

**Elmwood C.U.S.D. #322
Junior/Senior High School
2011-2012 Student/Parent Handbook**

Board of Education

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Administration

Dr. Roger Alvey, District Superintendent- 742-8464
Mr. Stan Matheny, Jr./Sr. High School Principal- 742-2851
Mr. Tony Frost, Elementary School Principal- 742-4261

Administrative Assistants

Mrs. Sherry Swindler, Unit Bookkeeper
Mrs. Ami Naumann, Unit Secretary
Mrs. Mary Beth Hitchcock, Secretary
Mrs. Michele Ewalt, Secretary

Administrative Support

Mrs. Janelle Meyers, Guidance Counselor
Mrs. Janelle Meyers, JH Athletic Director
Mr. Phil Johnson, HS Athletic Director

Welcome to Trojan Territory!

The faculty and staff of Elmwood High School extend a warm welcome to you for this school year. All of us at Elmwood High School are proud of the accomplishments of our students. Your time here will be filled with opportunities for learning and service. You are encouraged to take advantage of academic and athletic activities. Elmwood High School provides equal opportunity to all students regardless of race, sex, color, religion, national origin or disability condition.

While many of you are familiar with the policies, procedures and general operation of the school, a review of this handbook is very important, as there are a number of changes.

School attendance is always important to a student's academic achievement. It becomes even more critical in the block schedule. Each block is equal to two classes worth of material. Our teachers will be doing less direct instruction and more hands-on and engaged learning activities, which is difficult if not impossible to be duplicated if a student misses a class. Therefore, parents are asked to schedule vacations and appointments outside of regular school days whenever possible.

You are responsible for all material contained in this booklet. 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 rules, practices and procedures as currently practiced and are subject to change.

It is the goal of every member of Elmwood High School faculty and staff that you enjoy your experiences here and that you reach your academic potential. We wish you the best of luck for a successful 2011-2012 school year.

Sincerely,

R. Stan Matheny, Principal

**ELMWOOD C.U.S.D. #322
2011-2012 CALENDAR**

2011

August 2,3 &4	Registration (8-noon, 3-7pm,3-7pm)
August 18	No School, Teacher Institute
August 19	First Day – Students, 8:00-11:30 a.m.
Aug. 22- 26	Early Dismissal, 2:15 p.m.
September 5	Labor Day-No School
September 16	Mid-term Reports Sent to Parent
September 19-23	Easter Seals Week
September 30	½ Day of School (8:00-11:30) SIP Day
October 7	HOMECOMING
October 10	Regular School Day Holiday Waived (Columbus Day)
October 21	Early Dismissal (2:15 p.m.) End of 1 st Grading Period
October 26 & 27	P/T Conference, (2:30-6:30 & 3:30-7:30).
October 28	No School
November 11	Regular School Day – Holiday Waived (Veterans Day)
November 18	Midterm Reports Sent Parents
November 23	½ day of School (8:00-11:30 a.m.) School Improvement Day for Teachers
November 24 & 25	No School Thanksgiving Break
December 20 & 21	Early Dismissals (2:15 p.m.) Semester Exams
December 22-Jan.2	No School, Winter Break
<u>2012</u>	
January 3	Teacher Institute – No School for Students
January 4	School Resumes for Students
January 6	Report Cards
January 16	Martin Luther King Day – No School
February 3	Midterm Reports Sent to Parents
February 20	No School (President’s Day)
March 2	Early Dismissal (2:15 p.m.) End of 3 rd Grading Period
March 5	Regular school day-Holiday waived (Casimir Palaski)
March 5-16	ISAT Testing
March 7 & 8	P/T Conference, 2:30-6:30 p.m. & 3:30-7:30 p.m.
March 9	No School
March 16	No School Teacher Institute
April 2-6	NO School – Spring Break
April 13	Midterm Reports Sent to Parents
April 14	Prom
April 20	½ Day of School (8:00-11:30) SIP Day
April 24-25	PSAE/ACT
May 7 & 8	Senior Semester Exams
May 13	High School Graduation, High School Gym, 1 p.m.
May 17	Junior High Promotion, High School Gym, 7 p.m
May 16 & 17	EARLY DISMISSAL 2:10 – Semester exams; end of 4 th grading period
May 18	Teacher Institute
May 21	Last Day – Report Cards (if no emergency days are used)
May 28	NO SCHOOL – Memorial Day
Emergency Days (if needed)	– 5/22, 5/23, 5/24, 5/25, &5/29

REGULAR DAILY SCHEDULE

SHORTENED DAY

High School

Period 1	8:10-9:34
Period 2	9:38-11:02
Period 3	11:05-1:04
Period 4	1:08-2:32
ACS	2:35-3:10

Period 1	8:10-9:19
Period 2	9:23-10:32
ACS	10:36-11:02
Period 3	11:05-1:04
Period 4	1:08-2:20

Junior High

Period 1	8:10-9:00
Period 2	9:02-9:44
Period 3	9:46-10:28
Period 4	10:33-11:16
Period 5	11:18-12:00
Lunch	12:02-12:31
Period 6	12:35-1:19
Period 7	1:22-2:02
Period 8	2:05-2:45
Homerm	2:48-3:10

Period 1	8:10-9:00
Period 2	9:02-9:44
Period 3	9:46-10:28
Period 4	10:33-11:16
Period 5	11:18-12:00
Lunch	12:02-12:31
Period 6	12:35-1:19
Period 7	1:22-1:47
Period 8	1:50-2:10

PREAMBLE

This handbook is provided to the 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 in the interest of modeling appropriate student government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

All students and their parents are responsible for reading and understanding the contents of this handbook. Your receipt of this handbook acknowledges your understanding and willingness to comply with the policies and procedures contained in this handbook.

MISSION STATEMENT

The mission of Elmwood Jr./Sr. High School is to graduate students who possess the knowledge, skills, and values to be life-long learners, who contribute to our democratic society, and who successfully participate in a world market place by partnership of parents, students, educational staff, and the resources of the Elmwood Community.

PRINCIPAL'S DISCRETION

The Jr./Sr. High School principal shall hold discretionary power to interpret any/all portions of the student handbook in matters of discipline. He/she reserves the right to judge each case individually. The administration will inform all concerned parties when penalties do not coincide with the handbook

GUIDANCE

The counselor is available for vocational and college information, as well as personal counseling. All students should take advantage of the many resources that are available in this department, some of which are career descriptions, college applications and catalogs, financial aid information and applications, and scholarship opportunities. Some specialized services of this department are advising students on selection of high school courses, providing academic aptitude testing, advising students of occupational opportunities and referring students to specialized agencies.

HIGH SCHOOL ACADEMIC REQUIREMENTS

Elmwood High School graduation requirements are among the most stringent in the state of Illinois. We know learning is hard work and that students must be motivated and encouraged to study, but we feel this challenge will prepare are students for any one of the following options:

1. Admission to and success in a four-year college program
2. Admission to and success in a one or two year technical school
3. A job training opportunity after high school
4. A job opportunity after high school

Elmwood provides a core curriculum, which includes courses in math, science, English, social studies, vocational education, fine arts, physical education, health, drivers' education, consumers' education, keyboarding, and foreign language.

GRADUATION REQUIREMENTS

<u>Years</u>	<u>Subject Area</u>	<u>Credit</u>
4	English	4.0
4	Math	4.0
4	Science	4.0
4	Physical Ed/Health	4.0
3	Social Studies	3.0
1	Keyboarding	1.0
1/3	Driver's Ed	.5
1/3	Resource Management	.5
2	Electives	2.0
3	Fine Arts, Foreign Language, Voc Ed.	3.0
TOTAL		26.0

GRADING SCALE

A+	100	C-	75-74
A	99-94	D+	73-72
A-	93-92	D	71-67
B+	91-90	D-	66-65
B	89-85	F	64-0
B-	84-83	I	Incomplete
C+	82-81	WP	Withdrew Passing
C	80-76	WF	Withdrew Failing

Make up work

1. A student may make-up work for credit if he/she has an excused absence.
2. All work must be completed according to the teacher's policy.
3. A student who misses a test may expect to be asked to take a different test than the other class members.
4. Work not made up within designated time periods will be graded as an F.
5. A student should plan on staying after school or before school to make-up work.

6. A student that has a truant absence will receive an F for any class work missed unless the student completes the work during a Wednesday detention.

