

# Altamont CUSD #10

## 2023-2024 Handbook



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## **Introduction & General Information**

### **Welcome**

Welcome to the 2023-2024 School Year! I am Mrs. Casey Adam, your Superintendent of Schools, and it is an honor to be working for the parents and students of the Altamont School District.

Each year, the board of education, teachers, administration and support staff work to prepare for the upcoming school year to assure that each child is provided the best opportunity for success. I assure you that we will continue to do our part in educating the children of Altamont. It is my hope that you will support us in our mission by providing encouragement to your child to do the best that they can do in school. Together, we can build a BRIGHT future for all children. Let's have a GREAT school year.

Mrs. Casey Adam, Superintendent  
Altamont School District #10

### **Mission Statement**

Altamont Community Unit School District Number 10 will educate the scholastic community, enhance their abilities, and transform opportunities into action.

### **To the Members of the Altamont Community**

Education is a privilege and a responsibility through which each student is able to better determine their future. The personnel of Altamont School District 10 wish to help you reach your potential by providing each student the skills needed to successfully complete your grade school education.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the code of conduct, practices and procedures, as currently practiced and are subject to change.

We expect every staff member, substitute teacher, and all other school personnel to be treated with respect and dignity, just as the student should receive the respect of the school personnel. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated under any circumstances.

Every student is requested to assist new pupils in becoming acquainted. Students should establish a friendly and pleasant relationship with all newcomers. Our reputation for friendliness will grow if we greet new students in a warm and friendly manner.

## **Enrollment**

### **Fees**

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in policy #4:140 of the Board Policy Manual. The superintendent or

designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the superintendent by submitting the appeal in writing within fourteen (14) days of the denial.

### **Meals**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Each student will have a meal account, which can be used for breakfast, lunch, or milk. Students may pay for meals by the week, month, or year. Money may be deposited into accounts on any day each week. Do not pay for milk or meals on a daily basis. When a student's account is at zero or negative balance, notice will be given to the student and/or the parent. Students will not be allowed to purchase a la cart items if their balance is zero or below. All fees must be paid by the end of the school year.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack, and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

#### **2023-2024 Prices**

AGS --

Lunch -- \$2.25/day

Breakfast -- \$1.25/day

ACHS --

Lunch -- \$3.00/day

Breakfast -- \$1.25/day

Adult Lunch -- \$3.50/day

Adult Breakfast -- \$2.00

Milk -- \$0.50 for additional carton

Reduced Lunch -- \$0.40/day

Reduced Breakfast -- \$0.30/day

No one is permitted to bring food during lunch to students. Special permission can be obtained through the building principal to bring outside food.

### **Student Residency**

Only students who are residents of the district may attend a district school without tuition charge except as otherwise provided by board policy. A student's residence is the same as the person who has legal custody of the student. This additional information is covered under school board policy 7:60.

### **Birth Certificate**

Parents/Guardians of students enrolling in the district for the first time must present a certified copy of the student's birth certificate. The school shall make a copy to place in the student's temporary record. The original will be returned to the person enrolling the child. Homeless students are exempt from this requirement.

### **Education of Students with Disabilities**

The district shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The Illinois School Code, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

The term “children with disabilities” as used in the policy means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s rules, that special education services are needed. Disabled students who live within the district and are enrolled in non-public schools will be accepted for special education services.

### **English Language Learners**

The district offers opportunities for residents who are English Language Learners to develop high levels of academic attainment in English and to meet the same academic and student academic standards that all students are expected to attain. Parents/Guardians of English Language Learners will be given an opportunity to provide input to the program and provide notification regarding their child’s placement in, and information about, the district’s English Language Learners program.

### **Education of Homeless Children**

The child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The superintendent has appointed Amy Ruckman as a liaison for homeless children to coordinate this policy’s implementation. A homeless child living in any district school’s attendance area may attend that school. Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce a birth certificate or immunization and health records normally required for enrollment. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## **Grading, Promotion, & Graduation**

### **District Grading Scale (3rd-12th Grade)**

Altamont students will be graded on the following scale:

A	94-100	4.00
A-	90-93	3.70
B+	88-89	3.30
B	82-87	3.00
B-	80-81	2.70
C+	78-79	2.30
C	72-77	2.00
C-	70-71	1.70
D+	68-69	1.30
D	62-67	1.00
D-	60-61	0.70
F	00-59	0.00

Grades from all courses will factor into GPA.

High Honors = 3.70 – 4.00

Honors = 3.00 – 3.69

No grade of B- or below will be allowed when the high honor roll is being figured. No grade of C- or below will be allowed when the honor roll is being figured.

### **Report Cards**

Report cards are computerized and need not be returned. No report card will be issued unless the student has attended at least 4 1/2 weeks of school. Parents may sign up to have daily access to their child's grades through the TeacherEase online student management system. You may sign up for TeacherEase during registration or at any time during the year by contacting the office.

### **Junior High Homework Policy**

Homework is an important communication tool between students and teachers which allows for a more accurate and timely evaluation of student progress.

With that as a guiding principle, homework is expected to be completed to the students' best effort on the date which is assigned by the teacher. If the homework is not complete at the time it is due it will be late and carry a grade penalty. The late assignment must be turned in the following day by 8:10, otherwise the student will report to the homework room before lunch to complete the assignment.

### **AGS Retention Policy**

K-8th students who are in danger of being retained will be notified by registered letter prior to spring parent/teacher conferences. Letters will continue to be sent home every two weeks for the remainder of the third quarter to students who are at risk of retention. Letters will be sent weekly for the first seven weeks of the fourth quarter. Parents who receive these letters are encouraged to contact the classroom teacher immediately to determine what steps can be taken to encourage the academic success of their child.

Students in grades 6, 7 and 8 must have a GPA of .70 or better in reading, language arts, math, science, and social studies and each year they must have an end of year GPA minimum of .70 to be promoted. GPA includes all subjects, except band and chorus, and will be figured at the end of the regular school year. If summer school is available, successful remediation of reading/literature and/or math during summer school will be based on 70%, or better, on the final test. A promotion rubric will be used to determine if students may be promoted if they do not attain at least 70% on the final test. Students who successfully complete summer school will be promoted to the next grade level.

### **AGS Remediation Plans**

1. Summer School: If summer school is available, it will be two hours per day per subject, for four days a week for four weeks, from 8:00AM-10:00AM and 10:00 AM-12:00 noon for students in jeopardy of retention (mandatory for promotion). Transportation will not be provided by Altamont CUSD #10.
2. School Remediation: Remediation programs for students during the regular school year include  
ACTIVITY PERIOD: Students in Grades 7 and 8 who are failing core subjects at mid-term or at the end of the quarter will be assigned to an appropriate teacher for extra help during activity period.
3. Other Remediation: Other programs designed to remediate students may include, but not be limited to, before-school instruction, regular-day tutorial sessions, improved instructional approaches, modifications to instructional materials and/or assessments, and academic intervention programs such as regular-day Title I programs. Transportation will not be provided by the district.

### **ACHS Graduation Requirements**

Credits

Twenty-eight credits are required for graduation from Altamont Community High School. The twenty-eight credits must include the following:

- 4.0 credits of English
- 1.0 credit of U.S. History
- 0.5 credit of Self-Management
- 0.5 credit of Civics
- 3.0 credits of Science (Must include completion of Biology)
- 1.0 credit of Foreign Language, Art, Music, or Vocational Education
- 3.0 credits of Math (Meeting the math requirement includes the successful completion of Algebra I and Geometry or equivalent.)
- 0.5 credit of Health
- 0.5 credit of Keyboarding & Document Formatting (Beginning with Class of 2027)
- 0.5 credit of Computer Concepts & Software Applications (Beginning with Class of 2027)
- 0.5 credit of Economics
- 2.0 credits of P.E. (Must be enrolled each semester unless a waiver is on file.)

The guidance department recommends that all students follow the 4-year university core course patterns. Although a student meets ACHS graduation requirements, certain universities have additional core course requirements. It is HIGHLY RECOMMENDED that students follow the 4-3-3-3 pattern. This is 4 years of English, 3 years of mathematics (to include Algebra II), 3 years of science, and 3 years of social science courses. These are the minimum requirements for many universities. It is also recommended that students enroll in 4 years of foreign language.

Valedictorian and Salutatorian will be determined after 8 semesters.

#### **FAFSA (Free Application for Federal Student Aid) Requirement**

The State requires that all students must file a FAFSA with the U.S. Department of Education or, if applicable, an application for state financial aid or file a waiver with the school district (105 ILCS 5/22-87) in order to graduate.

Deadline to have this completed is May 1 of the student's graduation year.

#### **State Testing Requirement**

The SAT with an essay or an equivalent test is a State requirement for graduation.

#### **Student Community Service Graduation Requirement**

To qualify to participate in the commencement ceremony, each high school student must participate in community service projects. These projects will be coordinated by the school and take place each semester and organized by grade level. If a student is absent on the day of the service project, they must complete an individual service project that is pre-approved by the high school building principal. The individual service projects must be documented in the counselor's office by the end of the respective semester it was completed in. If it is in the second semester of the student's senior year, it must be documented by mid-term of the fourth quarter. If a student transfers into our district, the number of projects will be determined by the number of semesters the student attends ACHS. Failure to complete these hours shall result in the denial of participation in their commencement ceremony.

#### **Transfer Student Graduation Requirements**

- Students meeting Illinois State high school requirements who have passed all courses prior to transfer may have lower level classes waived and will not be required to meet their current class credit requirement.

- Students not meeting Illinois State graduation requirements will take all State required classes. Lower classes may not be waived.
- Students not passing all classes prior to transfer will be reviewed on an individual basis. The counselor will consult with the principal for approval. The new student will be allowed to make up work missed in first or third quarter under the following conditions:
  - a. Classroom teacher agrees to work with the student to allow make-up work with consideration of a flexible schedule and reduced requirements.
  - b. Teacher confers with the principal, but may use discretion regarding the amount of homework. Tests and quizzes must be made up.
  - c. The counselor is notified of arrangements to ensure proper credit is given to every student.
  - d. Teacher may terminate the agreement if the student fails to meet agreed requirements after conferring with the guidance counselor and principal.

### **Participation in Commencement Exercises**

A student must have completed all the graduation requirements set forth by the Altamont Board of Education and may not be financially encumbered to the district to participate in the graduation ceremony and commencement exercises.

### **Dual Credit/Dual Enrollment**

Qualified students may take courses through Lake Land College. Enrollment is contingent upon meeting Lake Land College requirements. For purposes of enrollment at Okaw Vocational Center, grade level will be classified by the number of credit hours accumulated by the student at the end of the academic school year for testing and attendance at the Center. Students will be designated for SAT Testing if they are enrolled in the eligible testing level at the time of testing.

### **Exemption from Physical Education**

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for the pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. If the excuse to be out of PE came from a doctor, we must also have the doctor's statement allowing the student to return to PE classes. The school will honor a parent's request that his or her child be excused from PE for a period not to exceed two days.

