suspension can make up assignments for 100% credit. Unless special arrangements are made to extend time limits, students have a number of days to make up work that is equal to the number of days of the absence plus one day. Students who are expected to be absent for more than two weeks should be referred for homebound instruction through the guidance office. Students who only miss one day of school should get their work either before the day they are absent or once they return. Please do not request work for students who are only absent one day. We ask the student to take this responsibility upon him/herself. If a student will be absent two or more days, please call or email the office and request their work. The work can be picked up after 3:00 p.m. in the main office.

## Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 175 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Students who have been absent for 5% or more of the previous 180 regular attendance days are considered a chronic truant. If this persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## Tardies

Tardies are, as a general rule, unexcused. Tardiness will result in detention, given by the teacher, the second time and every time thereafter the student is tardy per semester. Students are expected to be in **class, properly seated, quiet, and ready for class work** by the time the bell rings beginning the class. If your tardiness was because you were detained by a teacher, then you should obtain a note from that teacher. You are expected to have all the materials needed for class.

## Arriving Late/Leaving Early

Students arriving late should report to the office and sign-in. The student will be issued a tardy pass before going to class. Students leaving school during school hours must report to the principal's office and obtain an off campus pass. Students are also required to sign out, stating time and place going. If a student knows in advance that they will be leaving during the school day you should obtain a pass **before the starting of school** but do not sign out until leaving the building. Off campus passes will be given to the teacher and then turned in to the office. If a student fails to secure an off campus pass before leaving school property, it will be considered skipping and the necessary penalty will be enforced. Off campus passes should only be obtained when necessary. Written permission from a parent or guardian will be required.

Students will not be excused from missing class to get their driver's license except during IA.

## College Visitation, Employment Interviews & Job Shadowing

Juniors or Seniors may request to visit a college and/or job shadow (up to twice per year). Each visit will count as an absence. Seniors will be permitted to visit up to two days per year to visit a college of their choice, and/or to seek employment after graduation if no other way can be arranged. (Distance will be a factor considered.) An additional day may be granted at the discretion of the Counselor or Principal.

In order for a student to be excused for such purpose, he or she must bring written documentation from the school, college, or business upon returning to school.

## **Work Permits**

Permits to leave early for reason of employment will be issued to Junior or Seniors only and require the authorization of the Principal. Students requesting work permit must complete appropriate form that can be obtained from the counselor. Students are not permitted to work for an immediate relative unless approved by the Principal. Work permits are contingent on maintenance of satisfactory grades and proper conduct at school and other school activities. Students with Work Permits will be allowed to leave at 2:45 unless he/she is failing a class for the semester. If a student is failing a class for the semester, he/she will not be allowed to leave early. Instead, he/she will be expected to stay at school and utilize the IA period for doing work to bring up the failing grade to a passing grade.

## **Field Trips**

All students are encouraged to take field trips throughout the school year when available. To ensure students' academic success, field trips will be limited per student. Freshmen and Sophomore students are allowed to attend a maximum of four field trips per year. Junior and Senior students are able to attend a maximum of eight field trips per year. Students **MUST** be passing ALL of their classes in order to attend a field trip. Students planning on attending a field trip must obtain a Field Trip Permission Form and have all of their teachers sign giving permission for them to miss their class. **The Permission form must be completed and turned in to the office/teacher the day before the field trip.** Students are responsible for making up any missed assignments and/or assessments.

## **Student Behavior**

**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" include school liaison police officers.

### **School property and Equipment as well as Personal Effects left there by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct such 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 specifically trained dogs.

### **Students**

School authorities may search a student, a student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, sling bags, lunch boxes, etc.) and/or a student's locker when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating the law or the district's conduct rules (Board Policy 7:140). 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.

## ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

*Parents and students are hereby notified that school authorities may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.*

*Parents and students are further notified of the following: (a) a student's refusal to provide a password or other related account information upon request shall subject the student to discipline; and (b) a student's refusal to provide a password or other related account information upon request shall be deemed by school authorities and the Board of Education as an admission by the student that he/she has violated a school disciplinary rule or policy.*

*"Social networking website" means an Internet-based service that allows individuals to do the following: (a) construct a public or semi-public profile within a bounded system created by the service; (b) create a list of other users with whom they share a connection within the system; and (c) view and navigate their list of connections and those made by others within the system.*

### 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.

## Code of Conduct

1. You should conduct yourself properly at all times during school or on school grounds.
2. You should be careful to observe the rules of common courtesy and be fair in all your dealings with your fellow students.
3. You should not run, shove, or push in the halls and should not be unnecessarily loud or noisy.
4. You should be careful to deposit all waste and scrap paper in the wastebaskets.
5. You should conduct yourself in a sensible way when you are around a girl or boy friend. There is a time for holding hands, but it is not at school.
6. **You should be particularly careful to observe safety rules if you drive a car to school and should abide by all special rules that the school may have regarding automobiles. No loud car stereos may be played on school property.**
7. You should be polite and courteous to visitors; and at athletic and other events you should display good sportsmanship.
8. You should be polite and courteous when you visit other schools, respect the property of the school, and display good sportsmanship at athletic and other events.
9. You are allowed to use your cell/smart phones and other technological devices including but not limited to: iPods, MP3 players, Kindles, Nooks, and iPads, before school and at lunch (in foyer and cafeteria areas). At all other times the cell/smart phones and technological devices should be turned off and put away. Only when a teacher or principal deems it appropriate should a student be able to use these devices at other times during the school day.