FINAL EXAM EXEMPTION POLICY

For the 2011-2012 academic year the following final exam policy will be in effect. A high school student may waive all or part of his/her final exams each semester PROVIDED he/she meets the following criteria:

1. The student **MUST** be receiving a C (74%) or above in the class to be eligible for an exam waiver.
2. A student with three (3) or fewer days of absence during a semester may exempt all eight finals. For each absence above at or above 3.5, a mandatory final exam will be required. If a student reaches a total of six or more absences during a semester, all eight finals must be taken. Absences that will not count in determining final exam waivers include family funerals, doctor's appointments with a signed note from the doctor, or court dates. **HOWEVER**, if a student has seven or more absences with or without a doctor's note, they must take all of their final exams. If a student is required to take a final(s), the exam to be taken will be determined by his/her numerical grade per class. The required exam(s) will start with the class(es) with the lowest average(s).
****Doctor notes must be received prior to the posting of the final exam list – doctor notes will not be accepted after finals list is posted.**
 - Example #1 Three full days of absences – student would be eligible to exempt all finals
 - Example #2 Three and one-half days of absence– student would be required to take one final in the class with the lowest grade average
 - Example #3 Four to four and one-half days of absence – student would be required to take finals in two classes with the lowest grade averages
 - Example #4 Five to five and one half days of absence – student will be required to take finals in three classes with lowest grade averages
 - Example #5 Six days of absences – student will be required to take all finals
3. Students must not have received a disciplinary write-up from the teacher in a class they intend to exempt. If a student receives a disciplinary write-up for behavior in the hallway, cafeteria, homeroom, etc., that student will be required to take a final in the class he/she has the lowest grade. Any student receiving a suspension will automatically be required to take all finals
 - Three tardies in a class will result in a write-up for that class and a required final
 - Wednesday detentions for make-up or late work will **NOT** count as disciplinary write-ups.
4. A student who is not required to take an exam may elect to take the final to improve his/her grade. The exam will only be tabulated if it has a positive effect upon the semester average.

HIGH SCHOOL CO-CURRICULAR ACTIVITIES

While Elmwood places the greatest emphasis on academics, we feel a well-rounded individual should be involved in co-curricular activities. The following activities are available to students of Elmwood High School.

- | | |
|------------------------------|---|
| 1. Basketball | 14. Spanish Club |
| 2. Football | 15. FFA |
| 3. Cross-country | 16. French Club |
| 4. Track | 17. National Honor Society (see pg. 22) |
| 5. Baseball – at Brimfield | 18. Student Council |
| 6. Softball – at Brimfield | 19. Scholastic Bowl Team |
| 7. Volleyball – at Brimfield | 20. Flags |
| 8. Pompon Squad | 21. Drama Club |
| 9. Cheerleading | 22. Plays |
| 10. Golf | 23. Chorus |
| 11. Band | 24. Speech |
| 12. Pep Club | 25. Bass Fishing |
| 13. Key Club | |

Throughout the year, each club or organization has various contests and activities. Please contact the sponsor of these organizations for a schedule.

JUNIOR HIGH ACADEMIC REQUIREMENTS

All Elmwood Junior High School students must take a core curriculum. These classes are designed to prepare students for high school. Students in junior high are expected to pass four of five academic core subjects. At the end of the first semester, students who are not meeting this requirement will be brought before a Review Board consisting of the student, his/her parents, teachers, and administration to develop a Preventative Retention Plan for the student.

7th Grade Core Classes

English
Literature
Math
PE/Health
Science
Social Studies

8th Grade Core Classes

English
Literature
Math
PE
Science
U.S. History

Required 7th Grade Mini Classes

Keyboarding
Science
Social Studies
Art
French
Spanish

Required 8th Grade Mini Classes

Keyboarding
Math
Writing
**Student must take 3 of the following 5 classes:*
Art, Ag, French, or Spanish, Science

JUNIOR HIGH SCHOOL CO-CURRICULAR ACTIVITIES

Junior High students are encouraged to participate in co-curricular activities. Elmwood Junior High School offers the following activities:

1. Band concerts, contests, festivals
2. Choral concerts, contests, festivals
3. Plays and musicals
4. Literary contest
5. Scholastic Bowl
6. Science Contest
7. Student Council
8. Softball
9. Track
10. Cross Country
11. Basketball
12. Volleyball
13. Baseball
14. Pep Club
15. Geography Bee
16. Spelling Bee
17. Cheerleading

We encourage all students to take part in co-curricular activities. Students will be subject to any and all local, state, and/or national rules and regulations. In order to participate in Elmwood co-curricular activities, a student must be passing all courses. In order to participate in or attend a school activity a student must be attendance 300 minutes on the day of the event unless the absence is for a doctor's appointment, court appearance, or funeral.

2010-2011 AB Calendar

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	TI	A/B	21
22	A	B	A	B	A	28
29	B					

September

S	M	T	W	T	F	S
		A	B	A	B	4
5	NS	A	B	A	B	11
12	A	B	A	B	A	18
19	B	A	B	A	B	25
26	A	B	A			

October

S	M	T	W	T	F	S
				B	A	2
3	B	A	B	A	B	9
10	A	B	A	B	A	16
17	B	A	B	A	B	23
24	A	B	A	B	NS	30
31						

November

S	M	T	W	T	F	S
	A	B	A	B	A	6
7	B	A	B	A	B	13
14	A	B	A	B	A	20
21	B	A	B	NS	NS	27
28	A					

December

S	M	T	W	T	F	S
		B	A	B	A	4
5	B	A	B	A	B	11
12	A	B	A	B	A	18
19	B	A	NS	NS	NS	25
26	NS	NS	NS	NS		

January

S	M	T	W	T	F	S
					NS	1
2	TI	B	A	B	A	8
9	B	A	B	A	B	15
16	NS	A	B	A	B	22
23	A	B	A	B	A	29
30	B					

February

S	M	T	W	T	F	S
		A	B	A	B	5
6	A	B	A	B	A	12
13	B	A	B	A	B	19
20	NS	A	B	A	B	26
27	A					

March

S	M	T	W	T	F	S
		B	A	B	A	5
6	B	A	B	A	NS	12
13	B	A	B	A	NS	19
20	B	A	B	A	B	26
27	NS	NS	NS			

April

S	M	T	W	T	F	S
				NS	NS	2
3	A	B	A	B	A	9
10	B	A	B	A	B	16
17	A	B	A	B	NS	23
24	A	B	A	B	A	

May

S	M	T	W	T	F	S
1	B	A	B	A	B	7
8	A	B	A	B	A	14
15	B	A	B	A	B	21
22	TI	A	B	A	B	28
29	NS	A				

June

S	M	T	W	T	F	S
5		B				4

DISTRICT POLICIES

Emergency Closing of School

If weather conditions or other emergency situations make it necessary to close the school, the district will notify various radio and television stations and ask them to broadcast the information. Elmwood School District will also use Global Connect, the mass communication system, to further facilitate the effort. Please do not call the school. The information will be available much more conveniently by listening to Global Connect or watching a local radio/television station also check the school website for updates and rescheduled events at www.elmwood322.com. School will be closed in the event of excess snow or if the wind chill is greater than 40 degrees below zero. Determination of school closing will be made by 6:00 a.m. on the day of:

<u>Radio Stations</u>	<u>Television Stations</u>
WMBD 1470	WMBD
WSWT 107	WEEK
WPBG 93.3	WHOI
WWFS 1290	
WGLO 95.5	

Fees

The Elmwood Board of Education has established the following fee structure for 2011-2012 academic year:

1. Textbook Rental and Instructional Materials Fee	
Grade K-6	\$65.00
Grade 7-8	\$80.00
Grade 9-12	\$90.00
Art Fee	\$20.00
Photography Fee	\$50.00
Foods Class	\$10.00
Driver's Education	\$75.00
2. Lunch Prices	
Grade K-6	\$ 1.85 seconds, .70
Grade 7-12	\$ 2.10 seconds, .85
Adult Lunches	\$ 3.10
3. Co-Curricular Fee:	
Grade 5-8 Individual Per Sport	\$ 15.00
Grade 5-8 Individual Max	\$ 30.00
Grade 9-12 Individual. Per sport	\$ 25.00
Grade 9-12 Individual Max	\$ 50.00
Max Family 5-12 Grades	\$ 100.00

Co-Curricular Activities Include: Jv/Varsity football, JV/Varsity and Junior High boys basketball, JV/Varsity and Junior High girls basketball, Boys cross country, girls, cross country, and boys and girls track. **Athletic Passes for family will be \$100.00 beginning in 2011-2012 school year.**

Health Services

Every student at Elmwood must present written proof of having immunizations and health examinations in accordance with the Revised School Code 27-B and rules and regulations of the Department of Public Health in each of the following situations:

- Upon entering 5th and 9th grades;
- Upon transferring from another school, irrespective of grade;
- Students who do not have these on file in the school office by October 15th will not be permitted to attend school.