### **Second Semester Exam Exemptions**

Semester exams will be administered in all academic classes each semester. All students will be required to take exams at the end of the first semester. *Please note that the OKAW Vocational Center requires students to take all final exams.*

High school students may be excused from taking spring semester exams. Students must meet all of the following criteria to earn exemption:

- The student's grade in the class is 80% or higher for the second semester average.
- The student has no more than 10 total excused absences for the year
- The student has no unexcused absences throughout the entire year
- The student has no more than 3 total tardies to school for the year
- The student received no disciplinary action throughout the school year with the exception of a verbal warning

### **Half Day Community College Option**

Seniors with a 3.0 grade point average who have met all their graduation requirements except government, physical education, and Comp IV have the option to attend four (4) hours at Altamont High School and take two (2) classes at a community college for dual credit. These classes will count toward the student's high school graduation. The student is responsible to show proof of enrollment, a midterm grade report, and a final grade report. If at any time during the semester a student should withdraw or be dropped from a community college course, they shall be enrolled for a full day at Altamont High School. Students who pursue this option are responsible for all expenses involved in enrollment and participation at the community college.

### **Driver Education**

In order to enroll for driver education, a student must have passed all core curriculum classes (English, math, science, social studies) in two consecutive semesters immediately prior to enrollment. Changes in state law have made this a freshman level course and registration priority will be determined by date of birth.

### **Independent Study**

Independent study is a self-directed learning activity under the supervision of a certified staff member. Students at Altamont High School with junior-senior standing will be allowed to earn two credits of independent study at the direction and supervision of the guidance counselor and instructor. Class will meet for a minimum of one hour a week before or after the regular school day. The following requirements must be met before a student will be allowed to take independent study classes:

- Junior-senior standing and approval of the administration.
- 3.5 academic average and approval of the administration.
- Course of study must be approved in advance by the teacher, guidance counselor and principal.
- Students must report weekly to the supervising instructor to determine if proper progress is being made toward completion of the program.

Students taking independent study must complete the class with a minimum grade of C. Failure to do so will result in denied enrollment into other and/or future independent study courses.

### **Field Trips**

#### **High School Procedure**

Students wishing to attend field trips during the school day *must* have written authorization for each class they will miss from the teacher of that class. Slips are available in the office and must be returned to the school secretary 24 hours in advance of the field trip. Administrators will only sign a permission slip if a substitute teacher is in a class and the student has not had sufficient opportunity to obtain the regular teacher's signature. If a teacher refuses to sign a permission slip, they will notify the advisor of the field trip of the reasons why they will not permit the student to attend.

Student officers attending organizational events on behalf of the school shall be termed "Field Trip" for the duration of the absence. The absence must be pre-approved by the building principal and the student must follow the established procedures for field trips.

#### **Grade School Procedure**

Any student who goes on a field trip must have signed permission by the parent/guardian. This is done at registration; however, some teachers may send their own field trip permission slip home to be signed. Students are expected to attend field trips that are scheduled for them just as they are expected to attend regular classes. Consent cannot be accepted over the phone. Student conduct that is inappropriate on a field trip will cause the student to be denied the right to attend future school activities during the year

and face further action under the Code of Conduct.

Students requiring medication on field trips must comply with the following:

1. Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medical authorization as required.
2. If medication in addition to that described above is needed, written instructions shall be provided prior to the field trip.
3. The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences: All medication to be administered by school personnel during this field trip/outdoor education experience shall be clearly marked with the student's name, doctor's name, contents, and dosage in the original labeled pharmacy container.
4. Parents may be asked to go on field trips if their student requires medication.

### **AGS Scholastic Field Trip**

Criteria for eligibility:

1. Must be a 7th or 8th grade student enrolled in Altamont Grade School.
2. Must have received scholarship (honors or high honors) 3 out of 3 quarters in the current school year OR attained a cumulative grade point average for the first three quarters of 3.2 or better.
3. Cost – Students provide for their own meals and spending money. Students will be required to pay for a portion of the trip. The school pays for the driver and bus.

## **Attendance**

### **Attendance Policy**

Illinois law requires that whoever has custody or control of any child between six (by September 1) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

AGS = Begins at 8:10 A.M. and concludes at 3:05 P.M.

ACHS = Begins at 8:00 A.M. and concludes at 2:55 P.M.

Students are to follow this procedure in the morning when entering the building:

- Take care of any business in the office (pay on lunch account, have notes signed, pick up absence slip, etc) before First Period.
- Use the restroom
- Go to your locker and get everything you will need for morning classes.
- Report to your first period classroom.
- Students entering school after the established start time must report to the office and receive a pass to class. You will be considered tardy for the class under the Tardy Policy.

### **Absence Notification**

If a student is unable to attend school due to an excused absence, parents must notify the office before 9:00A.M. Contact the grade school at (618)483-5171 and the high school at (618)483-6193. Students will be considered unexcused until such contact is made by the parent.

### **Permission to Leave School**

Students who desire to leave school during the day must obtain permission from the principal. If a student becomes ill, he or she should secure permission from the teacher to go to the office. Students

leaving school early must be picked up and signed out from the office. Students will not be excused to leave school with anyone other than a parent or legal guardian without prior approval. Failure to abide by these rules will result in an unexcused absence.

### **Excused Absence**

- Illness of the pupil
- Serious illness within the immediate family
- Death in the family
- Observance of a religious holiday or event
- Family emergency
- Doctor or dental appointments, with prior approval (example: appointment card)
- Participation with a school team or school organization
- Funerals not of family – students attending must have a note signed in advance by parents if students are to be excused.
- Firearms season deer hunting- a student is allowed one day for deer hunting with pre-approval and a copy of the deer permit. All other days would be unexcused. Athletes are subject to the rules of attendance listed in the athletic code.
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health
- Attending a military honors funeral to sound TAPS
- Other reasons as approved by the building principal
- Any other pre-approved absence. An absence due to any of these will permit a student to get full credit if he/she has completed all missing work. All unexcused absences will result in the loss of grades for the day.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian is responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

A student who is ill for at least 3 consecutive days, or 5 total days in a semester, or who suffers an accident that will not permit his/her regular attendance at school will have an excused absence if the following is done:

- Parents promptly notify the school office so that regular classroom work can be sent home.
- Special tutoring will be provided if the student is to be at home or in the hospital for an extended period of time. A special form must be filled out and signed by the doctor before tutoring starts.
- A signed medical excuse from a physician is provided.

When the student returns to school, he or she must bring a note from parents stating the reason for the absence. Present this note to the office in the morning. Failure to notify the school by writing or phone call within one day of the student's return will result in an unexcused absence. Students who have an extended absence at the conclusion of a quarter or semester may be granted five total days to complete missing assignments.

## **Truancy**

Unauthorized or excessive absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after school special help session or disciplinary session, which the student has been directed to attend.

The following supportive services shall be offered to truants and/or chronic truants: Student counseling, parent conferences, reasonable differentiated scheduling, and information about existing community services which are available to truant and chronically truant students and relevant to their needs.

- A. A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- B. A “chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (9 days) or more of the previous 180 regular days.
- C. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.
- D. School procedure for a student missing school may include:
  - 1. When a student has 3 unexcused absences for the year
    - a. Conference with student and administrator
    - b. Phone call made to inform parents
  - 2. When a student has 5 total absences in a semester
    - a. ACHS: 5 day notice of absenteeism letter sent
    - b. Administration may request a conference with parents and student.
  - 3. When a student has 10 total absences
    - a. ACHS: 10 day Referral Notice to Family letter sent
    - b. Referral to RAP (K-9th grade) or truancy (under age of 17) pending age/grade.
  - 4. When a student has 7 unexcused absences for the year
    - a. ROE truancy officer is notified, per Regional Office of Education

## **Regular Attendance Program (RAP)**

This program is grant-funded as the result of a proposal submitted to the Illinois State Board of Education to encourage regular school attendance. The mission of RAP is to provide services that promote learning by serving as a connecting link with the school, parent/guardian, and the student in an effort to enhance opportunities for each through improved school attendance. Students in grades Kindergarten through 9 and have at least 5 absences, excused or unexcused, are eligible for this program.

## **Tardy Policy**

A student who is tardy to school must report to the office to receive an admit slip. The admit slip must be signed by the principal or secretary. Students arriving late due to a bus issue are exempt. Classroom teachers will handle tardiness to class during the school day. Do not report to the office for such a pass. If a teacher has caused you to be tardy, he or she should give you a pass to your next class. The classroom teacher will determine when tardiness has persisted to the point of making a disciplinary referral to the principal.

## **Consequence for Tardiness**

- Tardy to School Consequences  
1st instance - Verbal warning

Any further instance will result in a 30 minute lunch detention the day of the tardy.

\*Note: More than 3 tardies in the school year results in taking all of your exams.

- Tardy to Class Consequences

1st instance - Verbal warning by teacher and documented.

2nd instance - Teacher contacts parents and submits a behavior log in Teacherease.

3rd instance - Teacher gives a non-academic consequence, teacher contacts parents and submits behavior log in Teacherease.

4th instance - Teacher submits a discipline referral in Teacherease.

Tardy to Class Discipline Referral Consequences

Consequence - 30 minute after school detention (Parents are notified via Teacherease)

## **Discipline**

### **Discipline Policy**

The rules and regulations given below are the first of a partial listing intended to provide guidelines for students with an understanding of the conduct expected of them. These guidelines are in effect any time the student is in the building or on the school grounds. They are also in effect during school-sponsored activities. The list of guidelines for student behavior is not all-inclusive, but rather exemplifies the type of misconduct which is prohibited and which will result in appropriate disciplinary action.

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the district's disciplinary policies. These disciplinary rules shall be presented annually to the board for its review and approval.

A parent-student handbook, including the district's disciplinary policies and rules, shall be available online through the District's website to the students and parents/guardians within 15 days of the beginning of the school year or at the student's enrollment.

The system of discipline employed by Altamont Unit 10 has two primary purposes:

- to make clear to students the consequence for choices that are detrimental to the educational process and the safety of themselves, other students, and school personnel;
- to provide an opportunity for school administrators to employ methods targeted at restoring students to the educational setting as quickly as possible as well as educating the student on ways to avoid further transgressions.

As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for a specific situation not addressed in the system. The discipline system is enforceable during the following circumstances:

- on school grounds before, during, or after school hours;
- any time the school is being used by a group;
- off school grounds at a school sponsored activity, function, or event;
- traveling to or from school or a school activity, function, or event;
- Anywhere, if the conduct may be reasonably considered to be a threat or an attempted intimidation of a staff member, or interferes with school purposes or an educational function.

## **Offense/Consequences**

### **LEVEL ONE OFFENSE:**

- Class Dismissal

\*Communication by the teacher to the parent will be made. After multiple dismissals the teacher will arrange a conference with the parent/guardian.