The above rules are aimed at one thing -- to help you make a school that you will be proud to show to others. Only by working together can we make Calhoun High School tops in every respect!

# Prohibited Student Conduct

- Using, possessing, distributing, purchasing, or selling tobacco materials or alcoholic beverages, any illegal drug, controlled substance, or cannabis (medicinal or otherwise), any prescription drug, “look-alike” or counterfeit drugs, any drug paraphernalia, electronic cigarettes, any inhalant, or illegal steroids.
- Students who are under the influence are not permitted to attend school or school functions are treated as though they have the substance in their possession.
- Using, possessing, controlling, or transferring a weapon. or “look alike,” 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.
- Using or possessing a two-way radio, electronic paging device, and/or other telecommunication device, unless authorized and approved by the principal or teacher.
- Using a video or audio recorder unless you have prior approval from a Principal or teacher.
- Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an examination or any other work done for academic credit, and wrongfully obtaining test copies or scores. If a student is caught being academically dishonest, they will be restricted from making honor roll for that quarter.
  - Cheating is defined as the practice of fraud, deception, or trickery or violating rules dishonestly.
  - Plagiarism is defined as stealing and passing off (the ideas or words of another) as one’s own and/or using (a created production) without crediting the source (Webster’s Collegiate, 1988).
- 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, or stealing school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved in a public school fraternity, sorority, or secret society.
- Being involved in gangs or gang-related activity.
- Willful injury or threat of injury to a staff member or another student.
- 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 treat 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.
- refusal to provide a password or other related account information upon request and a student’s refusal to provide a password or other related account information upon request shall be deemed by school authorities and the Board of Education as an admission by the student that he/she has violated a school disciplinary rule or policy.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- Use of profanity.
- Violating any criminal law, such as assault, battery, arson, theft, gambling, or hazing.
- Use of personal listening/recording devices without the consent of the teacher or principal.

- Engaging in any activity, on or off campus, which poses a threat or danger to the safety of other students, staff, or school property; constitutes an interference with school purposes or an educational function, or is disruptive to the school environment. (Board Policy 7:190)

The grounds for disciplinary action apply whenever the students' conduct is related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or any activity which has a reasonable relationship to school.
3. Traveling to or from school or a school activity.
4. Anywhere if; the conduct may be considered to be a threat or an attempted intimidation of a staff member or interference with school purposes or educational functions.

## **Disciplinary Measures**

1. Disciplinary conference
2. Withholding of privileges
3. Notification of parents/guardians
4. Detention
5. Alternative Room
6. Community service with parent input
7. Seizure of contraband
8. Suspension from school and all school activities for up to 10 days.
9. Suspension of bus riding privileges.
10. Expulsion from school and all school-sponsored activities and events for a defined time not exceed two calendar years.
11. An expelled student is prohibited from being on school grounds.
12. Notification of juvenile authorities whenever conduct involves illegal activities.
13. Reduction of grade and/or receipt of zero credit for assignment/test.
14. Temporary removal from the classroom.
15. In-school detention for a period not to exceed 5 school days.
16. After-school study or Saturday study provided the student's parent/guardian has been notified.

## **Disciplinary Conferences**

Disciplinary Conferences or reprimands would include minor disruptions or misconduct that does not warrant more severe penalties.

## **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## Detentions

Detentions will be given to those students who disrupt the learning process by committing acts of disobedience and/or misconduct. The following Point Value System for Detentions has been established.

### **Detentions 2014-2015**

	<b>Examples</b>	<b>Point Value</b>
<b>Point Value System for</b>		0
Academic (Served with teacher issuing the detention.)	Failure to complete homework or assignments	0
Failure to follow rules (Class 1)	Inappropriate use of technology or handheld devices (including cell phones), eating candy, open sodas in hall, hats or bandanas in building, talking during class, writing/passing notes, inappropriate dress, inappropriate drawings, not prepared for class, lack of materials, in hall without pass, and tardiness.	1
Failure to follow rules (Class 2)	Abuse of passes, repeated violation of Class 1 offenses, throwing things, slamming/kicking lockers, horseplay, lying, failure to following teacher's directions, and inappropriate use of internet or email, PDAs	2
Failure to follow rules (Class 3)	Repeated violation of Class 2 offenses, cheating/plagiarism, stealing, destruction of property, vandalism, physical or verbal aggression towards another student, insubordination/disrespect to a teacher, profanity, and inappropriate language.	4