Examinations shall be by licensed physicians and dentists. Additional health examinations of students may be required when deemed necessary by school authorities. Transfer students will be required to complete these examinations within 30 days after enrollment. Students who do not comply with this policy by October 15th shall be excluded from attending school. Additional policies include the following:

- All students participating in the interscholastic athletic program must have record of physical examination on file prior to being permitted to participate
- When it is necessary for a student to go home due to illness or injury, the parent or an approved alternate contact will be called prior to permitting the student to leave school. Students are not permitted to leave school without permission of school officials
- All students must have an emergency card on file in the office.

Honor Roll

Honor roll lists are published at the end of each grading period. There are two honor rolls (high honors and honors). To be eligible for high honors, students must have an academic average of 4.5 or above on a 5.0 scale. To be eligible for honors, students must have an academic average of 4.0 - 4.49. Only academic subjects are used in determining the grade point average for the honor roll. Students are excluded from the honor roll if they have incomplete grades, if their average is below 4.00, or if they have any grade below a C-.

Insurance

The school district offers to parents as a service, an optional school time accident insurance policy endorsed by the Board of Education. This policy covers your student:

- While traveling directly to and from school;
- While attending school, including coverage for all physical education class activities;
- While participating in **school-sponsored activities**, either away from school or after school hours.

This plan covers students practicing or competing in sports, with the exception of football. Neither the school nor anyone associated with the school receives a profit from the fees paid. All transactions are between the student or family and the insurance company.

Those boys and girls participating in interscholastic athletics must be covered by an insurance policy. If a student is injured at school or while traveling to or from school, the student should report the injury immediately to a teacher or to the office. It is important to report an injury immediately and obtain an insurance form. This form must be sent with all medical and hospital bills incurred to the insurance company within ninety (90) days of the injury.

Legal Residence

In order for a student to legally attend Elmwood Jr./Sr. High School, he/she must be legal residents of District #322.

Students who live outside the boundaries of District #322 must pay tuition if granted permission to attend Elmwood Jr./Sr. High School. It must be understood that the Board of Education is not required to admit tuition students. If a question arises concerning a student's legal residence, school authorities will require proof of legal residency in District #322.

Students who do not legally reside within the boundaries of District #322 and attend Elmwood Jr./Sr. High School under false pretenses will be liable for tuition payment accumulated during their attendance at Elmwood and will be required to transfer to the appropriate school. It is a criminal offense reportable to the State's Attorney's Office when false information is provided to the school district.

Report Cards

Report cards will be given out at the end of every grading period. Progress reports will be sent home at the middle of the grading period.

Student Medication Policy:

Elmwood C.U.S.D. #322 recognizes that the primary responsibility for the administration of medication rests with the parent or guardian. In the event students must take medication during the school day, the guidelines presented below should be followed:

- A. Medication should be limited to those required during school hours that are necessary to maintain the student in school and those needed in the event of an emergency.
- B. Pursuant to section 105 ILCS of the School Code, teachers and other non-administrative employees cannot be required to administer medication although they may volunteer to do so.
- C. The principal, in conjunction with a licensed prescriber and parent(s) or guardian, identify circumstances in which a student may self-administer medication.
- D. All medications given at school, including non-prescription drugs, shall be on a written record maintained in the student's health file
- E. Effectiveness and side effects shall be assessed as necessary and shall be a part of the health record and feedback given to the parent and healthcare provider.
- F. All medication will be administered under the supervision of a school nurse or secretary.
- G. The parent must administer the initial dosage of medication at home in order to observe any side effects.
- H. All medications will be kept in a locked cabinet in the office.
- I. If a student requires emergency medication for an allergic condition, he/she must have the Medication Authorization form completed by a physician and parent and send the appropriate medication.
- J. A responsible adult must bring medication to school. The medication must be in its prescription bottle with specific instructions for administration and the prescription must be of current date.
- K. Medication orders must be renewed annually or at any time that the medication dosage is changed.
- L. At the time of termination of medication, a parent or responsible adult will pick up the remaining medication or the secretary will dispose of it in the presence of a witness.
- M. The parent and physician must complete the Medication Authorization form for both prescription and over-the-counter medication. This includes medication on a temporary or long-term basis.
- N. A list will be kept on file of student's allergic reactions to insect bites or foods, which require the use of emergency medication. School personnel will be instructed to call the emergency medical services following the administration epinephrine.
- O. All medications to be administered during a field trip/outdoor educational experience shall be clearly marked with:
 - Student's name, grade and teacher
 - Medication name and dosage
 - Date
 - Administration route and/or other directions
 - Licensed prescriber's name

Self Medicating can result in suspension and possible expulsion.

Student Records

Non-custodial parents may request copies of school information by contacting the guidance office. In accordance with state and federal regulations, the following information concerning student records is presented: a student record is the written history on the performance and the activities of any child enrolled in school; this record will contain all of the state and federal mandated information and any other information to evaluate a student's progress; and it will give a brief description of that student's tenure in a local public high school.

Student records are segregated into two types: permanent and temporary.

Permanent Records: Permanent student educational records are kept on file for a minimum of 60 years by the school district. It contains information that would be necessary for a student for the rest of his/her life. The record includes:

- Basic identifying information (student and parent names, addresses, student birth date and place, and gender);
- Academic transcript (grades, class rank, graduation date, grade level achieved, scores on college entrance tests);
- Accident reports and health record;

- Record of release of information (see "Release of Records");
- Honors and awards received;
- Information about participation in school-sponsored activities or offices held in school-sponsored organizations.

Temporary Records: Temporary records are destroyed 5 years after graduation, transfer or permanent withdrawal of a student from the district. It contains information that is most important during a student's school years. The temporary record includes:

- Family background information;
- Intelligence and aptitude test scores;
- Reports of psychological evaluations (information on intelligence, personality, and academic information obtained through tests, observation and interviews);
- Elementary and secondary achievement level test results;
- Copies of the student's work;
- Participation in extracurricular activities, including offices held
- Honors and awards received;
- Teacher anecdotal records;
- Disciplinary information;
- Special education files (reports of the multi-disciplinary staffing which determines whether placement is made, and all records and tape recordings relating to special education placement hearings and appeals);
- Any verified reports or information of clear relevance to the student's education;
- Other verified information of clear relevance to the student's education;
- Record of release of temporary record information (see "Release of Records" below)

The right to inspect and copy student educational records (the copy cost of both permanent and temporary is \$.10/page) is permitted to parents or guardians of students under the age of 18. Any student age 18 or more also has the right to read and review his/her temporary and permanent educational records.

Review of Records: Parent or student requests for review of the record must be made in writing to the school principal. The principal will then arrange an appointment within two weeks for the review.

School board policy provides a procedure for the challenge of information on records by parents, guardians or students 18 years of age or older. Requests for hearing to challenge the content of records must be made to the superintendent. Within two weeks, the superintendent will set a hearing date and notify the person challenging the records. The district hearing officer will render a decision within two weeks of the hearing. Requests for an appeal of the decision of the local hearing officer shall be made to the Superintendent of the Educational Service Region within twenty (20) school days after he decision is transmitted.

Release of Records: In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over the age of 18. However, limited exceptions are made. The records are available to the following individuals or groups.

- other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests;
- officials of other schools or school system where the student intends to enroll, provided the student's parents are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire;
- Public high schools are required to provide military personnel with names and addresses of requested students. Parents may prevent the release of their student's information by submitting that request in writing to the Guidance office.
- authorized representatives of the Controller General of the United States, the Secretary and administrative head of an educational agency;
- organizations or agencies in connection with a student's application for or receipt of financial aid

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians or eligible students have the right to request a copy of the information released.

The record custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the school custodian of the record custodian of the other school or the student. The parent shall have the opportunity to inspect, copy and challenge such information.

Release of the information other than to those specified above requires the prior, specific, dated and written consent of the parent designating the person to whom such records may be released, reason for the release and specific records to be released.

Directory information about a student may be released without the parent's prior consent. It includes: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, periods of attendance, degrees and awards received and the most recent previous educational institution attended. However, parents may request that any or all of the directory information may not be released without their prior consent.