- Hallway disruption or inappropriate behavior
- Obscenity/Profanity
- Projectiles
- Gambling
- Abuse of hall pass
- Possession, distribution, or exhibition of any offensive material
- Violation of cafeteria rules
- Nuisance items and disruptive devices (skateboards, roller blades, squirt guns, laser pointers, cell phones, etc.)
- Public display of affection
- Tardy (See Tardy Policy)
- Inappropriate dress (see Student Appearance)
- Cheating or plagiarizing
- Lying to faculty, staff, or administration
- Disrespect
- Refusing assigned discipline
- Internet Acceptable Use Policy violations

### **LEVEL ONE CONSEQUENCE MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:**

- Verbal warning
- 20 minute after school detention
- Lunch detention
- 40 minute after school detention
- Multiple after school detentions
- Saturday school detention of one, two, or four hour duration
- Multiple Saturday school detentions
- Removal from bus for one or multiple days

### **LEVEL TWO OFFENSE:**

- Possession and/or use of tobacco products and paraphernalia including electronic version
- Skipping school/unexcused absence from school or class
- Forgery
- Drug paraphernalia
- Fighting/physical abuse toward students
- Vandalism or theft of less than \$150 value (\$0 - \$149.99)
- Intimidation/harassment of students or staff
- Bullying/hazing/harassment/sexual harassment
- Gross insubordination
- Repeated unresolved Level One offenses

LEVEL TWO CONSEQUENCE MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:

- Multiple after school detentions
- Saturday school detention of one, two, or four hour duration
- Multiple Saturday school detentions
- Combination of two four hour Saturday school detentions and one day suspension
- Suspension from school for one to three days duration

LEVEL THREE OFFENSE:

- Alcohol and/or substance abuse/use/possession/distribution including “Look-A-Like”
- Gang activity
- False alarms
- Theft/vandalism of \$150 or More
- Any act of gross disobedience or misconduct as defined by Board Policy
- Possession/use of guns, knives or other weapons including “Look-A-Like”
- Assault of school personnel
- Bomb threats

LEVEL THREE CONSEQUENCE MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:

- Combination of two four hour Saturday school detentions and one day suspension
- Suspension from school for one to three days duration
- Completion of administrative approved drug abuse program at student expense
- Suspension from school for four to ten days duration

\*Student and parent must complete a mandatory meeting with administration and school counselor to develop and sign an action plan prior to student’s return to school

\*Students who are suspended for four to ten days will be placed on Principal’s Probation for a period of nine to 36 weeks. During that time, students will meet with a school administrator once per week to review compliance with school rules and determine student progress in meeting the goals of the action plan.

- Expulsion recommendation to Board of Education

### **Suspension and Expulsion**

Out of school suspension means that the student will not be allowed to attend school or school activities, or be present on campus at any time for any reason, for the duration of the punishment. Students are allowed to make up any work for credit.

- A. Students committing acts of gross disobedience or misconduct may be suspended from school.
- B. Authority to suspend a student is delegated to the superintendent, the principal, and the dean of students.
- C. Suspension is defined to mean an exclusion of a student from school for a period of time not to exceed ten (10) days by summary actions of the superintendent, the principal or the dean of students.
- D. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, not longer than one calendar year by the Board of Education. Expulsion may be preceded by suspension.

### **Procedure for Suspension**

- A. *Pre-suspension Procedure*

1. The superintendent or the principal shall confer with the student who is under consideration for suspension. The student shall be adequately advised of the reasons for the proposed suspension, and asked for his version of the incident that gave rise to the proposed suspension.
  2. If the student denies his guilt, he shall be advised as to the evidence upon which the suspension may be predicated.
  3. The student shall be given an opportunity to respond to the evidence.
  4. If the conference does not cause the charges to be dropped, the suspension procedure set forth below shall be followed.
  5. The person conferring with the student shall make an anecdotal record of the conference.
  6. When, in the opinion of the persons empowered to suspend, the student poses an immediate threat to school personnel or property or an ongoing threat of disruption of the educational process, the student may be summarily removed from the school without following the pre-suspension procedure, in which event written notification must be given within 48 hours requesting the student to attend a pre-suspension conference within that time, if at all possible.
- B. *Notification*
1. Immediately following the pre-suspension conference, if it results in a decision to suspend, the parents or guardian of the student and the student shall be advised of the decision to suspend by certified mail, return receipt requested:
    - a. The notice shall state the reasons for the suspension and the duration of the suspension.
    - b. The notice shall inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request such review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.
    - c. The request for review must be in writing directed to the superintendent's office.
  2. The school board shall be notified of each suspension by a notice sent to each member of the school board.
  3. When the suspension is ordered by the principal, a copy of the notice of suspension shall be immediately furnished to the superintendent.
- C. *Suspension Review*
1. If a request for review of the suspension is made by the student, parents or guardian, written notification of the time and place of such review shall be given at least one week prior to the review. The letter shall also set forth the procedure. The review hearing shall be conducted by the board.
- D. *School Board Review of Contested Suspension*
1. The review of a contested suspension shall be conducted by the school board in executive session within thirty (30) days of the notice of suspension or the review hearing, whichever is later.
  2. The school board shall take such actions as it deems appropriate including affirming or over-ruling the suspension.
  3. The decision of the school board shall be final and shall be made in public session except that the name of the student need not be announced.
  4. If the board shall determine that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities, including but not limited to test make-ups.
  5. Written notification of the board's decision on the suspension review shall be mailed to the parents or guardians within 48 hours after the school board meeting.
- E. *Expulsion Procedure*
1. If a student is to be recommended for expulsion, the superintendent shall notify the parents or guardian by certified mail, return receipt requested. If the expulsion is preceded by a removal from school, the pre-suspension procedure must be followed.
  2. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing.
  3. The notification of expulsion shall include:

- a. The reason(s) for the proposed expulsion.
- b. The time and place of the expulsion hearing, which shall be at least one week after the notification is sent.
- c. The hearing procedure.
4. Expulsion hearings will be conducted by the entire school board.
5. The penalty imposed by the board may be expulsion for a period of time up to and including one calendar year.

#### F. *Procedure for Suspension and Expulsion Hearings*

1. The hearing shall be held in executive session.
2. The student may attend the hearing and bring with him/her a representative.
3. Presentation of evidence.
  - a. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases, a summary of the witnesses' testimony must be presented to the student at the hearing.
  - b. The student may present evidence to refute the charges either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
  - c. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
  - d. The hearing may be recorded by a stenographer or by tape. If either party requests a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
  - e. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
  - f. There may be short closing arguments by the parties at the conclusion of the hearing.
  - g. A motion to exclude witnesses may be made by either party.
4. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

#### **Saturday School Detention**

Saturday school detentions begin promptly at 8:00 am and will run until the designated time, no later than 12:00 noon. Students are expected to bring work to complete that will keep them engaged for the duration of the detention. Students will not have access to lockers or other areas of the school during the detention period. Books intended for pleasure reading, magazines, and newspapers are not considered appropriate material for this purpose. Students who fail to appear for an assigned detention will be required to make-up the missed detention and will face further consequences consistent with the discipline policy.

If a parent wishes to reschedule an assigned Saturday school detention, they must notify the principal at least 24 hours prior to the detention.

#### **Cell Phones**

If students choose to bring cell phones to school, the cell phones must be kept out of sight during the school day provided they are turned off (not on vibrate or silent mode) during school hours. Students will be allowed to use their cell phones during their designated lunch time. Cell phones will be confiscated if they are seen during school hours.

- First offense: handed back to the student at the end of the school day
- Second offense, or more: Parents will be required to retrieve the phone from the office.

Cell phones are considered a disruptive device under the discipline code.

### **Principal's Probation**

The Board of Education may recommend Principal's Probation in place of expulsion. If a student is given Principal's Probation, the student shall file a weekly report with the principal or designee. This report shall contain disciplinary progress. During the period of Principal's Probation, the student shall abide by all school rules and policies. During this period of Principal's Probation, the student shall participate in weekly counseling sessions with the school principal and/or guidance counselor.

If a student violates any term of his or her Principal's Probation, probation shall be revoked and expulsion proceedings shall begin immediately. The principal will notify the Board of Education as to when probation is successfully completed.

### **Gang Activity**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other articles that are evidence of membership or affiliation in any gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
- Using any speech or committing any act or omission or furtherance of the interests of any gang or gang activity, including, but not limited to:
  - A. Soliciting others for membership in any gangs
  - B. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - C. Committing any other illegal act or other violation of school district policies
  - D. Inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from all extra-curricular activities
- Conference with parent/guardian
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion up to the remainder of the school year

### **Harassment and Bullying**

No person, including a district employee, agent, or student shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are to be reported immediately to a staff member, teacher, counselor, or administrator. The superintendent and his designees shall use reasonable measures to inform staff members and students that the district will not tolerate harassment.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying,

the behavior must be aggressive and include:

- Imbalance of Power – students use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people
- Repetition – bullying behaviors happen more than once or have the potential to happen more than once

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, cyberbullying, and excluding someone from a group on purpose.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a district employee, agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical contact of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### **Procedure for Reporting**

Students who believe they are victims of harassment or have witnessed harassment are encouraged to discuss the matter with the building principal, assistant principal, counselor, or 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. An allegation that one student was harassed by another student shall be referred to the building principal or assistant principal for appropriate action. The superintendent and his designees shall use reasonable measures to inform staff members and students that the district will not tolerate harassment.

Any district employee or agent who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any district student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge (with regard to employees) or suspension and expulsion (with regard to students). *Legal Reference:* Title IX of the Educational Amendments, 20 U.S.C. 1681 et seq.; 34 C.F.R. Part 106; 105 ILCS 5/10-22.5 and 5/27.1; 23 IL Admin. Code 200.10 et

seq. *Cross Reference:* 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities)

### **Misconduct by Students with Disabilities**

The district shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education Rules when disciplining special education students.

## **Transportation**

### **Bus Riders**

Bus students will ride the bus unless they have a note from parents, or the parent has notified the school by phone. Participants in scheduled school activities will not require a note from parents.