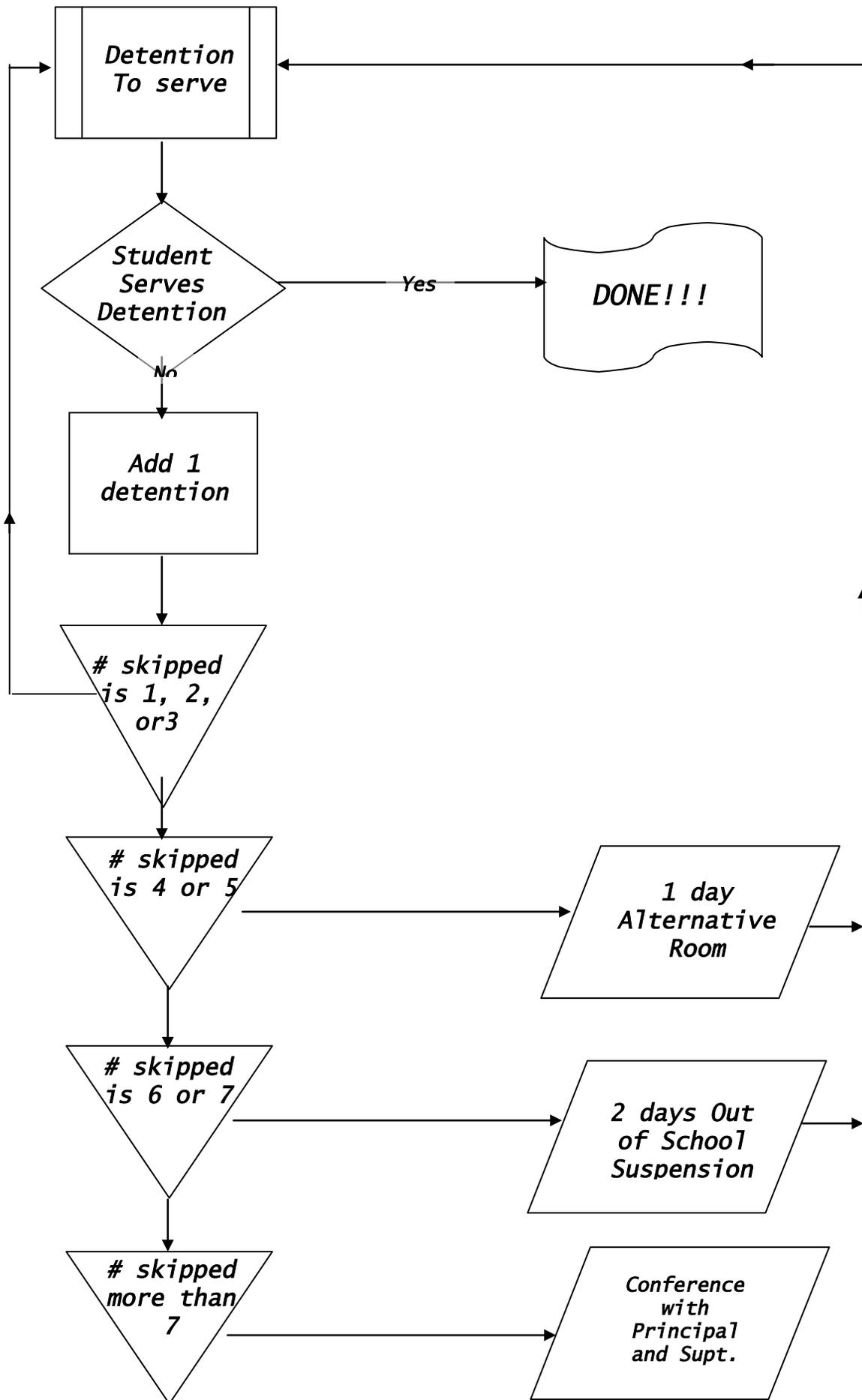
Accumulation of detention points can lead to more serious discipline. Parents will be notified when a student receives any Class 2 or Class 3 detention. If 15 points are accumulated, a parent conference will be requested. Twenty through 24 points will result in one day of In-School Suspension. If discipline problems continue and twenty-five through twenty-nine points are accumulated, then two days of Alternative Room or out of school suspension, will be the result. Any point accumulation of 30 points or more will be referred to the Calhoun Community Unit #40 School Superintendent. At this time a meeting with the student, principal and parent/guardian will be conducted. Any point accumulation of 40 points or more will be referred to the Board of Education for an Expulsion Hearing.

Detention will be held Tuesdays and Thursdays. Students are to be in Room 17 (Health Room) promptly at 3:25, in their seats; with any work and materials they will need for the duration of the detention period. Students should report directly from their last class. The detention supervisor may add additional time to a student's detention, or may levy additional detentions in order to maintain discipline during the detention period.

If you receive a detention on Thursday, Friday, or Monday you must serve it on Tuesday. If you receive a detention on Tuesday or Wednesday then you must serve it on Thursday. If detention is meeting the day you receive the detention you may also serve it early. Not having a ride, employment, forgetting, parental inconvenience, etc., are NOT acceptable excuses. Athletes and members of the other school organizations receiving detentions are normally expected to serve them within the time frame described above. Attending practice is not a valid reason for missing detention. Eating a meal before a game is not a valid reason for missing detention.

If absolutely necessary, a student may temporarily be excused from serving a detention only if prior approval is obtained from the Principal. In order to obtain such approval, a request in the form of a written letter or phone call must be presented prior to noon on the date the detention is to be served. Parents should seek to have a student temporarily excused from detention only in extreme circumstances (student employment is **not** considered a valid reason.) A repeated pattern of not serving detention in a proper and timely manner will result in the denial of consideration for this privilege.

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## **Suspension**

According to state and federal law, the Superintendent or Principal shall be authorized to suspend a student from school (Out of School Suspension) for a period of up to ten (10) days consecutively for gross disobedience or misconduct according to the following conditions:

1. Before the suspension, the Principal shall conduct due process with the student, hold a conference and inform the student of the suspension, and citing reasons.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported to the student's parent(s) or guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule, which was violated, and a notice of the parents' right to a review the suspension.
4. Upon request of the parent/guardian, a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. (Board Policy 7:200).
5. If a student receives one or more days of in-school or out-of-school suspension during the same quarter as a field trip or school related dance they will NOT be able to participate.