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his student's records for the purpose of reviewing them.

Local, state and federal laws require that information regarding student's records is held confidential. This same law requires that rules and procedures be established to maintain his privacy as well as to indicate all of those people who have had access to the child's records.

Textbooks

Each classroom teacher normally issues textbooks at the beginning of each class. Once a student is issued a textbook, the student becomes solely responsible for that book. If a textbook is lost, stolen or damaged, the student issued the textbook must pay for repairs or replacement.

Asbestos Management Plan

A copy of each school building's Asbestos Management Plan is kept in principal's office, and is available at any time for public inspection.

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Gender Equity: No student shall, on the basis of gender, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;

4. Claims of sexual harassment under the Illinois Human Rights Act, Title VI (students) and Title VII (employees), Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The principal will endeavor to respond and resolve complaints without the needs to resort to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the principal. The Complainant shall not be required to file a complaint with a particular complaint manager and may request a complaint manger of the same sex. The complaint manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The complaint manager may assist the Complainant in filing a grievance.

2. Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint manger shall file a written report of his or her findings with the superintendent; the written report shall be filed with Section 3 of this Policy. The superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the complaint manager's report, the superintendent shall render a written decision, which shall be provided to the Complainant. In the event of the Complainant is not satisfied with the decision, the Complainant may appeal the decision to the Board of Education by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

The district has adopted Sexual Harassment policies for students and staff. Each building has a complaint manager. If you have a concern in this you may contact the superintendent.

JR./SR. HIGH SCHOOL POLICIES

Automobile Search

Upon entering school grounds, the person driving any vehicle is deemed to consent to a complete search of the automobile, by school officials or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage. Any individual who uses Elmwood C.U.S.D. #322 property to park his/her vehicle is responsible for the contents of that vehicle. **Violation of this provision will constitute reasonable suspicion of substance use and the student and vehicle will be searched upon returning.**

Parking Lot Violation

There will be no loitering on school grounds. Students driving to school are to exit their vehicles immediately after pulling in a school parking spot. **Sitting in cars on school property is not allowed. This policy is in effect 24 hours a day. If it is determined that a student has driven recklessly on school property or on his/her way to or from school, then their parking privileges will be suspended**

Bicycles/Skateboards/Scooters/Rollerblades

Students are not permitted to ride their bicycles or scooters on school property. Skateboards and rollerblades are prohibited **Violation of this provision will constitute in confiscation and/or a detention/suspension or a \$50 city ordinance fine.**

. The school is not responsible for any damage to, or theft of bicycles or scooters. All bicycles and scooters are to be placed in the bike racks located behind the school. **Any bicycles or scooters left overnight may be confiscated by the police**

Animals on School Property:

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

Cafeteria Service

A nourishing hot lunch program is in operation during every school day. Daily cost is established by the Board of Education . If a student wishes to bring their own lunch they can purchase a milk in the cafeteria for \$.30

All students will remain in the cafeteria during their lunch period unless permission to leave is granted by a supervising staff member. All food and drink must be consumed in the cafeteria. All other school rules apply in the cafeteria.

Free or Reduced Lunch

Families may qualify for a free or reduced lunch ticket. Income guidelines are set by the United States Department of Agriculture. Applications are available in the high school office. Students who qualify are required to present their lunch ticket to the cashier; students will not be granted a free or reduced lunch ticket without presenting the lunch ticket. The free or reduced lunch ticket entitles the student to the normal plate lunch provided by the cafeteria service; it does not entitle the student to items from the snack items.

Closed Campus

Elmwood Jr./Sr. High School operates a closed campus. We discourage student visitors from eating lunch at Elmwood due to lack of space during the lunch periods. Students must remain on campus unless they receive permission of school officials to leave. Violation of this rule will result in after-school detention and possible loss of driving privileges. Repeat offenders will be subject to increased disciplinary consequences. **Violation of this provision will constitute reasonable suspicion of substance use and the student and vehicle will be searched upon returning.**

Computer Lab Guidelines

Students will not be allowed to use the Internet system of Elmwood High School unless the student and his/her parents have read and signed the authorization for Internet Access Policy. The policy is available from teachers or the high school office.

Students are encouraged to use the computer labs during periods when they are not scheduled for class use. Students are not allowed to "surf or "search" the CD-ROM reference materials or the Internet unless they have a specific educational, school related purpose. Students must sign in with the supervisor.

Every student will have a user name and a password to gain access to the computer network. Students will be held responsible for any problem that occurs under their access. When a student's friend needs a password, he/she should go to the library counter to put in a request to receive one. Do not jeopardize your computer privileges by giving your password to someone else.

All software is District #322 property and cannot be taken home or copied for any reason. Students are not to bring software from home to install on school computers. Students may not use other student's computer disks without their permission. All service disk space is the property of Elmwood Jr./Sr. High School, including home directories.

Daily Announcements

Daily announcements will be made over the public address system each day. Printed announcements will be posted in the office and lounge each day. Only announcements pertaining to school related activities will be read. Announcements must be initialed by a teacher or adviser and received in the office by 7:45 a.m. Printed announcements must be submitted prior to 2:30 p.m. the prior day.

Dances

1. Only Elmwood High School students and their guest with written permission reviewed by Jr./Sr. High principal (includes dates only) will be admitted to school sponsored dances.
2. 7th and 8th students are not allowed to participate in high school activities, including dances.
3. Any person who leaves the building during a dance will not be able to re-enter the dance.
4. An approved copy of the plan for a dance must be on file in the office three days in advance of the dance.
5. All dances shall end by 11:00 p.m., including clean up.
6. Dances will be granted at the discretion of the administration.
7. The administration and the advisors must approve all lighting.
8. Faculty members shall be present when students are in the building preparing for the dance.
9. All school rules are in effect during school dances.
10. Students must turn in a dance permission slip at least three days prior to the date of the dance. The high school office will have permission slips available at the request of the student.

Distribution of Materials

No written or printed matter may be distributed in the school building or on the school grounds without the permission of the administration who may designate time, place, manner and conditions of such distribution.

Emergency Drills

- Fire Drills-Periodic fire drills are held to insure student safety. Detailed instructions are issued in the faculty handbook to each teacher and are explained to the students on the opening day of school. All students should become familiar with the fire exit from every classroom to which they are assigned. Students should be familiar with a few basic rules: walk rapidly and quietly, once outside keep at least 100 feet from the building and do not block roads or accesses to the building, do not re-enter the building until an all clear signal is given. Tampering with fireboxes throughout the building is a violation of local fire code. Knowingly transmitting a false fire alarm constitutes a felony.
- Disaster Drills-Disaster Drills will be announced over the public address system. Students are to proceed to a pre-assigned area. Each teacher and room has been assigned to a specific shelter area. Upon reaching the assigned area, students are to remain with their class, remain quiet, and await further instructions from the person in charge.

Fundraising

Fundraising activities are a vital and necessary part of school support groups and student activities. All such activities require prior administrative approval. Any school support group wishing to conduct a fundraising activity must submit a request for approval of the activity to the administration. The request should specify the nature of the activity, the proposed usage of school facilities and the purpose of the activity by the sponsor or coach approval and signature of the principal.

Hall Passes

Students are not permitted in the halls during class time unless a hall pass has been issued by a staff member or student handbook has been signed. During class time a student in the hall must have their student handbook on them.

Lockers

Students will be assigned a hall locker prior to the start of the school year. Students must use their assigned locker. Students may store books and personal belongings appropriate for school use in their hall locker. An after-school detention will be assigned to students who switch from their assigned locker or voluntarily share one.

PE locks can be purchased in the office at a cost of \$5.00.

Students should not reveal their lock combination to anyone. The school is not responsible for items lost or stolen from lockers. Administrators reserve the right to search a student's locker if they deem the search necessary to maintain the integrity of the school environment and/or to protect other students, or as deemed appropriate with the policy on Search and Seizure stated herein in accordance to Illinois School Code.

Lost and Found

Items, which are found, should be turned into the office. Items not claimed will be kept in the office for one week.

Recreational Field Trip Requirements

In order to be eligible for field trips or early dismissal for activities, a student must not have been assigned a detention, an in-school suspension, or an out-of-school suspension

Telephones

Phones are not to be used without permission from the office.

- Students are not to be excused from class to make phone calls.
- Students are not to use the office telephones for personal matters.

We discourage parents or guardians from calling the Jr./Sr. High School office to give students personal messages. Only messages of an emergency nature will be forwarded to the student.