### **Bus Rider Guidelines**

1. Any Unit #10 students riding to State of Illinois licensed daycare providers or a babysitter are considered eligible to ride the bus and may be picked up and dropped off on any established bus route stop provided they are consistently picked up in the morning and dropped off in the afternoon at the same point.
2. Grade school students may also ride a shuttle to and from the high school if they live in the northeast part of town to aid in their safety, especially crossing Rt. 40. All of the above is contingent upon room on the established route buses, and all bus riding rules apply. All students must remember that riding a school bus is a privilege that may be lost if bus rules and regulations are not followed.
3. If you are new to the district, have moved or have a student entering Kindergarten or the 9<sup>th</sup> grade, it is important that you fill out the registration/transportation form prior to your child being transported to and from school to maintain our records. Parents requesting transportation for students who live less than one and one half miles from the student's assigned school must register with the transportation department.
4. The district will attempt to solve any student overcrowding issues on all bus routes, but should a bus be overcrowded on a continual basis, the district reserves the right to suspend bus riding privileges for students who live less than one and one half miles from the students' assigned school. The school is under no obligation to vary routes to accommodate students at State of Illinois licensed daycare provider businesses or babysitters.
5. Due to the large number of students being transported to and from school, and in accordance with state laws, guests are not allowed to ride with regular riders on the buses.
6. Transportation services and vehicle adaptation for special education students shall be provided if included in the student's individualized education program.
7. Non-Public school students shall be transported in accordance with state laws. Bus schedules and routes shall be determined by the superintendent and/or the assistant transportation director and will be altered only with the approval and direction of the said designees.
8. Bus routes and stops are determined on the basis of safety, efficiency, and the number of students to be transported to and from a given area. Students should be at their stop at least five (5) minutes before the scheduled pick-up time.
9. Bus drivers are not authorized to honor or approve written requests regarding a change in transportation. With the exception of an emergency, you must contact the transportation department at 618-483-3108 a minimum of 24 hours in advance in order to schedule a change in the pick-up or drop off point for the student. The transportation office is open daily during the school year from 6:00AM to 4:30PM. During the summer months, the hours will vary. If there is no answer, please leave a message on the recorder, and someone will return your call.

This policy will be reviewed annually by the Parent Teacher Advisory Board.

## **Bus Rules and Regulations**

The bus driver is in full charge of the pupils and the bus. Students should respect and obey the bus driver in the same way they would in the classroom for the teacher. The right of all pupils to ride on the bus is conditional on their behavior and observance of the rules and regulations. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the principal. Appropriate disciplinary action will be taken for violation of bus regulations.

### General Bus Rules

1. When you enter the bus, go directly to your assigned seat.
2. Never stand or move while the bus is in motion.
3. There will be no loud talking or yelling.
4. Keep windows at level designated. Never put your head or arms or any part of your person outside the windows.
5. At all times when approaching a railroad crossing, remain absolutely quiet.
6. No eating or drinking allowed on the bus.
7. Students will ride only assigned buses to and from school on regular school days. Our insurance forbids non-bus riders from riding home on the bus with regular bus students.
8. At a discharge point, where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
9. Keep books, lunch boxes, coats, feet and other objects out of the aisles at all times.
10. No animals are allowed on the bus.
11. Do not throw anything out of the bus window.
12. Help look after the safety and comfort of smaller children.
13. Treat bus equipment with respect. Never tamper with the bus or any of its equipment.
14. Be on time at the designated school bus stop. Stay off the road at all times while waiting for the bus.
15. Never run after papers that have blown under the bus or out into the street.
16. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.

### **School Bus Misconduct System**

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any other adult designated by the Unit 10 Board of Education. The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus.

Administrators and bus drivers approved the bus misconduct system as a program designed to ensure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Preschool through Grade 12. Behavior notices are issued upon violations of transportation rules. Parents/Guardians will be notified with each notice. Students may also be subject to additional discipline in accordance with the regular disciplinary code.

#### **LEVEL ONE OFFENSE:**

- Obscene language/gestures toward student
- Possession of tobacco product
- Deliberate delay
- Consumption of candy, food, or drinks
- Defiance/disrespect

- Excessive noise
- Extremities out windows
- Misconduct under substitute driver
- Refusal to stay seated

LEVEL ONE CONSEQUENCES MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:

- Verbal Warning
- Written Warning
- After School Detention
- Multiple After School Detentions
- Removal from bus for 1-3 Days

LEVEL TWO OFFENSE:

- Fighting/spitting/harassment toward other riders
- Misconduct under substitute driver
- Vandalism (plus restitution)
- Throwing projectiles, possession or use of matches or lighters
- Deliberate boarding unassigned bus
- Use of tobacco
- Harassment, threats, intimidation of driver, bus aide, staff member, or student
- Obscene language/gestures toward driver/bus aide/staff member

LEVEL TWO CONSEQUENCES MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:

- Multiple After School Detentions
- Saturday School Detentions
- Multiple Saturday School Detentions
- Removal from bus for 1-10 Days
- Suspension from School for 1-3 Days

LEVEL THREE OFFENSE:

- Possession/use of dangerous objects
- Alcohol and drugs (see Policy 7.190)
- Possession/use of guns, knives, or other weapons
- Assault of bus driver/bus aide/staff member
- Explosive device

LEVEL THREE CONSEQUENCES MAY INCLUDE (BUT ARE NOT LIMITED TO) ONE OR MORE OF THE FOLLOWING:

- Multiple Saturday School Detentions
- Removal from bus for 4-20 Days
- Revocation of Riding Privileges for Remainder of Semester
- Revocation of Riding Privileges for Remainder of Year
- Suspension from School for Four to Ten Days Duration
  - o Student and Parent must complete a mandatory meeting with administration and school counselor to develop and sign an action plan prior to student's return to school
  - o Students who are suspended for four to ten days will be placed on Principal's Probation for a period of nine to 36 weeks. During that time, students will meet with a school administrator once per

week to review compliance with school rules and determine student progress in meeting the goals of the action plan.

- Expulsion Recommendation to Board of Education

### **Bus Trips**

1. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
2. Students will obey the chaperone appointed by the school on school trips.
3. If a student rides a bus to an event, he/she must ride the bus back. An administrator or designated staff member may grant exceptions to this rule.

### **Videotape Surveillance Policy**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, building principal, transportation director, bus driver, sponsor, coach, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **Student Parking**

Parking at Altamont High School is a privilege. Student parking is provided on the west side of the building, with three sections of double row parking, and in the southeast corner of the property in marked spaces. Students are to park only in the areas specified for student parking.

Beginning with the 2016-2017 school year, a fee will be assessed for parking on campus at Altamont High School. Parking permits will be sold to students during the opening two weeks of school, and vehicles must display the required permit beginning with the Tuesday following Labor Day. The following rules apply as stated:

1. Permits will be sold on a first come, first served basis beginning with seniors and concluding with eligible freshmen. Students may not purchase a parking permit if they do not hold a valid Illinois Driver's License. When all available parking spaces have been utilized, there will be no additional permits sold.
2. The cost of the permit will remain the same throughout the school year. Permits will not be discounted based on the calendar. Lost tags will carry a replacement fee equivalent to 75% of the full fee for the first replacement, and full fee for any subsequent replacement.
3. Students must register all vehicles which might use the permit for student parking. Families that have multiple vehicles only need to purchase one permit, but all vehicles must be listed on the permit request. If a new vehicle or license plate is purchased, the student must notify the office so that the change can be added to the parking permit form.
4. Parking permits are non-transferrable. Students may not use another student's permit in order to park on campus. Students who violate this policy may have their parking privileges revoked.
5. Permits must be displayed at all times during the regular school day, beginning at 7:30 a.m. and ending at 3:35 p.m. Permits will not be required for parking at extracurricular events.
6. As a courtesy to our neighbors, and in an effort to ensure the safe flow of traffic in our surrounding neighborhoods, please be aware of local street parking ordinances.

7. Vehicles which fail to display the proper parking tags will be subject to the following administrative procedures: a warning will be given for the first offense, a fine equivalent to 50% of the parking fee will be issued for a second offense, and a third offense will result in the revocation of parking privileges.
8. Vehicles must be parked facing east/west at all times. Angle parking, north/south parking, or parking in fire lanes and exits will result in consequences similar to Item 7.

### **School Resource Officer**

The Effingham County Sheriff's Office established a School Resource Program in 1999 with the assistance of a COPS in Schools Grant awarded by the United States Department of Justice, Office of Community Oriented Policing Services. The concept of the program is to build a positive relationship between the school population and law enforcement and to provide police services to both students and the school administration, faculty, and support staff.

#### **Goals and Objectives**

- To promote a positive, healthy, and understanding relationship between police, students, and parents
- To establish a solid communication link between the Sheriff's Office and school district personnel at the operational level
- To prevent juvenile delinquency and minimize anti-social behavior by early detection, referral, counseling, and correction
- To maintain order, provide security, investigate and enforce violations of the law.

#### **The role of the School Resource Officer**

The role of the School Resource Officer shall be based upon the following components:

- Serve as a Law Enforcement figure housed, if possible, at the school facility
- Build better relations between Law Enforcement and school employees
- Build better relations between police and students
- Take reports relating to and assist with follow-up investigations into violations of the law
- Help to maintain a safe and secure school environment
- Present classroom programs related to school safety, crime prevention, and related social studies
- Present educational programs for school staff such as gang awareness, safety, crowd management, drug awareness, security, and critical incident procedures
- Perform other duties as agreed upon by school and Law Enforcement administration.

#### **Specific Duties**

The list of duties below is not all encompassing. By its nature, the position of School Resource Officer will have attached to it a variety of non specific tasks and activities. If done in furtherance of the goals and objectives of the program and within the role of the School Resource Officer, these tasks will be considered a valid function of the position. The following list shall serve as a guideline for our School Resource Officer duties, but it is not meant as a limit to creativity of any person involved in the program.

- Establish a close working relationship with students, parents, teachers, and school officials
- Work closely with school administration and faculty to assist in matters concerning conduct and discipline
- Ensure physical security of the school buildings and parking lots by checking for loiterers, trespassers, parking violators, and unauthorized vehicles, taking appropriate action in each instance
- Serve as safety and crime prevention classroom instructor/lecturer in areas where expertise is needed and appropriate

- Provide training sessions to teaching staff and parents when appropriate to acquaint them with police and community concerns such as drug and alcohol abuse, gang awareness, domestic violence, sexual abuse, and methods to recognize and combat such problems
- Investigate complaints involving school youth and make recommendations to the school administration for remediation and/or correction.

## **General Parent Information**

### **Visitors and School Security**

All visitors to the school must report to the office before entering any part of the grade school or junior high school area. Parents are not permitted beyond the foyer after 8:00 without the permission of the office staff. All visitors must sign in and receive a visitor pass, which must be returned when you sign out prior to leaving. If you are bringing birthday treats, you may leave them in the office and the teacher will arrange to pick them up when they are ready for treat time.

Although we discourage the practice, students may occasionally invite a visitor to school. Any high school visitor MUST be approved by the principal at least two full days before their planned visit.

Visitors may not ride Unit #10 buses at any time for any reason. A student may visit for one half (1/2) day only.

### **Discrimination**

Altamont Community Unit School District #10 does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, Mrs. Peggy Bueker (618) 483-6195.

### **Closed Campus**

Closed campus is the policy designated by the School Board. Students must stay on school premises from arrival time each morning to dismissal time each evening unless they are signed out by a parent or designated guardian.

### **Chain of Command**

Everyone involved in the Altamont School System is dedicated to the success of our students. There may be times when parents question actions taken by a teacher or administrator; when such questions arise, it is the duty of the parent to make the school aware of their concern. Parents should first contact the teacher to arrange a conference time when the concerns can be properly discussed. If, after speaking to the teacher, the parent feels that the issue needs to be further pursued, the parent should contact the building principal to request they be present at a second meeting with the teacher. If the matter is not resolved to the satisfaction of the parent, they may choose to make an appointment with the superintendent. Finally, if the parent wishes to continue, they must present their concerns in writing to the superintendent at least five days prior to the scheduled board meeting in order to be heard at the next scheduled meeting.