## **Expulsion**

According to state and federal law, the Board of Education shall be authorized to expel a student from school for a period of over ten (10) days for extreme or repeated misconduct or disobedience according to the following conditions:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. (Board Policy 7:210)

Our ultimate goal at Calhoun High School is to develop future responsible citizens. To accomplish this goal the best possible learning environment will be provided and maintained for all students. The rights of students must be respected and protected but these student rights do not permit the disruption of the normal operation of Calhoun High School or the lawful rights of others.

1. The student shall be expected to accord due respect to all school personnel and to the rules of the school.
2. The property of the school shall be respected and protected by the student from undue abuse and misuse. Any student who shall intentionally destroy or injure school property shall be required to pay in full for such damage, and for failure to do so, may be suspended. (Board Policy 7:170)
3. During an in-school suspension and out-of-school suspension, the student must make up all homework assignments and tests. During this time the student is also barred from any school events.
4. Students shall not be allowed to meet out of school friends on or about school property during school hours.
6. It shall be the policy of the board to encourage good citizenship through constructive activities and students are urged to become active in these activities. We believe that discipline that is self-imposed is best.
7. No student or group may block other students' freedoms to use school facilities and programs.
8. Section 24-25 of the Illinois School Code requires that anyone entering a school that is not a student, must identify themselves and state why they are in the building.
9. Fighting or bullying is prohibited.

10. The Unit Superintendent or Principal of any school may suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten days consecutively. The Superintendent and Principal shall have authority to suspend students guilty of gross misconduct and/or persistent disobedience on a school bus from riding a school bus for a period not to exceed ten days. It is the desire of the Board of Education and the administration to keep the suspensions of students to a maximum of three days for an offense. If a student has been previously suspended or if the act is of such a grievous nature to warrant a heavier suspension, then the Unit Superintendent or Principal may suspend a student up to a maximum of ten days consecutively or until the next regular meeting of the Board, whichever comes first.

## Activities

Rules governing student behavior apply at all school-sponsored activities regardless of when or where they take place, and includes to and from any school-related activity.



## **Bus Regulations**

In order to make transportation safe and desirable, the following regulations are necessary:

1. **The driver is in charge of the bus and students at all times.**
2. Students are to occupy seats assigned to them if seats are assigned. If seats are unassigned, students may sit where they please and move to more desirable seats as the bus empties.
3. Bus seats are made to accommodate three students. Seats cannot be held for others when seating is limited. Do not refuse to move over to allow others to sit with you.
4. Students are instructed to be on time. The bus driver is warned not to be late. Your time schedule is available at your request.
5. Do not engage in unnecessary conversation with the driver. His attention needs to be directed towards the road and not to your conversation. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Do not hurry or push and shove to get on the bus. Wait until it comes to a complete stop.
7. Stay off the road at all times while waiting for the bus.
8. Do not leave your seat while the bus is in motion.
9. There must be no use of tobacco, food or soda bottles on a school bus.
10. Students must refrain from throwing rubbish or waste papers on the floor of the bus.
11. Loading: Students are not to cross the road to get on the bus until the driver beckons for them to cross. At this time the stop arm has been extended and the driver is assured that no cars are coming from either direction.
12. Unloading: When students have to cross the road after unloading, they are to cross the road in front of the bus and not to cross until the driver beckons them to cross.
13. Students must not at any time extend their arms or heads from the bus.
14. In case of misbehavior, the driver must report the infraction to the Principal's office of the school involved. The driver may refuse to allow the student to ride until the difficulty has been cleared up and a report made to the bus driver to that effect. Bus drivers do not put students off and make them walk. They may refuse to let them ride, however, if conduct is undesirable, and if the student refuses to conform.
15. Firearms or animals of any kind are not permitted on the bus.
16. **Should a student wish to visit another student thus causing a change in his bus schedule, the student needs to bring in a note to the office, signed by the parent, to receive a bus pass in order to ride that bus.**
17. Teachers are permitted to ride the bus.
18. School buses do not carry out-of-school children or adults unless arrangements have been made to do so with the office. A school bus is not a public conveyance.
19. Never leave or enter the bus by the emergency door.
20. Never tamper with the bus or any of its equipment.
21. Leave no books, lunches, or other articles on the bus.
22. Keep books, packages, coats, musical instruments, and all other objects out of the aisles.
23. Help look after the safety and comfort of smaller children.
24. Do not throw anything out of the bus windows.
25. In case of a road emergency, remain in the bus until instructions are given by the driver.
26. Be alert to a danger signal by the driver.

27. Do not ask the driver to stop at places other than the regular bus stops; he is not permitted to do this except by proper authorization from a school official.
28. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
29. On other trips, respect the wishes of the chaperone appointed by the school.
30. By state regulations, the bus driver is not allowed to drive faster than 55 mph at any time unless otherwise posted by the state's Department of Transportation.
31. Once a student gets on the bus in the morning he will not be allowed off until he reaches the school.
32. Parents will be liable for any defacing or damage their child does to the bus.

Finally, realizing that you are still responsible for your own behavior and actions whether it is at school, at a school event or on the bus. Students who choose to break the rules and put everyone's safety on the bus at risk will force the bus driver to report this misbehavior to a school administrator.

Students may be suspended from riding the bus up to ten 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 ten days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

## **Display of Affection**

Inappropriate displays of affections while on school property, on a school bus or at any school-related activity is prohibited at all times. A detention will result.