Cell Phones/Electronic Devices

Student possession and/or use of cell phones, pagers, and other electronic devices are prohibited during regular school hours (7:45 – 3:10). Any student failing to abide by this rule is subject to disciplinary action. Confiscation of the offending device shall be the minimum action taken. Cell phones should be off and kept in lockers or cars during the school day. 1st offense – 2 hour detention, 2nd offense – In- school suspension , 3rd offense Out-of-school suspension. 2nd and 3rd offenses will result in loss to attend extracurricular.

Valuables

Students are cautioned not to bring large amounts of money, radios, cameras or other valuables to school. The school cannot be held responsible for personal items that are lost or stolen. If valuables must be brought to school, they may be stored in the office.

Visitors

In accordance with Illinois State Statue 38, Sec. 21-3, only authorized personnel and presently enrolled students are permitted to be on school grounds or in the school building during school hours. Visitors to the school campus are directed to report to the high school office for permission to visit and obtain a visitor's pass. They shall be required to present proper identification and state the purpose of their visit. Violators are subject to prosecution for criminal trespassing. Visitors are not permitted to spend the day in classes with friends or relatives.

Work Permits

Work permits are issued to employers to put them on notice that you are a minor and that, as employers, they must obey the laws that have been passed to protect you. Students who are 14 or 15 may obtain work permits in the principal's office by presenting a parental consent note and a letter on the employer's letterhead stating their intent to hire you.

STUDENT SERVICES

The guidance office is designed to help students make the most of their Jr./Sr. High School years, particularly their school experiences. Among the services provided are: counseling students with academic and personal problems, counseling students who are having conflicts with others, helping students make plans for life after high school, and assisting students in their selection of high school courses. Assessment of student learning and behavior problems is also available. Parents are encouraged to contact the guidance counselor with concerns or questions they might have.

A great variety of career and college planning resources are available in the guidance office. Students are encouraged to drop in during Homeroom or after school to review these materials. There are several ways a student may obtain an appointment with his/her counselor. Most students make their own appointment by signing up on the sign-up sheet outside the counselor's door. Sometimes parents, teachers or other staff members request that a counselor talk to a student. With the goal in mind that the staff is here to educate and meet the social and emotional needs of individual students, the staff will make every effort to allow students time to meet with their counselor or support staff during class time. With large blocks of time to work, it is the hope that students will be able to find time to meet with support staff without significantly impacting their academic progress. Conversely, the support staff hopes to be able to work more with teachers in the classroom to aid in the growth and development of all students.

Special Education:

Elmwood School District #322 is a member of the Special Educational Association of Peoria County Cooperative. All districts are required to inform their residents that special education services are available to children, ages three to twenty-one who reside within the school district boundaries. Parents have the right to request a copy of the Rules and Regulations to Govern Special Education. Necessary accommodations will be made for parents/guardians with disabilities in order that they may be able to attend their child's programs, conferences or school board meetings.

Elmwood School District provides the following special services:

- Psychological testing to assess academic ability and determine eligibility for special education services.
- Home and hospital instruction for children who will miss at least two consecutive weeks of school because of illness or accident.
- Hearing and vision screening at regular intervals.
- Speech and language evaluations to determine need for speech and language services.
- Social work services for students who require this service.
- Occupational and physical therapy.

As a member district of S.E.A.P.C.O., special education services from the cooperative are available to eligible Elmwood children with differences classified as:

- Learning Disabilities
- Educable Mentally Handicapped
- Trainable Mentally Handicapped
- Emotionally Disturbed
- Hearing Impaired
- Visually Impaired
- Physically Impaired
- Multiple Impaired

To obtain more information concerning special education services, contact the principal or guidance counselor. Psychologist and Social Worker: For students with unique needs, the school psychologist and social worker provide specialized services. In addition to counseling with students, parents and consulting with teachers, the psychologist and social worker participate in student staffing, conduct individual assessments and make referrals to outside agencies such as a mental health center, doctors and other community agencies.

ACADEMIC POLICIES

The students of Elmwood Jr./Sr. High School are called upon to know, to respect, and to practice standards of personal honesty. The faculty and administration wish to make it clear that the following acts are regarded as serious violations of personal honesty and ideals of academic integrity.

- Submitting as your own, material copied from a publishing source.
- Submitting as your own, someone else's unpublished work.
- Submitting as your own, work copied from another student.
- Submitting a re-written or paraphrased version of someone else's work.
- Allowing someone or paying someone to write a paper or complete an assignment for you.
- Purchasing a pre-written paper.

Class Rank/GPA

For the purpose of class rank any student with a 5.0 average will be ranked number 1. If there are not any students with a 5.0 the next highest grade point will be ranked number 1. A ranking of number 1 emeritus will be given to any student who achieves a 5.0 average without the use of weighted grades. GPA and class rank will be computed at the end of each semester. Grade point average is calculated on a 5.0 scale.

Commencement Ceremonies

Only those students who were enrolled during the current school year and have met all graduation requirements as established by the Board of Education and the State of Illinois by the date of the graduation ceremony will receive a diploma and be permitted to participate in commencement ceremonies. Students who finish their requirements after that date will receive their diploma after completing all requirements.

Driver's Education

Students who desire to take driver's education courses in public or non-public high school **must receive a passing grade in at least eight courses during the previous two semesters** prior to enrolling in driver's education. Thus any Elmwood student who does not meet this state requirement will not be permitted to enroll in driver's education.

- This course consists of at least 30 hours of classroom instruction, 6 hours of practice driving (BTW) and 6 hours of observation activities in the driver education car.
- All students must have an instruction permit (white slip) before participation in BTW is legally possible. This will be issued approximately by the second week of the start of the course. This allows your son/daughter to drive with you (parents/legal guardian) and the instructor only. When your son/daughter brings home the application form, please sign it and return it with your check for \$20.00 payable to the Secretary of State. There is also a \$50.00 lab fee which should be made payable to Elmwood High School
- Those students who turn 16 during the academic school year will be enrolled (only if parent or guardian request) in the last 12-week session. Student must be in good standing at the time the class begins.
- Students who will turn 16 during the summer months have the option to take classes at Balda or any certified school offering drivers education during the summer. Students are responsible for these fees.

Every effort will be made to enroll you and finish the course by your 16th birthday. This will depend on class size, weather conditions and time conflicts. Sometimes it becomes necessary to take your son/daughter out of another academic class for BTW. If you do not wish this, please call the high school secretary. This would only happen once per course per week. Students who do not finish their BTW during the school year will finish in the summer or following fall. To meet state requirements, it is important that your son/daughter is in school. The student will be required to retake the class if they do not have the required 30 classroom hours, whether the absences are excused or unexcused. If you receive a C or higher in the classroom, you may be given the BTW test by the instructor.

Permit Phase - drivers age 15:

- Parental consent necessary to obtain permit
- Change curfew hours to 11pm-6am Friday-Saturday ending 6am Sunday and 10pm Sunday-Thursday Ending 6am Friday. Current hours are 1 hour later in the pm.
- Must be enrolled in approved driver education course and must pass vision and knowledge tests
- Permit is valid for two (2) years and require 9 months of conviction-free driving before a teen may move from the permit phase (age 15) to initial licensing (ages 16-17). Requires 6 months conviction free driving before a teen may move from initial phase to full licensing.
- Suspend the driver's license of those under age 21 for any traffic conviction that occurs after the driver Had served a suspension for receiving two traffic convictions for moving violations within 24 months.
- Eliminate all exemptions allowing student drivers to pass Driver's Ed with less than 6 hours of actual on the street driving with a certified drivers ed instructor.
- Practice driving must be supervised by parent or adult age 21 or older
- All occupants must wear safety belts
- Legal blood alcohol content (BAC) limit is .00.

Initial Licensing Phase - drivers again 16-17

- Parental consent is required to obtain a license; parents must verify that a minimum of 50 hours of behind-the-wheel practice have taken place
- Increase required permit phase from 3 months to 9 months before licensing for those under 18 years.
- Extend from 6 to 12 months the period limiting one passenger under the age of 20 in a vehicle driven by

A newly licensed driver under the age of 18. Siblings and children of driver are exempt and limit is or Until the driver turns 18 whichever is first.

- Create an offense for passengers between the ages of 15-20 years of age in violation of the above Passenger restriction law
- Change curfew hours to 11pm-6am Friday-Saturday ending 6am Sunday and 10pm Sunday-Thursday Ending 6am Friday. Current hours are 1 hour later in the pm.
- All occupants under age 18 must wear safety belts. The number of passengers is limited to one in front seat and to the number of safety belts in back seat
- **Legal** blood alcohol content (BAC) limit is .00.