### **Care of School Property**

Respect for property as well as individual rights must be developed. Students who damage or lose school property will pay for replacement or repair. This applies to marking desks, scribbling or writing on walls, damaging lockers, restroom fixtures, textbooks, and any other senseless destruction of property. Destruction of school property may result in suspension or expulsion of a student.

Vandalism is the destruction of school property. Acts of vandalism are attacks on the entire Altamont Community. They will be responded to with suspension, the requirement of restitution and a report to

the police department. Students should refer to the rules and policy of the misconduct point system.

### **Student Appearance**

Students in Altamont shall be neat in appearance and maintain a high standard of respectability in dress and manner while attending school. A student's clothing need not be expensive for the student to be clean and neat.

Proper student dress is the responsibility of the student and his/her parents. A student's dress and grooming must be in the best interest of the school with respect to health, welfare, and safety of each individual. It cannot disrupt the orderly process of the educational system or cause a distraction from the purpose of our school.

If we feel that a student's clothing, hair, or physical appearance is distracting to other students or is causing a disruption in the educational process, we will contact the parents to come and take the student home. Dress code criteria is as follows:

1. Shorts must be of an appropriate length.
2. Shirts with offensive writing or signs, symbols or insignia which call attention to or promote tobacco products, liquor, sex, drug use, or other illicit activities are prohibited.
3. All shirts and blouses must have sleeves for boys and girls. The length of the shirt/blouse should not allow the midriff to be exposed. Any other type of shirt or blouse deemed inappropriate by the administration is not allowed.
4. Hair style is a matter of personal preference as long as there isn't a safety concern.
5. Hats and/or other headgear (e.g. bandanas, etc.) are not to be worn in the school building.
6. Torn/defaced jeans that are inappropriate are not allowed at school or school related events.
7. Coats must be kept in the students locker during school hours. This applies to students who are assigned lockers.
8. Book bags and/or backpacks are not allowed to be carried into the classroom. All book bags will be kept in the student's locker.
9. No chains or choke collars may be worn at school. In all cases, final authority on appropriate grooming for school shall rest with the administration. Students should refer to rules and policy of the misconduct point system.

### **Change of Address and Phone Numbers**

There are many times when it is necessary for the school to get in touch with your home. In order to do this, we must know your correct address and phone number. It is to your advantage to have your correct address and phone number on file in the office and to notify the office of any change immediately. Parents are urged to leave an emergency number in the office.

### **Highly Qualified Teachers**

Parents will be notified if their child has been assigned or has been taught for at least four straight weeks by a teacher who is not highly qualified. Parents also have the right to review the qualifications of teachers.

### **Instructional Material Review**

Anyone may inspect any textbook or instructional material. Teachers are encouraged to use supplemental materials only when it will enhance or otherwise illustrate the subjects to be taught and to ensure that the materials are age appropriate.

### **TCT**

Parents of students experiencing difficulty may request that the Teacher Collaboration Team at Altamont Grade School meet with them to discuss possible strategies to help the student involved. Contact the classroom teacher or call the office at 483-5171.

## **Section 504 Policy Statement**

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA) under Illinois law. It is the policy for the Altamont School District #10 to provide a free and appropriate public education to each student within its jurisdiction who is disabled, regardless of the nature or severity of the disability.

In order to fulfill its obligation under Section 504, the Altamont School District #10 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Rehabilitation Act of 1973, as amended, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working),
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment

Due process rights of students with disabilities and their parents under Section 504 will be enforced.

## **Title I**

The purpose of the Title I program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. Title I programs must take into account the experience of model programs for the educationally disadvantaged and the findings of relevant research indicating that services may be most effective if focused on students in the earliest grades. The program is further defined as a result of the district-wide annual needs assessment.

\*Title I Literacy for Grades 2-6 as time and scheduling restraints allow. Students most in need of services are selected for the program. Services are provided to students based on individual needs. Services include intensive one-on-one help, group supportive services and monitoring services. Parents of participating students are expected to participate in meeting their child's educational needs by forming alliances with their child's teachers and by visiting the Title I programs.

## **School Records**

Federal regulations and laws [20 U.S.C. 1232g (Pub. Law 93-380)] and Illinois regulations and laws [122 Il. Rev. Stat. 50-1, et. Seq. (1979)] each detail the rights and responsibilities of students, parents, and school officials with respect to student records and the privacy rights of students. Following is a summary of the major provisions of these regulations and laws:

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of leave of permanent records and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.

The student temporary record consists of all information not included in the student's permanent record, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, supportive services provided, record of release of temporary records and disciplinary information. The temporary record is reviewed every four years to remove out of date

information and is destroyed entirely within five years after graduation or permanent withdrawal.

Parents have the right to:

Inspect and copy all information contained in the student record. The school may charge the actual cost for providing copies, not to exceed 35 cents a page. However, no parent or student may be denied a copy of the student's school records because of an inability to pay such costs. [122 I. Rev. Stat. 50(d) (1979)].

Challenge the contents of the records, except grades on the basis of accuracy, relevance and/or propriety, by notifying the principal or records custodian of the objection to information contained in the record.

An informal conference must be scheduled within 15 school days to discuss the matter. If the question is not resolved, a formal hearing conducted by a hearing officer not employed in the school attendance center in which the student is enrolled, will be scheduled.

Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule for student records.

Inspect and challenge information proposed to be transferred to another school district in the event of the student's transfer.

Local, state, and federal education and governmental officials may have access to student records for educational, administrative, and other purposes defined by law without parental consent. Student records may also be released, without parental consent, pursuant to a court order or subpoena, and in emergency situations where the records are needed to meet a threat to the health or safety of the student or other persons. All other releases of information, except in an emergency, require the informed, written consent of the parent or eligible student, or notification of the proposed release and of their rights to challenge the records. Parents must be notified of the release of records because of a court order or subpoena.

The following is designated as directory information and can be released to the general public, unless the parent(s) request that any or all the information not be released; student's name and address, grade level, birth date and place, parents' names and address(es), information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in school.

No person may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit including employment, credit, or insurance. Copies of the laws, rules and regulations, and local policies on student records are available from the records custodian of each school and the Superintendent of the District.[122 Il. Rev. Stat. 50-3(a), (b)(1979)].

## **Search and Seizure**

For the safety and supervision of students in the absence of parents/guardians, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

### **Students and Their Personal Effects:**

Certified employees and school administrators may search a student and/or the student's personal effects (purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated either the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness
- By a certified employee or administrator of the same sex

### **School Property**

School property, including, but not limited to, desks and lockers, is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (searches of all student lockers) without notice to or consent of the student and without a search warrant.

### **Seizure of Property**

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

### **Pesticide Spraying**

By state law, the school district must notify you in the event of spraying for bugs in the school. Spraying will be done on the first Friday of each month at 4:00 pm during the school year, beginning with the month of September.

### **Asbestos in Building**

In accordance with recent Federal regulations concerning asbestos, accredited inspections of all buildings of the Altamont Community Unit School District #10 were done in August of 1994 by Mead Environmental Associates, Inc. Asbestos-containing materials (ACBM) were found in this building. All ACBM in this building has been addressed in a management plan written according to federal and state requirements. A copy of this management plan is located in each building and the unit office. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA and the state, the public, teachers, other school personnel and their representatives and parents. The LEA may charge a reasonable cost to make copies of management plans.

Warning labels and/or signs have been posted adjacent to ACBM in routine maintenance areas. Please observe the cautions stated on the labels and signs. If you have cause to believe that ACBM is or has been disturbed by unauthorized personnel please contact Alan Whitt or any other school employee without delay.

## **Health Information**

### **Medicine**

District employees are generally prohibited from distributing medicine to students at school, including cough drops, aspirin, and other common medicines. However, students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines.

1. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required.
2. A written request and permission from the parent to administer the medication shall be required.
3. Medication shall be brought to school in original labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers. The student is to come to the office to receive their medication.

### **Definitions**

1. *Prescription Medication* means any medication prescribed by a licensed physician/dentist.
2. *Non-Prescription Medication* means any medication that can be obtained over the counter.
3. *School Nurse* means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, Ill. Rev. Stat. Ch. III, Para. 3401, ET Seg.

### **Administration by student**

1. A student may self-administer medication with parental consent when under the supervision of a school nurse, health aide, or certified school personnel as designated by the Superintendent.
2. A record shall be kept of all medications dispensed to students, specifying the time of dispensation, dosage, and supervising personnel.
3. A medication form is filled out by a doctor with no directions so that a student may self-administer medication (i.e., inhalers). The student may keep the inhaler with him/her during the school day

## **Dental Records**

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

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

## **Accidents-Emergency Information**

If a serious accident occurs at school, the parents are called and asked to come to school for the child. If it is not possible to contact parents, the person designated on the student record card will be called. If neither the parents nor the person listed on the record card can be reached, the school will contact 911 and school personnel will accompany the child if transport is required.

It is important that all medical information on the student record card is accurate as it is the school's main source of information in an emergency situation. Parents should inform the school secretary immediately if the home address, home or work phone number, designated contact person, or any other data changes. Telephone numbers and physician names should be current.

## **Head Lice Policy**

Students who have head lice are not to attend school or school related activities until such time they have been declared nit-free by the Effingham County Health Department or the school nurse. Students who have head lice will have up to three (3) days of excused absences to deal with the contamination problem and become nit-free. During the time (up to 3 days) they are not attending school, students are to actively pursue getting rid of the head lice contamination. Any absence due to head lice contamination after, or following, three days of excused absences for head lice contamination is truancy. (7.281)

## **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form-Medical Cannabis. Medical cannabis infused product(product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

## **General Student Information**

### **Student Guidance**

Services Provided:

#### **1. Counseling**

- a. Individual/Group Personal Counseling
- b. Vocational – Career Information / Tech Prep
- c. Educational – College Admission / Financial Aid

#### **2. Testing**

- a. Interest Inventories
- b. Standardized Testing – Preparation / Interpretation

#### **3. Occupational Information**

- a. Employment qualifications
- b. Career projections & opportunities
- c. College information – Tech Prep / Vocational Schools / Community Colleges / Universities

- All scores from standardized testing are filed in the guidance office and are kept for 7 years.
- College Days – seniors are allowed two (2) days and juniors are allowed one (1) day per year. See counselor to set up all visit appointments. Visits must be documented and a signature obtained from the university/college.
- Students are encouraged to seek assistance when personal problems interfere with school productivity and peer relationships. All interactions with the school counselor are kept confidential except those in which mandatory reporting is required by law or with permission by the student/parent to discuss with appropriate individuals.
- The counselor welcomes and encourages visits by parents, but requests that a prior appointment be made to ensure adequate time for the visit. In the event no prior appointment was made, students with any scheduled activities or appointments will have priority.
- Students/Parents/Staff are encouraged to utilize the guidance department resources. Before removing any reference materials from the room, please check with the counselor for permission.