## **Dress**

Cleanliness and neatness of dress are conducive to good citizenship and good school morale. Students are expected to dress appropriately, with dignity and in good taste for school and school events. Any student, whose appearance and dress must not disrupt the educational process, or interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Board Policy 7:160) Refusal to conform to this requirement will result in disciplinary action. To help students select the proper attire; the following guides are in effect:

1. No tank, halter or tube tops are acceptable.
2. Tops and dresses with spaghetti straps or strapless are not acceptable unless covered by a sweater or jacket.
3. Underwear and/or braziers should not be visible.
4. Shoes must be worn at all times.
5. P.E. clothes are not to be worn in the classrooms unless directed to do so from a staff member or administrator.
6. Dresses, shorts, and skirts will be no less than fingertip length when standing. (Determined by a staff member or administrator).
7. Clothing which is manufactured, cut or torn out in such a way as to be either intentionally or unintentionally immodestly revealing is not acceptable. Shorts must be at least if not longer than fingertip length.
8. Sunglasses may not be worn in the building or in the classrooms unless a medical authorization is on file in the high school office.
9. Articles of clothing displaying profanity, offensive remarks or slogans, sexual, questionable sayings, racial or ethnic slurs, or advertisements promoting illegal drugs, alcohol, or tobacco products are not to be worn. This includes but is not limited to "Hooters" t-shirts, or t-shirts that have a sexually implicit message/saying on it.
10. Hats, bandanas, trench coats, overcoats, or chains on belts or pants may not be worn in the building or classrooms.
11. Girls should not wear shirts/clothing that allows their cleavage to be seen.
12. No book bags in classrooms or cafeteria.
13. No spike-like jewelry, clothing and/or accessories.

## **Drivers Education**

Students must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in the Driver's Education program. Students applying for a graduated driver's license must have the written consent of a parent/guardian, regardless of whether the required consent was given when the student applied for an instruction permit. The consent must provide a statement from a parent or guardian that the student has received 50 hours of behind-the-wheel experience (at least ten of which must have been at night), as well as six hours of behind-the-wheel instruction with the Driver's Education teacher, in order for the student to receive a graduated driver's license. Students will not be excused for missing class to get their driver's license except during IA.

## **Drugs & Alcohol/Illegal Substances**

Students must refrain from the use or possession or sale of alcohol, illegal, habituating or addicting drugs and/or any look alike drugs or alcohol, on/at school activity on or off the school grounds. **Possession or use of alcohol, tobacco, or illegal drugs by students in Calhoun Unit #40 is strictly prohibited.** Violations will result in disciplinary and legal action.

## **Fighting/Bullying/Violence**

Fighting on campus, on the school busses, or at any school activity is prohibited. Fighting will result in disciplinary action from the school and may warrant legal action.

According to Public Act 92-0064, the Calhoun Board of Education recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to maintain an environment in which no violence or bullying is tolerated. Those students whose behavior or schoolwork demonstrates a potential for violence or threat to the safety of others will be identified and referred to appropriate personnel or community agencies/resources. Parents will be notified of violent or bullying behaviors. The parent-teacher advisory committee and community agencies will be involved in developing student policies and identifying resources for referral. Bullying is defined as:

“Bullying and/or intimidation of others, including, but not limited to, any persistent aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.” (Board Policy: 7:180, 7:190, 7:310, 7:20, and 6:235)

## **Preventing Bullying, Intimidation & (Sexual) Harassment**

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, or through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned or leased by the school. Calhoun High 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 actual or 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. Calhoun High 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 includes cyber-bullying (bullying through the use of technology or any electronic communication) and 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. Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. 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.

#### ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

- Parents and students are hereby notified that school authorities may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.
- Parents and students are further notified of the following: (a) a student's refusal to provide a password or other related account information upon request shall subject the student to discipline; and (b) a student's refusal to provide a password or other related account information upon request shall be deemed by school authorities and the Board of Education as an admission by the student that he/she has violated a school disciplinary rule or policy.
- "Social networking website" means an Internet-based service that allows individuals to do the following: (a) construct a public or semi-public profile within a bounded system created by the service; (b) create a list of other users with whom they share a connection within the system; and (c) view and navigate their list of connections and those made by others within the system.
- Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, 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.

### **Possession or Use of Weapons**

The presence of a weapon or "look alike" weapon in a locker or in a vehicle constitutes possession. The act of possessing or using any weapon or "look alike" is prohibited. The ban on carrying or the use of any type of weapon should be carefully adhered to by students and parents. Weapons include firearms, ammunition, any type of knife, or any other object, which may be used as a weapon. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school or any school activity. In addition to school penalties, carrying or possessing certain lethal weapons while in a building or on the grounds of any school is a Class 4 felony.

## **Harassment**

No person, staff or student, shall harass or intimidate another based upon a student's sex, ethnicity, race, religion, creed, national origin, physical or mental disability, sexual orientation, or other protected group status. Harassment, intimidating conduct, whether verbal, physical, or visual, that affects the education, interferes with a student's educational performance, or creates an intimidating, hostile, or offensive education will not be tolerated. Examples include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Any type of unwelcome conduct delivered toward a student, staff member, or other individual in the school or at any school related activity because of his or her gender will result in disciplinary action and legal action. This conduct may include verbal comments about parts of the person's body, name calling, spreading sexual rumors about a person, attempting to alter articles of clothing, pressure for sexual activity, or other unwelcome advances.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the guidance counselor or principal. (Board Policy 7:20)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the guidance counselor or building principal.