Incomplete Grades

Incomplete grades recorded at the end of the term must be made up. It is the student's responsibility to make arrangements with the teacher to complete the work within the first week after the first semester has ended. If the work is not completed within the time limit, an F grade will be recorded. 2nd semester work must be complete by the end of the term. Exceptions will be made in cases of extenuating circumstances.

Parent/Teacher Conferences

Parents play a vital role in their children's education. They need to establish a home environment that allows for a time and place to study. They also need to monitor their student's progress and activities. To this end, parents and teachers are encouraged to contact each other concerning student progress. Formal parent/teacher conferences are scheduled in the fall and spring. Parents are urged to contact the teachers, counselors or administration about any situation that concerns their students.

Repeating Classes

Students may repeat a class that they passed or failed with the approval of the teacher and their counselor. Credit will not be given twice for the same course. The original letter grade will remain on student transcript but the GPA points will be calculated using the GPA points of the new grade and that new letter grade will also be reflected on the student transcript. Students who fail a course under block scheduling must repeat that course as soon as space permits.

Schedule Changes Criteria

Course selections for the upcoming school year should be carefully considered during time of registration. Students will register during April/May. Afterwards, class offerings and class sizes will be determined. Students will receive their tentative schedules in July. Final adjustment to student schedules may be done in August, if approved by their counselor. Schedule changes will be kept to an absolute minimum after registration is completed. Once the school year begins, schedule changes will be handled on an individual basis with parent and teacher approval. The basic criteria will be that students can move between two of the same classes as long as it is from a large class only during the first 5 student-attended school days of a term. Reasons for changes in courses must adhere to one of the following approved criteria:

- A change due to attendance or non-attendance in summer school
- A change due to an unresolved scheduling problem
- A change due to a failure of a class in the previous term
- A change due to health reasons
- A change due to faculty or counselor recommendation

Standardized Testing

At various intervals in the educational career of the student, it is necessary for the school to administer standardized tests to evaluate student progress. The following standardized tests are administered to Elmwood Students:

1. 7th and 8th grade students participate in ISAT testing in March. This test is required and was designed by the Illinois State Board of Education based on Illinois Learning Standards. These students also participate in STS testing which is a nationally normed test to measure student achievement.
2. The Prairie State Achievement Exam/ACT is taken by all juniors in April. These tests are a statewide assessment of student performance. These standards are an essential part of the school recognition process required by the State of Illinois.

3. **EXPLORE and PLAN Tests:** The EXPLORE test is administered to all 8th and 9th grade students in April and is a testing instrument used to prepare students for the ACT test. The PLAN test is administered to all 10th grade students during April and is also used to prepare students for the ACT test
4. **PSAT Test:** The PSAT is a voluntary test administered to sophomores and juniors in October. This assessment provides the student with an opportunity to become familiar with the SAT test.
5. **ACT and SAT Tests:** These tests are used by colleges and universities as one of the criteria for admittance. Both tests can be taken as often as a student desires (at his/her own cost). Students should plan to take these tests during the spring of their junior year or at the latest, the fall of their senior year. Registration materials, deadline dates and testing dates are available in the student services office.

Transfer of Credits

Students who transfer from an accredited High School must submit their previous transcript for evaluation. Effort is made to align the student's previous course work to our curriculum requirements. Based on the course levels we have designated for various courses, the administration will make course level determinations for inclusion on our transcripts. (See Course Description Book). Graduation requirements for transfer students coming to Elmwood from a traditional 7 or 8 period day school will follow the same phase-in plan created for our students in the block schedule. Unusual circumstances will be handled on an individual basis to ensure fairness to the transfer student.

Transcript Release Policy

Students needing a copy of their transcripts must follow one of the following procedures:

1. **Unofficial transcripts:** Students must fill out a transcript request form and they may receive a copy of their transcript stamped "Unofficial." Unofficial transcripts do not contain a signature or seal and are for the personal use of the student. Unofficial transcripts will be released directly to the students and parents from the student services office. Unofficial transcripts cannot be used for college and scholarship applications. Please allow one week for processing requests.
2. **Official transcripts:** Official transcripts (with signature and seal) will not be released to students or parents. Students requiring an official transcript must fill out a transcript request form and turn it in to the student services office with a stamped envelope addressed to the organization or institution that needs this information (see below for college application procedure). The student services office will mail the transcript when complete. Students should allow one week for the student services office to process requests for transcripts.
3. **College applications:** Students who are applying to college should gather the following and turn it in to the guidance office at least one week prior to the application deadline for college: (a) the completed application; (b) a transcript request form; (c) a stamped envelope addressed to the college admissions office; (d) a check for any required application fee; and (e) any other required documentation.
4. Upon receipt of all of the above items, the counselor will complete the counselor portion of the application and/or any recommendation required and will mail the application to the college using the envelope provided by the student.

Valedictorian and Salutatorian

The school valedictorian and salutatorian will be taken directly from the class rank listings. These honors will be based on 8 semesters of high school work.

Weighted Grades

Weighted grades are being used to compute grade point average. Although the actual grade earned will appear on report cards and transcripts, grade point average will be computed using a weighted credit. For example: a "B" normally has a value of 4 grade points. In a weighted class a "B" would have a value of 5 grade points. A student must earn a "C" or above in a weighted class to receive the weighted grade points. The following classes are currently weighted: trigonometry, pre-calculus, calculus, physics, advanced chemistry, Spanish 3 & 4, French 3 & 4, Enriched English III, Honors English IV, and AP U.S. History.

JR./SR. HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

Elmwood Jr./Sr. High School offers a variety of extra-curricular, curricular and co-curricular activities. We encourage students to become involved in one or more of the many activities offered. It should be understood that extra-curricular and co-curricular activities are privileges extended by the district to students who wish to participate and who agree to comply

with the rules and regulations established for the respective activity. Compliance allows for ongoing participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions.

IHSA & IESA Eligibility Rules

The Illinois High School Association and the Illinois Elementary School Association are the governing bodies of interscholastic participation and competition in Illinois. To be certain you meet all eligibility requirements, consult the IHSA and IESA eligibility rules found in the Athletic Director's Office.

Physicals for Athletes

Students desiring to participate in interscholastic athletic competition must obtain a physical examination annually. Proof of the physical examination will be kept on file in the office. No student will be permitted to practice or participate until proof of a physical examination is received and recorded at the office of the principal.

Sportsmanship

Students, participants and spectators are expected to practice the ethics of competition and principles of good sportsmanship at home events, at events at other schools, or at events in the community. **Any person found to be in violation of these ethics and principles may be barred from interscholastic contests either as a participant or as a spectator.** The faculty, coaches and administration of Elmwood Jr./Sr. High School consider good sportsmanship to be one of the important ingredients of healthy competition and athletic success. **Nothing less is expected of the fans who attend our contests, the athletes who participate, and the coaches who provide guidance and leadership. We encourage all participants to cheer for our Trojans, but in addition, recognize the performance of others, respect the opponent and the efforts of the officials. Thank you for demonstrating good sportsmanship the Trojan way!**

Activity Scheduling Conflicts

The scheduling of activities often results in conflicts that cannot be resolved. They are beyond the control of the local school. A general guideline is that students will be required to participate in activities as listed in the descending order listed below. The decision is not up to the student, coach or sponsor as to which activity the student will participate in when conflicts occur. The student has a responsibility and commitment to his/her respective organizations and teams.

1. Regional's, Sectionals, Super-Sectionals, and State
2. Conference tournaments
3. Conference team
4. Conference individual events
5. Previously scheduled events
6. Rescheduled events

If two events of equal priority are scheduled at the same time, then and only then will it be the student's/parents' choice to determine the event in which he/she will participate.

Spirit Groups

The cheerleaders and pompons are the major spirit groups at Elmwood Jr./Sr. High School. Their purpose is to provide leadership in school spirit and foster a healthy competitive atmosphere

Warning of Risk

Students and parents are to be aware that athletic and activity participation has inherent dangers and risks. Even though participation and practice is within the rules of the activity and students follow the instructions of the coach or sponsor, students may suffer a catastrophic injury. Their injuries may include, but are not limited to, death, serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any internal organs, bones, ligaments, muscles; tendons or other aspects of the musculo-skeletal system are possible. The injuries that may occur may affect the student's future ability to participate in athletics and activities, earn a living, or engage in other business and social activities. To attempt to avoid the possibility of injury, students should follow the coaches' or sponsors' instructions regarding techniques, training and team rules at all times, and participate within the rules of the sport or activity.