### **Library**

The library has a collection of books, periodicals, and newspapers for the use of students. Students are encouraged to visit the library whenever it is available. The librarian will assist you in finding books that interest you. She can also order books not available locally through the Shawnee Library System.

When in the library, students are expected to:

- 1. Look for books or do research quietly. There are classes in session all around the library.
- 2. Not use the circulation desk computer.

3. Return or renew books when due. Books are checked out for fourteen school days and may be renewed unless they are over one week late.
4. Pay for any books which are lost or severely damaged.
5. Have a pass from their classroom teacher when coming to the library outside of their scheduled time (grades 6,7,8).
6. Remember that the library is a classroom. Do not use it as a hallway.

## **Jr. High Physical Education**

### Dress

The dress code for junior high P.E. requires each student to purchase a P.E. uniform, and a pair of non-marking tennis shoes with red shoelaces for indoor activities. Gym clothes and shoes will be kept in baskets in the locker room. Tennis shoes must be worn for both indoor and outdoor P.E. class. Crocs, sandals, and flip-flops are not appropriate P.E. wear, and students who do not have tennis shoes will miss P.E. class for that day.

### Rules and Regulations

1. While in the locker room and gym, students will keep their hands and crude comments to themselves. First offense is a warning, second offense is a U for the day, third offense is a detention and a phone call home and the fourth offense is a dismissal to the principal's office.
2. All students are expected to participate. A student choosing not to participate will be given a warning and, if they do not participate, an F will be given for the day. Failure or refusal to dress is considered non-participation.
3. Three U's in one quarter is equivalent to one F. Each F will lower the overall grade by one letter. After each F, a letter or phone call will be made to the parent/guardian. Five F's in one quarter is an automatic failure for that quarter.
4. There will be absolutely no gum or candy allowed in P.E.
5. Students who leave their basket unlocked or leave clothes out will have to do extra exercises or running before the items are returned.
6. If a student loses or intentionally damages their lock, a \$3.00 fine will be assessed for the purchase of a new lock.
7. Each unit will have a written test over rules and conduct of the game. Some units will also require a skill test.
8. Students must tie their hair back if it is shoulder length or longer (hair must be kept out of their eyes) and have all jewelry removed. Failure to comply will be counted as non-participation.
9. If at any time during the quarter it becomes impossible for a student to pass P.E., he/she will serve the P.E. time in another supervised setting. Students will be required to research and write a report of at least one page on the sport or activity the class is studying.
10. Students who are unable to dress for more than 3 days will be required to have a medical excuse. Safety precautions will be given regarding each activity. Students are required to pay attention and follow all rules that apply to each activity or game.

### **Use of Telephone**

No student will be permitted to make telephone calls while classes are in session unless the student has become ill at school and is requesting the parent to come for him/her. Students will not be called out of class for telephone calls unless there is an emergency. Students may not use the office phone for reasons other than illness. Students are not permitted to make long distance phone calls on school owned telephones. Cell phone use is covered under the disciplinary code.

### **Emergency Instruction**

Building evacuation drills will be held at unannounced times at irregular intervals. The signal is a bell

that sounds continuously; you will learn to recognize it and will receive evacuation rule instructions. An emergency could arise when exit from the building will be unwise. You will learn to recognize a “TAKE COVER” signal and will be given specific instructions by your teacher of the action you are to take. There will be no running or talking during emergency drills.

Procedures and Conduct Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. (Added 2019/2020)

### **Child Abuse**

School personnel are mandated by State Law to report any suspected child abuse, including neglect. Referrals must be made to the Department of Children and Family Services.

### **Hall Pass**

Students wanting to leave any assigned area to talk to another teacher must have a pass signed ahead of time by the teacher they are going to see. They must also have the permission of the teacher whose class they are leaving.

### **Hall Traffic**

We can have an orderly movement between classes by observing the following:

1. Students will keep moving – do not hurry or run.
2. Students being courteous and considerate to one another.
3. Students line up and take turns at drinking fountains.
4. No visiting by students in halls.
5. Students always keep to the right in the halls.

### **Crossing Guards**

Students are reminded that coming to school in the morning or leaving school in the evening they are to cross Highways 40 and 128 only at the designated crossing areas where crossing guards are on duty. Do not cross highways at any other place. Stay on the sidewalks and do not walk on private property or along the highways.

### **Policy on Drug and Alcohol Abuse**

The possession, use, distribution, sale, purchase, or being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-alike drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance is not permitted at school, on campus, on the school bus, or any school sponsored activity, either on or off campus. Also, while on a school bus, smoking or other use of tobacco such as chewing is prohibited.

#### **Disciplinary Action:**

A student found in violation of this policy will be suspended from school and school activities for 10 days. Parents or guardians will be notified and the student will be given due process. Furthermore, police officials will be notified. Depending on the severity of the infraction, the administration may also recommend a full calendar year expulsion. The expulsion can be reduced from a full calendar year to a semester, plus the remaining time in the quarter of the infraction if the student and parent/guardian choose to participate in and successfully complete the following:

- A forty (40) hour substance abuse program through an approved program or agency\*. (Approval by building principal) Proof of successful completion of the substance abuse program must be

submitted to the building principal before the student will be allowed to enroll in Unit #10 schools.

- The cost of the assessment and all counseling will be the responsibility of the student and/or parent/guardian.

After enrolling following the expulsion, the student agrees that he/she will not participate in or attend any extra-curricular activities for the remainder of the school year.

### **Assemblies**

Assemblies are scheduled periodically to provide information and enjoyment. They may be scheduled by school officials or sponsored by the student council.

It will be necessary for pupils to practice acceptable audience manners at all times. Students are expected to follow directions, enter and exit quietly, and wait to be dismissed after the assembly is over. Students who do not conduct themselves well at assemblies will be denied the right to attend future assemblies and face consequences under the Code of Conduct.

### **Loaning of School Property**

No school property of any type should be loaned to anyone without the written permission of the superintendent.

### **Substitute Teachers**

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate, as you would be to your regular teacher.

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; One Nation, under God, indivisible, with Liberty and Justice for all.

## **JH EXTRA-CURRICULAR**

### **General Responsibilities**

We believe that athletics is an essential part of the Altamont Grade School Curriculum. Athletics provide an opportunity for each person to be an individual, to exert their own individuality, and yet become a part of a group. Participation in athletics develops positive attitudes in cooperation, leadership, responsibility, scholarship, and loyalty. These values are lasting and serve as guidelines throughout life.

Athletes are those who are willing to give of themselves and their time to build body and mind so they will be able to participate successfully in a sport. A desire to improve, achieve, and excel is essential to all who are competing, either as an individual or as a member of a team.

We have the responsibility to guide the athletes so they may realize their fullest potential for their own satisfaction and to help them become effective members of our democratic society.

The athlete, likewise, has certain responsibilities. The "Athletic Handbook" will detail those responsibilities.

### **Physical and Insurance**

It is the policy that before anyone may participate at Altamont Junior High School they must have a current physical examination on file in the office. "Current" is considered within one calendar year of the start date for the activity. The participant must also have school insurance or have an insurance waiver card on file in the principal's office. Students who do not meet these requirements will not be permitted to participate at any level. Athletic physicals must meet the guidelines established by the

### **Academic and Participation Eligibility**

1. The age requirement for an athlete will be in accordance with the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) requirements.
2. The athlete must be earning a 59.5% or better in all subjects as determined by the local school district.
3. A week begins on the Monday and through the Sunday events.
  - a. Work will be checked on Friday to govern eligibility for the following week.
  - b. Grades are a cumulative of the semester.
4. In all athletic activities, if the athlete is ineligible for four weeks (consecutive or non consecutive) they will be terminated from the team.
  - a. Warning Week: athlete may practice with the team, participate in games, is on a caution week. AD will meet with athlete, inform coach, and call home.
  - b. Week 1: athlete may practice with the team, participate in games, but is deemed ineligible. AD will meet with athlete, inform coach, and call home.
  - c. Week 2: athlete may practice with the team and travel to events but not participate in games.. AD will meet with athlete, inform coach, notify counselor/RTI teacher, and call home.
  - d. Week 3: athlete is not allowed to to practice with the team, participate in games, or travel to any contest. AD will meet with athlete, inform coach, notify counselor/RTI teacher, call and send letter home.
  - e. Week 4: athlete is terminated from the team. AD will notify athlete and coach as well as send documentation home.
5. If an athlete becomes ineligible, and the teacher offers no opportunity for the athlete to become eligible in that class, the athlete may not be ineligible for the second consecutive week.
6. The athlete must be in attendance at the start of the school day to be eligible to participate in a game or practice that night, administration discretion applies.
  - a. If you leave school for health reasons, you are not eligible that night.
  - b. Athletes that use the one-day firearms season for deer hunting must return to school for the start of the class immediately following their lunch to practice or play.
7. An athlete that received disciplinary action on the day of contest may lose the right to participate in games and practices.
8. The athlete must have a current physical exam on file under the guidelines of IESA and IHSA.

### **General Rules**

1. If a full roster can not be filled by the designated grade level, the coach may choose to have athletes from the next lower grades join until the roster is complete. A try-out will be conducted and athletes chosen on ability and sportsmanship; the coach's decision is final. Approved cooperative agreements apply.
2. Number on “full roster” is set by IESA
  - Softball 18 (coop)
    - Combination of 6-8th grade
  - Baseball 18

- Combination of 6-8th grade
  - Girls Basketball (coop)
    - 7th Grade: 15 athletes
    - 8th Grade: 15 athletes
  - Boys Basketball
    - 7th Grade: 15 athletes
    - 8th Grade: 15 athletes
  - Girls Volleyball
    - 7th Grade: 15 athletes
    - 8th Grade: 15 athletes
  - Coed Track (coop)
    - 2 entries per event at Sectionals
    - 7th Grade Girls, 8th Grade Girls, 7th Grade Boys, 8th Grade Boys
  - Cheer
    - 7 & 8th: 12 athletes
3. A coach may choose to keep more than a full roster
    - It is understood that only the designated number will be eligible to play postseason
  4. An athlete may be on multiple rosters
    - Ie: A 7th grade volleyball player full roster and the coach has made the decision to keep a full roster
  5. Coaches decisions on roster designation will be made in advance of the season with consideration from the Activities Director

### **Behavior Code**

Extra-curricular activities are defined as those activities not related to an academic course and involve participation in competitions outside of the normal school day. Extracurriculars include all athletic teams, Scholastic Bowl, and cheerleading.

Participation in extracurricular activities at Altamont Grade School is a privilege granted to students who can and do uphold the ideals of good citizenship, who abide by the rules and regulations of the school community, and who commit themselves to academic success. Altamont students represent more than themselves at events. They represent their parents, fellow students, faculty, and the entire school community. Participation will be granted to those students who agree to abide by our behavior code. In order to contribute to the welfare of the activity, the participant must be willing to make sacrifices not required of others.