## **Tobacco Usage**

The use and/or possession of tobacco products or smoking paraphernalia by students is prohibited in school buildings, on school property, on school parking lots, on school buses, and at all school related activities.

# School Safety

The maintenance of a safe, pleasant, school environment is conducive to learning is the highest priority of Calhoun High School.

## **EMERGENCY PROCEDURES**

### **FIRE**

1. Directions are posted in each room. It is the student's responsibility to know where he or she is to go when the fire alarm sounds. Movement should be quick but orderly. There is no need for talking, jesting, or jostling while moving out of or returning to the building.
2. After leaving the building, students should stand in line so that their teachers may give instructions to them.
3. Students are not to go to their lockers upon leaving or returning from a fire drill.

When the alarm rings (Continuous Bell), students should walk quickly and evacuate through the following exits:

<b><u>Room</u></b>	<b><u>Exit</u></b>
3	Back door of Room 3
4 and 4A	Back door of Room 3
Ag	Exit through shop outside door and go to East side of building
7	Exit outside door in Room 7 and go to East side of building
9, 14, 15, 16	South side door near office
17, 18	South side door in foyer
Gym, Cafeteria, Band	South side door by band
Shop	Main door of shop
21, 22, 23	South side door in foyer
Office, Library,	South side door next to office

### **Tornadoes and Disaster Warnings**

In case of a possible tornado, students should leave the room in an orderly fashion and go into the hall and kneel down facing the wall as per instructions given by their teachers. Students should not be in the gym or other rooms, which have a large ceiling area. When the alarm rings (Interrupted Bell) students should go to the shelter location as designated on the emergency plan posted in each classroom:

1. Students should walk quickly and remain quiet.
  2. Line students along the wall, leaving a center aisle.
  3. Students should turn away from glass and cover their faces.
- Remain in your shelter area and quiet until signaled to return to class (One Long Bell).

<b><u>Room #</u></b>	<b><u>Location</u></b>
3, 4, Ag, 7, 9	AV room along walls
Office, Library, 14	In hall, by lockers near Office
15, 16, 17, 18	In circle, by lockers near room
21, 22, 23	In circle, by lockers near room
Gym	Locker rooms against inside walls
Shop	Storage area
Band	Inside wall of room
Cafeteria	Hall between kitchen and band room

### **EARTHQUAKES**

When earthquakes occur, there is usually no advance warning; the ground will begin to shake:

1. **Inside of the building**
  - a. Duck and take cover under desks, chairs or anything that offers protection.
  - b. Stay away from windows.
  - c. Do not leave the building.
2. **Outside of the building**
  - a. Do not enter the building.
  - b. Stay clear of overhead wires, tree limbs, etc.

# ACTIVITIES

## National Honor Society

Eligibility:

1. A students' cumulative GPA will be 3.6 on a 4.0 scale.
2. In order to be eligible for membership, or for membership to continue, a student must take required courses in four of six subject areas each year. As a transition, this policy would only require three of six subjects areas during the 2006-2007 school year, and four of six thereafter. These areas and subjects are as follows:

### Junior Year

Math – Algebra II or Trigonometry/Analytical Geometry

English – English III

Science – Chemistry, Biology II, or Human Anatomy

Social Studies – Psychology, Sociology, or Illinois History, Military History, Historical Bibliographies

Vocational – CAD, Construction, Agriculture Business, Greenhouse Management, Accounting or Web Design

Fine Arts – Spanish III or Band III

### Senior Year

Math – Trigonometry/Analytical Geometry or Calculus

English – College Prep English

Science – Chemistry, Physics, Biology II, or Human Anatomy

Social Studies – Psychology, Sociology, or Illinois History, Military History, Historical Bibliographies

Vocational – CAD, Construction, Agriculture Business, Greenhouse Management, Accounting or Web Design

Fine Arts – Spanish IV or Band IV

It would be possible to bank classes. For example, if a student took Chemistry and Advanced Biology during his/her junior year, one would count towards junior credit and one towards senior credit.

The requirements for character, leadership, and service remain as they are currently. These are outlined in the N.H.S. handbook which is currently published on the Calhoun School District website.

## **Extracurricular Activities**

Student participation in school-sponsored extracurricular activities is contingent upon the following:

1. The student must meet the academic criteria.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The parent(s)/guardian(s) and student must attend a meeting with the Athletic Director and Coach prior to the beginning of the season and sign the Calhoun Unit 40 Extracurricular Compact.
4. The student must present a certificate of physical fitness that the student's health status allows for active athletic participation.

## **Extracurricular Fees**

All students participating in extracurricular activities will pay fees of:

- a. \$100 per sport
- b. \$150 limit per family per sport

## **Academic Eligibility**

Participation in extracurricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student should be passing all classes. Any student failing to meet the following academic criteria shall be suspended from the activity until the specified academic criteria are met and will be considered ineligible. If a student is receiving an F in any class the student is required to attend the IA of the teacher's class he/she is failing each day until passing all classes. If a student is failing two classes (cumulative performance) he/she will be deemed ineligible and will not be allowed to practice or play until the specified academic criteria are met. Eligibility will be checked weekly and should reflect the student's cumulative performance for the semester through the date of the check. If a student is ineligible for 3 consecutive weeks, they will become ineligible for the remainder of the season. (Board Policy 6:190)

## **Student Attendance and Extra-Curricular Activities**

1. Any student who is absent the day of an event will not be allowed to participate that night; for example, ballplayer, cheerleader, football players, etc. A student must be in attendance by noon on the day of an event in order to participate.. The only exception to this would be a medical appointment or funeral with a written doctor's statement. Arrangements for these absences should be made with the office before the absence at the discretion of the principal. If a student is scheduled to have PE on the day of an athletic event they are to participate in, they must participate in PE too or they will NOT be eligible to play that night.
2. Parental requests that students be allowed to come to school late on the day after an extracurricular activity/school-sponsored event will not be granted. The student's absence or tardy will be unexcused.
3. Students that participate in extracurricular activities are not to ride home with other people besides their parents unless a note is received prior to departure from the activity from their parent or guardian.