STUDENT GOVERNMENT

Student Council

Student Council is the governing board of the student body. Members are elected in the spring of the year. Student Council organizes various school events, plans homecoming activities, provides input to the administration concerning student interests and provides services to the Elmwood Community.

STUDENT PUBLICATIONS

Yearbook

The yearbook is entitled The Ulmus. Any student may participate as a member of the yearbook staff in writing, editing, layout or other areas of interest. It is suggested that interested students contact the yearbook advisor for additional information.

Newspaper

The school newspaper is entitled Trojan Tribune. Any interested student may participate in writing, photography or other areas of interest. It is suggested that interested students to the newspaper advisor for additional information.

NATIONAL HONOR SOCIETY

Eligibility

Membership in the Elmwood Chapter of the National Honor Society is governed by the terms and conditions of the national constitution and the by-laws of the society. The criteria for membership shall be Scholarship, Leadership, Service and Character.

Scholarship: Any junior, after completing five semesters, or any senior, after completing seven semesters, who has a cumulative grade point average of 4.25 or higher, shall be eligible to petition for membership.

Leadership and Service: Evidence of leadership qualities and service both at school and in the community will be provided by the petitioning students. Evidence of service at school can be demonstrated by providing a list of those activities in which the student has been actively involved with a signature of the sponsor verifying participation. Those students who do not provide satisfactory evidence of service qualities and service will not be eligible for membership in the organization.

Character: Evidence of good character will be based upon a general faculty rating of those students who have already satisfied the criteria of scholarship and service.

Admission

Eligible students must apply for admission as members in the Elmwood Chapter of the National Honor Society. Membership is not automatic. An application for membership will be given to those juniors and seniors who meet the initial scholarship requirement for eligibility. Membership applications and faculty ratings will be reviewed by the sponsors of the organization and presented to a faculty committee that will make the final decision concerning membership.

ATTENDANCE

Attendance Policies

Regular attendance in school is one of the major ingredients for academic success. Consistent attendance and punctuality are also characteristics that are valuable for success in future endeavors. Parents can assist us by encouraging their students to attend school regularly. According to section 26.2A of the Illinois School Code, the only legal reasons why a child may be absent from school are:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or guardian for the safety of health of the student
6. Other situations beyond the control of the student, as approved by the superintendent, principal or designee.

*****AFTER SEVEN ABSENCES, OR AFTER THREE CONSECUTIVE DAYS ABSENT, STUDENTS WILL NEED A DOCTOR'S NOTE OR THE ABSENCES WILL BE CONSIDERED UNEXCUSED.**

TYPES OF ABSENCES

Excused absences: A child may be absent from school because of illness, observance of religious holiday, funeral, family emergency, situations beyond the control of the student or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Excused absences will be given for the absence with valid cause.

Any student who has a medical or dental appointment will contact the attendance secretary prior to 7:55 a.m. The student will be signed out and given a pass to leave class at the designated time. Students are to bring back to the attendance office verification from their doctors or dentist when they return to school following their appointment.

Unexcused Absences: Reasons for unexcused absences shall include truancy, failure to have proper verification to explain an absence and any unauthorized departure from the building. Parents and students should be aware that any absence from school other than those listed in the excused or pre-arranged absence category are not acceptable and regarded as unexcused. Examples are, but are not restricted to the following: car repairs, shopping, over-sleeping, hair cut, getting a driver's license or phone messages saying that the student is "not in," "absent," or "not coming," etc. are not valid reasons for missing school.

Consequences for Cumulative Unexcused Absences:

1-2 Blocks:

- First unexcused absence: 1 detention
- Second unexcused absence: 1 Wednesday detention
- Third unexcused absence: 2 Wednesday detentions
- Fourth unexcused absence: In-School Suspension
- Fifth unexcused absence: Principal discretion

More than 2 Blocks:

- First unexcused absence: 1 Wednesday detention
- Second unexcused absence: 2 Wednesday detentions
- Third unexcused absence: In-School Suspension
- Fourth unexcused absence: Out-of-School Suspension
- Fifth unexcused absence: Principal discretion

Truancy:

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Homeless Child's Right to Education:

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

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

Pesticide Application Notice:

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Junior High/ High School office at: 742-2851

Mandated Reporters:

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Accommodating Individuals with Disabilities:

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

College/Career Days

College/career days are made available to juniors and seniors for the purpose of visiting universities, technical schools, junior colleges, businesses, military, or other career-oriented institutions. The following stipulations will be made.

1. One college/career day per year will be allowed for juniors and two for seniors.
2. All college/career days should be planned 10 days in advance with Counselor.
3. College/career days must be taken by April 1st.
4. The student must show proof that arrangements have been made **with** parents and with the institution being visited.
5. The student must show evidence of the visit upon return.

Prearranged Absences

Parents are discouraged from removing students from school for any reason; such absences may disrupt the continuity of a student's learning and create education problems. Unavoidable conflicts do occur. Such incidences are listed below:

1. Medical or dental appointments
2. Illness in the family (if not chronic or continuous)
3. Funeral
4. Business trip for or with parents
5. Family vacation
6. Appearance in court
7. College visitation

Early Dismissal: It is the student's responsibility to obtain permission for his/her early dismissal prior to 7:55 a.m. each morning.

Excessive Absences

When it is determined that a student has been excessively absent from school, and absences have not been a result of hospitalization, chronic medical condition or injury verified by a physician, an immediate conference with the principal and parent(s) or guardians shall be called.

Make-up Work Due to Absence & Grading Policy:

In the event of student absence, please follow these procedures:

1. Prior to 8:15 a.m. each day, notify the attendance office at 742-2851, of the student's absence. We urge all parents to call in before that time. If you are unable to call before 8:00 a.m., please call the high school as soon as possible
2. The parent or guardian is the only authorized person to inform the school of a student's absence.
3. If no call is received, the attendance secretary will attempt to contact a parent at home or work. If she is unable to reach a parent, the student is to bring a note signed by a parent the next morning, report to the Jr./Sr. high school office before 7:55 a.m., and obtain an admit to return to class.
4. Students are responsible for contacting their teacher to obtain assignments they have missed and will Pre-arranged absences, last minute appointments, and court appearances do not fall under the make-up work policy receive one (1) day for each day of absence to make up work.
5. If the student forgets the note, he/she will be sent to the Jr./Sr. High School office his/her teacher. An unexcused admit will be issued pending a parent note. The next day, he/she must bring the note to the attendance office. If it is acceptable, an excused admit will be issued. Unexcused absences will be disciplined according to the consequences for cumulative unexcused absence policy.
6. Students may not leave school without prior permission of school officials. A parent or guardian must call the attendance office (742-2851) in advance, requesting that a student leave school. A note from the parent before school starts in the morning is also acceptable.

Late Work

A student may turn in late homework with a maximum of a 50% deduction, if it is turned in at the beginning of the next class period. After that, the assignment may receive a grade of a zero. The individual teacher may adjust the deduction to *fewer* points off, at their discretion.

Absent Policy

Students shall be granted one (1) calendar day for each day of absence to make up work under a traditional schedule (ie. A student who misses Tuesday would have to turn in missed assignments on Thursday.) Under the block schedule, students shall have one like letter day for each day absence to make up work (ie. A student who misses an A-day on Wednesday shall not be required to turn in missed assignments on the next A-day, Friday. Rather, the student would be expected to turn in the assignment the following week on Tuesday (A-day).)

“Pre-assigned” projects, papers and work are due the day that the student returns to school, regular homework and daily work are not considered pre-assigned.

Papers turned in without a name on it can have a maximum of a 10% deducted.

Final Exams

Final exams will not be worth more than 20% of the final grade in a class.