The administration, coaches, sponsors, and participants will work together to develop and maintain a program which emphasizes a commitment to a healthy atmosphere of participation. This code of behavior is designed so all participants will be aware of what constitutes improper behavior by an activity participant.

The first time in an individual's grade school career that a student becomes a member of an activity, the behavior code becomes active. The code shall be enforced by the administration starting on the earliest practice date approved by the Illinois Elementary School Association through the final date of student participation in the school year. The code shall be enforced throughout the school calendar year, without regard to the length or duration of a particular extra-curricular activity, and is in force all day and each day for that time.

### **Major Rule Infractions**

1. Possession, consumption, distribution or sale of alcohol.

2. Possession, consumption, manufacture, distribution or sale of harmful or illegal drugs or look-alike drugs.
3. Possession, consumption, distribution or sale of anabolic-androgenic steroids.
4. Use of any form of tobacco.
5. Unsportsmanlike conduct.
6. Insubordination.

#### Disciplinary Actions for Major Rule Infractions

When evidence of a violation of the behavior code occurs, disciplinary action will be taken in consecutive order for each offense throughout the individual's grade school career by the athletic director, principal or his designee. Any disciplinary action not served or completed at the end of one school year will carry over to the next. Written parent contact will be made. Any appeal of a disciplinary decision must be made in writing to the superintendent within five school days of parent contact.

1. First offense: Suspension for eight game dates (regular season or tournament) for that activity. If a student is involved in simultaneous activities, the suspension will be served concurrently in all of the activities. Students will not be allowed to join extra-curricular activities already established in order to avoid an athletic suspension. If the participant finishes the season in good standing, the individual will be eligible for an award. If the suspension carries over to the next activity in which the individual participates, a letter may be given after the suspension is completed. In order for the suspension to be considered served, the participant needs to successfully complete the season.
2. Second offense: One (1) year suspension from all activities covered by the behavior code for one (1) calendar year from the date of the offense. No awards will be earned.
3. Third offense: Career suspension from the date of the offense through graduation. No award will be earned.
4. In incidents of insubordination, athletes are subject to both the disciplinary guidelines and the athletic code.

#### Actions to Reduce Consequences of Major Rules Infractions

1. Option 1: The consequence of the first violation of a major code infraction which is first reported by the student or their parent may be reduced to 4 dates (regular season or tournament) for that activity.  
*OR*
2. Option 2: The consequence of the first violation of a major code infraction may be reduced by any extra-curricular participant who, at his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. The consequence of the first violation may be reduced to 4 dates (regular season or tournament) for that activity.

#### **Minor Rule Infractions**

Organization rules will be developed in writing and distributed, with the approval of the administration, at the first extra-curricular meeting by the individual coach or sponsor and will only affect that sport or activity. If the individual and/or parent wish to appeal the decision, the appeal must be made to the athletic director within 48 hours.

#### **Injuries**

The athlete should report any injury to their coach immediately and notify the coach both before and after seeing a doctor.

#### **Travel**

1. All athletes must ride to events with the team to be eligible to participate. The athlete may ride

home with their parents if they are properly signed out. Athletes may ride with another student's parent if it is approved by the principal at least 24 hours prior to the event.

2. All athletes will conduct themselves in a quiet and orderly manner while on the bus.
3. No food, drink, candy, etc. will be allowed on the bus.
4. Normal bus safety regulations (mandated by the Illinois Office of Education) are applicable.

### **Disagreements with Disciplinary Actions**

The procedure for solving problems in connection with disciplinary action is as follows:

Step 1: The athlete will review the decision with the coach

Step 2: The athlete, the coach, and the athletic director will meet to  
review the decision

Step 3: The athlete, the coach, the athletic director and the principal  
will meet to review the decision

### **School Song**

Altamont Junior High we will fight for you, for the right to do, everything for you.

We'll go out and fight to win this game. We will bring you fame, Rah, Rah, Rah, Rah.

Our bright orange and white we'll proudly wear, may our colors fly high!

We'll go out and win this game, we'll bring honor to our name.

So cheer, cheer, cheer, cheer, cheer! We will cheer to the victory (clap-clap)

Ch-hee, Ch-ha, Ch-ha, ha-ha, Altamont Junior High, Rah! Rah! RAH!

## **HS EXTRA-CURRICULAR**

### **General Information**

The Board of Education and staff of Altamont Community Unit School District No. 10 have adopted this Extra-curricular Code, which applies to all students in grades 9<sup>th</sup>-12<sup>th</sup> who desire to participate in competitive or performance extracurricular activities. This policy applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student extra-curricular participants. The purpose of this policy is to promote the health and safety of students, and to encourage the development of self-discipline and self-control in students, which the Board of Education hereby finds to be necessary to make participation in extracurricular activities successful and rewarding for students as well as for the organization in which the students participate.

The Board further finds and determines that students who participate in extracurricular activities are perceived by students and the public as representatives of the school and other students. They are provided certain unique privileges and services not available to other students. The Board determines that it is necessary for the maintenance of discipline, and to promote exemplary conduct, that additional rules apply to extra-curricular activities.

Participation in extracurricular activities is a privilege available to qualified students. There is no right of students to participate in athletic competition, to participate in sports or cheerleading activities, or to participate in any other school governed extra-curricular activities. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Student extra-curricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Altamont Senior High School. Strict adherence to the rules and policies set forth in the Extra-curricular Code is a responsibility which accompanies the privilege of participation. If a student fails to comply with the terms of this code, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Extra-curricular Code.

Students desiring to participate in any such extra-curricular activity are required to have on file in the school office an Extra-curricular Activity Form. Such forms shall be provided to students and parents/guardians at the coaches meeting before the season begins, and shall include this Extra-curricular Code. Students participating in extracurricular activities and a parent or guardian shall sign the form indicating that they have read and understand this Extra-curricular Code.

### **Definitions**

1. *Participant* - Participant means anyone enrolled at Altamont High School, or who is otherwise authorized by the administration to participate and who is participating and/or intends to participate in any extra-curricular activity sponsored by Altamont High School.
2. *Activity* - Activity means any tryout, practice, rehearsal, game, event, contest, competition, performance, tournament, match, or recreation connected to the conduct of any school-sponsored sport or extra-curricular activity.
3. *Activity Sponsor* - Activity Sponsor means the Sponsor(s) of any extra-curricular performance or competitive activity, or the Coach(s) of any interscholastic sport, sponsored by Altamont Senior High School, including cheerleading.

### **Effective Dates**

The first time in an individual's high school career that a student becomes a member of an activity, the Extra-curricular Code becomes active. The Code shall be enforced by the Administration during the school calendar year only, provided however, that the Code will be applied outside the calendar year starting on the earliest practice date approved by the IHSA. The last date for the Code will be the last day of student attendance of the school year or for students participating in activities that officially extend after the school calendar year will adhere to this Code through the final dates of that activity.

### **Requirements for Participation**

An extra-curricular participant must have the following fully executed documents on file at the school office wherein the participant is in attendance before the participant's first participation in any activity:

- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the participant is physically able to participate, if required by a specific activity; and
- A permission slip to participate in the specific activity in which the participant intends to participate signed by the participant's parent or guardian, if required by the specific activity; and
- Proof the participant is covered by medical insurance and a medical release form signed by parent or guardian, if required by a specific activity; and
- A receipt showing the participant and his/her parents received a copy of the Extra-curricular Code, understand the terms of the Extra-curricular Code and agree to abide by its terms and conditions.
- All activity fees must be paid in full before an athlete can begin participation in practice.

### **Concussion Policy**

A student athlete must have a physician's authorization before returning to play if the student athlete has suffered a concussion or if the coach suspects that the student might have had a concussion.

### **Practice Sessions**

All practice or rehearsal sessions shall be appropriately planned by the Activity Sponsor to insure the safety of, and maximize instructional value for the participants.

### **Absence from School on Date of Activity**

Students must be in attendance for the entire school day in order to be eligible to participate in either practice or a scheduled contest. Students who are late to school due to a doctor's appointment MUST

present written proof from the doctor upon returning to school in order to be eligible. Pre-arranged absences MUST be approved by the principal or secretary.

### **Sportsmanship**

Activity sponsors shall personally exhibit and shall require of their participants good sportsmanship. Activity sponsors shall establish rules of behavior for their participants and their teams which encourage good sportsmanship and require appropriate behavior.

### **Use of Profanity**

Activity sponsors shall refrain from using profane language and shall require their participants to refrain from the use of profanity.

### **Care and Maintenance of Equipment**

Activity sponsors shall be ultimately responsible for the care and maintenance of any equipment used in their respective activities.

### **Chain of Command – Student Discipline**

Assistant activity sponsors shall be responsible to the head activity sponsor. The head athletic activity sponsor shall be responsible to the Athletic Director. The head non-athletic Activity Sponsor and the Athletic Director shall be responsible to the Principal, who shall be responsible to the Superintendent.

### **Eligibility**

Eligibility shall be governed by the rules of the IHSA and all applicable school board policies, rules, and regulations. School district eligibility rules may be more stringent than IHSA rules, in which case the school district policies, rules and regulations, whichever is appropriate shall apply.

Students must be doing “D” or better work in all school subjects to be eligible to participate in extracurricular activities. This will be checked weekly to govern eligibility for the following Monday through Saturday. For Fall Baseball, the following will apply; during the first week of ineligibility the athlete may practice with the team but not participate in games with the team. If the athlete is ineligible for the second time, the athlete may not practice or participate in games with the team. The third week of ineligibility the athlete is terminated from the team. In all other extra-curricular activities, if the student is ineligible for four weeks they will be terminated from the team/activity. During the first two times being ineligible, the athlete may practice with the team but not participate in games with the team. If the student becomes ineligible for the third time, they may not practice or participate with the team. The fourth time they become ineligible they will be terminated from the team. An ineligible athlete can not travel with the team to away events during the week(s) of his/her academic ineligibility.

If a student/athlete becomes ineligible, and the teacher offers no opportunity for the student/athlete to become eligible in that class, the student/athlete will not be ineligible for the second consecutive week. If an athlete is terminated from the team for any reason, he/she loses the eligibility for any awards in that sport.

### **Report of Injury**

The student participant shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by extracurricular competition to the head activity sponsor of the activity in which the participant is competing.

### **Travel**

All participants shall travel to extracurricular events and return home from extra-curricular events with the team on which the participant competes by use of school approved means of transportation.

Parents/Guardians may sign for their son/daughter to travel from an event with them only. A written waiver of this rule may be issued by the building principal upon advance written request of a participant's parent or guardian and provided the parent/guardian or adult designee appears and accepts custody of the participant. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent/guardian or adult designee. Oral request shall not be honored and oral permission shall not be valid.

### **Imposition of Discipline**

Activity sponsors and school officials shall impose discipline appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the activity sponsor staff and other school officials. If the participant and/or parent/guardian wish to appeal the decision, that appeal can be made within 48 hours to the Athletic Director.