## **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **Extracurricular Activities Rules**

The following rules are set by the Board of Education of Calhoun Community Unit #40 and apply to all students involved in a Unit #40 extra-curricular activity. Not adhering to these rules will result in the consequence described. Rules, regulations, and conduct are outlined further in the CUSD #40 Athletic Code.

Dressing rooms and coach's offices will be closed to all except athletic staff and administration (appointments must be made with coaches for conferences no earlier than the following day). Coaches or sponsors may have additional rules as they see fit. All students and parents must sign a copy of this statement to participate in these extra-curricular activities.

## **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

Insubordination; or

Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or

Any behavior which disrupts the appropriate conduct of a school program or activity; or

Hazing, bullying, or harassment of any kind; or

Use of profanity; or

Exhibition of bad sportsmanship; or

Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed.

The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

## Rules in Effect

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, 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 locale. The rules apply from the beginning of the athlete's first practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

## Spectator Conduct and Sportsmanship

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event. The person can be barred from attendance for up to one calendar year for conduct that includes:

- Using vulgar or obscene language;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey the instructions of a district employee; and
- Engaging in an activity, which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date. The notice shall contain the date, time, and place of the Board hearing, a description of the unsportsmanlike conduct, the proposed time period of denied admission to school events, and instructions on how to waive a hearing, (Board Policy 8:40)

## Tests

Students who miss tests or exams due to participating in school extra-curricular events must make prior arrangements with their teacher(s) for a make-up time. This may include before or after school times. Some lab-oriented exams may not be able to be made up and alternative make-up work may be given at the discretion of the teacher. Students who fail to make prior arrangements will receive a failing grade.

## School Dances

1. Any dance that is planned by a class or club must be cleared through the office for an open date.
2. The class or club must make arrangements for the adequate number of adult supervision.
3. **At least one person of a couple must be a member of the school** and all persons attending must be of high school age and under the age of 21.
4. All persons once entering for the dance must remain inside. If any person leaves the building they will **not** be permitted to re-enter the dance.
5. Calhoun High School will test all students and their dates as they arrive at school dances, using an alcohol breath tester
6. All school rules, including the school's discipline code are in effect during school-sponsored dances.



## **Sex Offender & Violent Offender Community Notification Laws**

State Law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: <http://www.isp.state.il.us/cmvo/>.

## **English Language Learners**

When applicable, Calhoun 40 schools shall offer opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the district's English Language Learner's Plan.

## **Student Services**

### **Cafeteria**

1. The cafeteria is designed to provide the students with an economical hot lunch. Because of individual tastes in food, it may not be possible to satisfy everyone at all times.
2. Conduct in the cafeteria will be the same, as that required in the classrooms and the halls. While talking is permitted in the cafeteria, it should not be boisterous. Because this is a dining area, students should practice proper hygiene.
3. Everyone is required to dump and scrape his/her plate and deposit his/her silverware and dishes in the appropriate receptacles.
4. During the lunch period, students are not to go past the boy's restroom in the foyer unless they have a pass.
5. Students wanting to go outside during their lunch period should go to the east side of the building around the area of the flag pole or the bench around the tree in this area.
6. Students who drive to school are **not to go to their cars** during the lunch period unless given permission from the lunch supervisor, teacher or principal.
7. Lunches are not allowed to be brought to school by friends or parents. If you want to bring your own lunch, you must bring it in with you when you come to school in the morning. It is also the student's responsibility to store their lunch.
8. Students participating in activities in the grassy area outside of the foyer should not play close to the cars. They need to stay reasonably close to the building. This is to avoid any contact with student cars.



### **Library**

1. Remember the library is a place to read or do research; therefore, an atmosphere of quietness should prevail.
2. Only books, newspapers, and magazines approved by the school will be permitted in the library.
3. All library books must be checked out before being taken from the library.
4. Students are responsible for those books checked out under their name. Students are not to lay their books on the counter and think that they have been turned in, but are to make sure that the books have been properly acknowledged by the librarian that they have been returned.
5. **All students should make an effort to return books before the books become overdue.**
6. Students are not allowed to use the phone in the library under any circumstances.

# Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well being. When it is necessary, a "School Medication Authorization Form" is completed by the parent. Any prescribed medication that a student requires during school hours should be provided by the parent and prescribed by a physician. Students may not carry any over-the-counter drugs or prescription medications on them. If a student needs to have over-the-counter medication available to them, they need to bring the original bottle and a guardian School Medication Authorization Form to the office. Prescription medicines may be brought to the Office in the original bottles by the parent/guardian with the physician's orders. A student may possess medication prescribed for asthma and/or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the parents have completed and signed the "School Medication Authorization Form" which is attached to the end of this handbook. (Board Policy 7:270)

The purpose of administering medications in school is to help each child maintain an optimal state of health so that his/her ability to learn will be enhanced. The home and school must work together to accomplish this goal. It is to everyone's benefit when the number of, and amount of, medication given at school is reduced.