### **Disciplinary Rules**

In the instance of violation of school policies, rules and regulations or this Extra-curricular Code by a student Participant, nothing herein or elsewhere shall prohibit the school district from imposing discipline available under this Code and disciplinary penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided, however, the due process rights of the student shall be protected in so doing.

### **Major Infractions**

Behavioral misconduct shall include but shall not be limited to:

- Possession, consumption, or sale of alcohol,
- Possession, consumption, sale or manufacturing of harmful or illegal drugs, or look alike drugs,
- Possession, consumption or sale of anabolic-androgenic steroids,
- Possession or use of any form of tobacco,
- Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage,
- Any behavior which disrupts the appropriate conduct of a school program or activity
- Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

### **Disciplinary Action**

When evidence of a violation of the behavior code occurs, disciplinary action will be taken in consecutive order for each offense throughout the individual's high school career by the Athletic Director, Principal, or his/her designee. Any disciplinary action not served or completed at the end of one school year will carry over to the next. Written parent contact will be made. If the individual and/or parent wish to appeal the decision, it must be made in writing to the Unit Superintendent within five school days of written notification.

*1. FIRST OFFENSE:* Suspension for 8 contests/events (regular season and/or tournament) for that activity. If a student is involved in simultaneous activities, the suspension will be served concurrently in all of the activities. Students will not be allowed to join extracurricular activities already established in order to avoid an athletic suspension. If the participant finishes the season in good standing, the individual will be eligible for an award. If the suspension is carried over to the next activity in which the individual participates, a letter may be given after the suspension is completed. In order for the suspension to be considered served, the participant needs to successfully complete the season.

2. *SECOND OFFENSE*: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.
3. *THIRD OFFENSE*: Career suspension from the date of the offense through graduation. No awards will be earned.

### **Actions to Reduce Consequence of Major Infractions**

(Only one of the two options allowed.)

*OPTION 1*: The consequences of the first violation of a major code infraction which is first reported by the student or the parent of the extracurricular participant may be reduced to 4 contest/events (Regular season or tournament) for that activity.

*OPTION 2*: The consequences of the first violation of a major code infraction may be reduced by any extracurricular participant who, at his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. The consequences of the first violation may be reduced to 4 contest/events (Regular season and/or tournament) for that activity.

### **Suspension/Dismissal of Participant**

The Activity Sponsor or Principal, as applicable, upon consultation with and upon approval of school administration, may dismiss a student participant from extracurricular participation for violation of the Extracurricular Code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team or group is defined as removal of the participant from participation in one (1) or more extracurricular practices, rehearsals, games, meets, performances, or other activities in an activity for the balance of the season. The following procedures shall apply to disciplinary dismissals:

- Prior to suspension and/or dismissal, the participant shall be provided an explanation of the charges against him or her. The participant shall be given an opportunity to present his or her version of the incident to the suspending school official.
- The parent of the participant shall receive written notification by certified mail of the charges against the participant, which notice shall include notice of the right to request a hearing before the Athletic Director or Principal.
- If the participant is dissatisfied with the conclusions reached by the Athletic Director or Principal, the participant may submit a written request for a hearing to the Unit Superintendent within ten school days of written notification of the suspension. The superintendent shall schedule a hearing within ten (10) calendar days, if practicable, of the receipt of the written request. At this hearing, the participant shall be provided an explanation of the charges against him/her, may call witnesses, and present evidence in his/her defense. The decision of the school administrator(s) shall be final and binding.

### **Minor Rule Infractions**

Organization rules will be developed in writing and distributed, with the approval of the administration, at the first extra-curricular meeting by the individual coach or sponsor and will only affect that sport or activity. If the individual and/or parent wish to appeal the decision, the appeal must be made to the athletic director within 48 hours.

### **Awards**

Participation requirements to win a varsity athletic letter:

*TRACK* – The participant must earn a minimum of 21 points based on a fourteen (14 x 1 ½ points per meet) meet season.

*SOFTBALL / BASEBALL* – Participation in at least one-third (1/3) of the total innings played by the team in a season.

*BASKETBALL* – A participant must play in at least one-fourth (1/4) of the total quarters.

*GOLF* – A participant must participate on the 6 member team for ½ of the total matches played.

*VOLLEYBALL* – A participant must play in at least one-half (1/2) of the total games.

*SCHOLASTIC BOWL* - Must participate in ¼ of Varsity contests AND average 10 points scored per number of contests individual participated in.

*CHEERLEADING* - Must attend 90% of all practices, performances, games, or events.

*DANCE* - Must attend 90% of all practices, performances, games, or events.

*CROSS COUNTRY* - Must finish in the top seven for 60% of all competitions.

*SOCCER* - Appearance in one-third of all Varsity match halves, and/or any senior who has been a four-year participant.

### **IHSA By-Laws**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules must be followed as minimum standards for all interscholastic athletic competition in any member high school. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any questions concerning your athletic eligibility should be referred to your principal.

### **Athletic Spectator Sportsmanship**

1. Pay proper respect for our flag. Stand still, face the flag, and sing the National Anthem.
2. Show respect for your school and opponent's school "Loyalty Song" by standing when either is played.
3. Cheer fine play and good sportsmanship by either team. A good sportsman never boos!
4. Show your school spirit by supporting your cheerleaders.
5. Applaud an injured player.
6. Be silent on free throws.
7. Do not boo the officials. They are chosen on the basis of their ability.
8. The good sportsmanship reputation of your school and community depends upon your conduct.
9. Follow your cheerleaders' guidance during the ball game.
10. The price of a ticket allows you to watch the contest; that is all!!

### **Altamont High School Fight Song**

ACHS ACHS, fight right through that line

Carry the ball right down the floor, a basket sure this time

Rah Rah Rah

ACHS ACHS, fight on for your fame

Fight fellas fight fight fight to win this game

Let's go! - Let's fight! - Let's win!

REPEAT

Cha he, cha ha, cha ha ha ha, Altamont High School, Rah Rah Rah

### **National Honor Society**

The National Honor Society (NHS) is one of the oldest and most prestigious organizations for high school students. As stated in the National Honor Society Handbook, the NHS is based on the four pillars of scholarship, leadership, service, and character. The Altamont Chapter of the NHS wants to bring the accomplishments of our outstanding students to the attention of their parents, teachers, peers, and community. Therefore, students who are selected for membership in the Altamont Chapter of the NHS excel in all four areas. The standards for selection are as follows:

- Scholarship
  - Students must have a 3.5 cumulative GPA or higher. Students may be inducted into the Altamont Chapter of the NHS beginning with the spring semester of their sophomore year. Students must maintain a 3.5 GPA or higher to remain in the NHS.
- Leadership
  - Students must hold at least two positions of leadership. Leadership can be shown outside of elected positions such as responsibilities within classrooms, section leaders, committee chairs, etc.
- Service
  - Students must have completed a minimum of ten hours of community service since the start of the ninth grade. These hours must be in addition to the hours completed as part of the school projects. Student applications with appropriate signatures will provide the needed documentation of service completed.
- Character
  - Students must demonstrate the six qualities set forth by the NHS: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Teacher evaluations, behavior logs, discipline incidents, report card comments, and student applications will provide the needed documentation on character. Students who meet the scholarship requirements will receive an application. Faculty will then fill out an evaluation on every student who turns in the completed application. The Faculty Advisory Council, which is five teachers appointed by the principal, will vote on each member based on the student applications and faculty evaluations. Each applicant who receives a majority vote will then be inducted into the Altamont Chapter of the National Honor Society.

Being inducted into the NHS is more than just an honor. It is an ongoing responsibility and commitment to continue to demonstrate the outstanding qualities that earned them the honor of being inducted into the Altamont Chapter of the NHS. If we are to be a meaningful, effective, and well-respected chapter, then each member must stay involved and be held to the highest standards in representing the Altamont Chapter of the NHS. This includes, but is not limited to, the following:

- Dues - \$20 to be paid by August 30th (no student will be denied due to inability to pay)
- Attend meetings
- Fundraising
- Service projects (as a group and individually)
- Meeting expectations set forth by our NHS pillars: scholarship, leadership, service, and character

## Internet & Technology

### ACCEPTABLE USE POLICY

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of *Authorization for Internet Access* will result in the 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 the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The IT Coordinators will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time~ his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses 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 copyright;
  - Downloading copyrighted material for other than personal use;
  - Using the network 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;
  - Posting material authored or created by another without his/her consent;
  - Posting anonymous messages;
  - Using the network for commercial or private advertising.
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.
  - Be polite. Do not become abusive in your messages to others.
  - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - Recognize that electronic mail (email) 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.
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be private property.

5. No Warranties - The District 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-deliveries, missed-deliveries, 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.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.

7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the IT Coordinators or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as an IT Coordinator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network

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. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Internet Access* once while enrolled or employed by the School District.

An Acceptable Use Policy regarding the use of 1:1 computer devices must be signed by both the parent and student before a device will be issued for use by the student.

### Chromebook Fees for Student Induced Damages and Repairs:

<u>Chromebook Model Number</u>	Dell 3100/31 10	HP 11 G8-EE
Screen w/Hinges Replacement	\$160.00	\$175.00
Touch Screen Replacement	\$120.00	\$175.00
Touchpad w/Cables Replacement	\$20.00	\$30.00
USB Board w/Cables Replacement	\$30.00	\$30.00
LCD Bezel Cover Replacement	\$40.00	\$20.00
Hinge Set Replacement	\$26.00	\$20.00
Camera Replacement	\$10.00	\$20.00
Battery Replacement	\$70.00	\$50.00
Power Jack Replacement	\$16.00	\$16.00
Power Charging Unit Replacement	\$22.00	\$20.00
Chromebook Replacement	\$319.00	\$248.00
Bag Replacement	\$35.00	\$35.00
Bag Strap Replacement	\$10.00	\$10.00
Chromebook & Bag Replacement	\$344.00	\$283.00
Speaker Set Replacement	\$10.00	\$10.00
Motherboard Replacement	\$110.00	\$130.00
Palmrest & Keyboard Replacement	\$70.00	\$54.00
Excessive Cleaning Fee	\$10.00	\$10.00
Power Volume Board Replacement	\$22.00	X

\*Students will be charged as damages/repairs occur throughout the school year.

\*All Chromebooks will be assessed for damages upon check-in at the end of every school year.

\*All fees will be added to a student's account in TeacherEase.

\*Repair part costs are market driven and are subject to change at any time.

### **Authorization for Internet Access**

I understand and will abide by the above *Authorization for Internet Access*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet. I am fully aware that this device will be tracked by software for its location purposes should it become lost or stolen.

DATE: \_\_\_\_\_

---

USER SIGNATURE

*(Required if the user is a student:)*

I have read this *Authorization for Internet Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I am fully aware that this device will be tracked by software for its location purposes should it become lost or stolen. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet according to these policies.

DATE: \_\_\_\_\_

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PARENT/GUARDIAN NAME (*Please Print*):