## Health Requirements

Incoming 9<sup>th</sup> graders require a physical exam, a second varicella vaccination, and a meningococcal vaccination.

12<sup>th</sup> graders require a meningococcal vaccination-only 1 dose if first vaccination was given after 16 years of age.

## MEDICATIONS WILL NOT BE GIVEN AT SCHOOL UNLESS:

- A parent has signed and provided the office/nurse with a "medication authorization form" (available in the back of this handbook).
- The medication is ordered to be given 4 times a day or as needed.
- The medication is in its original over the counter or prescription bottle with the child's name on it along with a medication administration form on file.

**\*\*\*IT IS AGAINST THE LAW TO SEND "PILLS" TO SCHOOL IN AN UNLABELED BOTTLE.** Do not send in an envelope or baggie with a note. They will be disposed of!!

***Three (3) dosages per day medication should be given at home unless instructed to do otherwise by a physician.*** One dose may be given just before the student comes to school. The second dose may be given when the student comes home from school. The third dose may be given at bedtime.

The following guidelines have been established for the safety of all students when it becomes necessary for medication to be given at school:

- All medication shall be left with the school nurse or, in the absence of the school nurse, with office personnel for safekeeping and administration. Students are not allowed to carry medications on their person during school hours, with the exception that a student may possess medication prescribed for asthma or diabetes for immediate use at the student's discretion provided the student's parent/guardian have completed and signed a "*School Medication Authorization Form.*"
- The school 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 the medication's storage by school personnel. Parents/Guardians must indemnify and hold harmless Calhoun CUSD #40 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 medication or the storage of medication by school personnel.

**Emergency numbers:** Parents are asked to notify the school where they may be reached if they are away from home for a length of time. Emergency numbers should be updated periodically; for your child's safety. It is **extremely important** to have at least ***two*** emergency contact persons available in the event that you cannot be reached. If your child is sick or injured we need to reach you!

**Health issues:** Any health problems, allergies, or surgery should be brought to the attention of the school nurse so that the child can be properly monitored while at school. If a child is ill with anything that can spread, please contact the school nurse before sending the child to school. Children should be kept home until they are fever free for 24 hours. Students who are obviously ill do not learn well and pose a hazard to their classmates. The school will call parents or guardians and ask that you take the child home whenever a child is ill.

**Head lice:** Upon discovery of head lice, a student will be isolated from the general student population until parents/guardians can pick them up. The student and the entire family must be treated and all nits must be removed. Once they are treated they may return to school once re-checked by the nurse. An additional treatment should be done 7-10 days after the first treatment.

**Diet and rest:** Two of the best preventative measures that parents can take to help keep their children healthy are to make sure that the child eats a proper diet and gets plenty of rest. A student's ability to function in school is affected greatly by these two factors.

**Instruction on safety and avoiding sexual abuse:** Teaching our students to protect themselves is an ongoing lesson at Calhoun CUSD #40. Many safety related topics come up for discussion as "teachable moments" when students have questions. Students will be instructed in various "safety related" issues including, but not limited to: stranger awareness, traffic safety, bicycle safety, bus safety, dangerous weather, fire, earthquakes, proper use of medication and substance abuse education. Also included in this line of instruction will be avoiding sexual abuse as well as physical abuse.

This handbook section serves as a five-day notice that school employees may provide instruction to students regarding the identification and avoidance of sexual abuse.

## Lost and Found

Lost articles will be kept in a box outside of the Library. If you find any article of value, please turn it in at the office. If you lose any article, check the lost and found first and then report it to the office. Articles not claimed after 30 days will be disposed of or returned to the finder.

## Student Lockers

Upon entering school you will be assigned a locker. **Your locker is to be kept neat at all times.**

Following are some reasons why your locker should be kept as such.

1. Neat lockers approve the appearance of the halls.
2. A neat locker is more convenient than a locker that is disorderly.
3. Neat lockers lengthen the lives of your textbooks, notebooks, and other materials that you keep in them.
4. The locker, being school property, may be searched by school officials at any time.

**Stickers and/or writing are not allowed unless approved by the office.**



## Student Parking & Driving Rules



The Board of Education requests the help of parents and students in solving some of our community and school's problems involving automobiles. Automobiles at school are not necessary for every student.

1. **Students driving to school must park their cars in the student parking lot.** Make sure the car is locked and windows are rolled up and do not return to the car until the school day is over. Leave your car **immediately upon your arrival at school.** Come to the building and do not loiter in the parking lot. Students who participate in extra-curricular activities are not to move their cars from the student parking lot until after the school day is over.
2. The speed limit around the school is **20 miles per hour.** For the safety of all students, this speed must be observed.
3. Students failing to comply with these requests will have their driving privileges revoked.
4. Parents of students who drive to school shall file a notarized permission for their students to drive to and from school with the high school office.
5. The top ten students from each of the Sophomore, Junior and Senior classes will be put in a random drawing

for the top thirty parking spots.

Once entering the school grounds in the morning students are to leave their cars or bus and enter the school building and remain there until the end of the school day. Loitering in the parking lot or other places outside of the school building is not allowed except in the area directly outside the foyer when weather permits.