Skip Days

Skip days are contrary to the philosophy of good education and shall be discouraged in every way possible. Students are judged by their school record since they are forming habits, character and personality during the school years. If skip days were tolerated, lectures and classes would be missed, a permanent disciplinary record would be established, flaunting authority would be sanctioned and state reimbursement based on average daily attendance would be lost to the school. Therefore, the principal shall use the method that seems best to discourage the occurrence of skip days. Any organized plan that results in simultaneous and multiple absences shall be treated as a skip day. Students should be forewarned, if possible, of disciplinary action. **The consequences of cumulative absence policy will be enforced.**

Leaving School Without Permission

First Offense: One detention for each period missed and zeros for any work missed

Second Offense: In-School-Suspension

Third Offense and all that follow: Out-School-Suspension

Tardiness

Tardiness is considered unacceptable behavior. All tardies to school are considered unexcused, with the exception of those involving serious problems or emergencies. Oversleeping, family errands, baby-sitting, missing the bus, car trouble not validated by parents, etc., are not acceptable as excused reasons for being tardy. The following is the procedure for tardies:

- 1st Tardy - Warning by teacher
- 2nd & 3rd Tardy - 1 Detention
- * 4th Tardy – Wednesday 2 hour detention
- * 5th – 8 Tardy – In-school suspension
- * 9th – above – Out-of school suspension

STUDENT DISCIPLINE

Student behavior and discipline

Elmwood Jr./Sr. High School employs a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow the due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. Students must understand that any staff member has the authority to correct misconduct at anytime.

Student Conduct

Student behavior should reflect standards of good citizenship. Therefore, students are expected to conduct themselves in keeping with their level of maturity, acting with the bounds set by our school district and the expectations of society.

Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

Rules and guidelines established by District #322 are intended to encourage positive, constructive and responsible student behavior and an environment conducive to learning. It is then the responsibility of all members of the school community to familiarize themselves with the rules and guidelines governing student conduct, so they are aware of their own role as well as the role of others.

A strong underlying belief is that behavior problems in our schools will be reduced and a better, safer, educational environment will prevail if parents and students know and understand the expectations for student conduct and the consequences for not meeting these expectations. All members of the high school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school.

Student Bullying

No student should be subject to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms are prohibited.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior, which hurts, frightens, threatens, students who are either physically or psychologically smaller or weaker than the person engaging in bullying. In most cases, bullying is characterized by repeated harmful action on the part of the bully. Examples of bullying may include, but are not limited to:

Physical Bullying: may include punching, shoving, poking, hair-pulling, or other similar behaviors.

Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.

The administration is directed to provide to District schools and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, and change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board's student discipline policy.

TYPES OF DISCIPLINARY ACTION

• **Denial of Privileges:** When considered necessary, students may be denied certain privileges for a period of time, including parking privileges. This could also include exclusion from a particular class or school activity as a participant or spectator.

1. Disciplinary removal from class: should a student's behavior result in removal from class, the student will be directed to report to the principal or counselor immediately. The principal or counselor will discuss the class removal with the student and the teacher to determine the appropriate penalty. The principal or counselor will also notify parents of the removal from class by mail.
2. Students who are instructed to leave class for disciplinary reasons must report to the office. Failure to do so will be regarded as gross insubordination and will result in suspension from school.

• **After-School Detention:** Students who are assigned to after-school detention will report to a designated classroom by 3:20 p.m. and will be released no later than 4:20 p.m. Students held after school for detention are not allowed to ride the activity bus unless they receive prior permission from an administrator. Students are to be prepared to study or work on school-related assignments for the duration of the detention. The following procedures will govern the after-school detention program:

1. After-school detention will be scheduled from 3:20-4:20 p.m. on Monday, Tuesday, Thursday (2:20-4:20 on Wednesday –see below). It will not be scheduled during final exam periods.
2. Detentions will be served in the room of the supervising teacher, unless other arrangements have been made.
3. Students must bring schoolwork to study and the appropriate materials (paper, pencils, etc). If students do NOT have specific work assignments to complete, they will be required to outline a chapter in a textbook.
4. Students will not be allowed to talk, sleep, or play around and must work at all times during detention.
5. Students who are absent from after-school detention will have the detention doubled the first time, a (3) three day the second time and still have to serve the detention(s) that they missed.
6. No food or drinks are permitted in after-school detention.
7. Excused absences for missing after-school detentions will be illnesses, death in the immediate family and/or family emergencies. All excused detentions must be made up the next school days the student is in attendance.
8. Detentions will be served within two days of receiving the detention.
9. Students are to provide their own transportation home from after school detention
10. Students who violate rules for detention will be required to serve another detention.
11. Restroom needs must be taken care of prior to reporting to after school detention.
12. Student jobs or after school activities will not be an excuse for missing or rescheduled detentions

• **Wednesday Detention:** Wednesday detention is a disciplinary measure that may be used as an intermediate step between detention and suspension. They will be held on an as needed basis and are held from 2:25-4:25 p.m.

Detentions:

Detentions 1 – 3 = **1 hour after-school detention**

Detentions 4 – 6 = **2 hour after-school detention (Wednesday)**

Detentions 7 – 8 = **ISS**

Detentions 9 + = **OSS**

- **If** a student fails to serve a detention the detention will be doubled. If a student fails to show a second time, the student will be put in ISS until the parents come for a conference and make arrangements to serve the detentions.
- **After 2 OSS** parents must meet with the Principal to discuss modifications before the student is allowed to return to school

• **Restitution:** When property damage or theft occurs, or in cases considered appropriate by the administration, restitution may be required. Restitution of damages or theft may also be accompanied by other disciplinary action and/or a police referral.

• **In-School and Out-of-School Suspension Procedures:** Before suspension, the administration shall provide the student due process with oral charges. If the student denies the charges, the student shall be given an explanation of evidence and the opportunity to present his or her version of the incident. Once this has occurred, the administrator may immediately suspend the student. Prior notice and opportunity to respond, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the education process. In such cases, the necessary notice and opportunity to respond shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reason(s) for the suspension and a notice to the parent(s)/guardian(s) on their right to review the suspension. Also, a copy of the notice shall be given to superintendent.

The student shall serve the suspension on the dates assigned; the suspension will not be postponed pending any appeal.

Absences due to Suspension

An out of school suspension constitutes a disciplinary action that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the period of the suspension at a reduced percentage that is up to the teacher. It is the suspended student's responsibility to obtain the assignments. Students suspended out of school may not participate or be a spectator at any school-sponsored activity during the suspension period or upon returning per the discretion of the Principal. This includes home and away athletic events, performing arts events, social events, prom, homecoming, etc. A police referral will be made in those cases required by law or in cases deemed necessary by school officials.

Procedures for Appealing Suspensions

If the student's parents or guardians do not believe suspension is warranted or that the student is innocent of the charges, they may request an informal hearing with the principal to appeal the suspension. At the request of the student's parents or guardians, a hearing will be conducted by the principal to review the suspension.

At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the principal and may be represented by counsel. If the principal conducts the hearing, he/she shall issue a written report that makes a recommendation regarding the issue of guilt. The principal shall also hear evidence on whether suspension is appropriate in the event the student is guilty of the offense with which he or she was charged, and the principal's report shall make a recommendation regarding the appropriateness of suspension to the School Board. If the Board conducts the hearing, the Board shall decide the issue of guilt and hear evidence on whether suspension is appropriate. After a hearing before the principal and upon receipt of the principal's report, the Board may take such action as it finds appropriate.

Expulsion from School

In some major disciplinary cases, or when other disciplinary actions have failed to correct undesirable behavior, the principal may recommend expulsion to the superintendent of schools. The principal will review this recommendation and make his/her own recommendation to the Board of Education. The Board of Education may expel a student for a definite period not to exceed two (2) school years.

Extracurricular Activities as they relate to Discipline

It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The decision in cases of alleged misconduct will include both the regular school discipline and the extra-curricular discipline.

STUDENT AND SCHOOL RIGHTS

Search and Seizure

The board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy. Any and all means may be utilized in assisting the school district in search and seizure procedures, if necessary, to include but not be limited to police agencies and police dogs.

Students and Their Personal Effects

School authorities (certified employees and administrators) may search a student and/or student's personal effects (i.e., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in manner that is reasonable, related to the objectives of the search, and not excessively intrusive in 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 of view of others, including students, in the presence of a school administrators or adult witness; and by an employee or administrator of the same sex.

School Property

School property, including but not limited to desks, lockers, and computers, is owned and controlled by the district and the district may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (i.e., searches of all student lockers) as a means of protecting the health, safety or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that a student has violated either the law or the district's rules.

Seizure of Property

If a search conducted in accordance with this policy produced evidence that the student has violated or is violating either the law or the district's 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.

Use of Police and/or Police Dogs

It is the responsibility of the school to deal with student disciplinary problems whenever possible according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or when security of person or property appears to be in jeopardy, the school will not hesitate to call the police and begin prosecution proceedings. In addition, the use of police and/or police dogs to check lockers, cars in the parking lot, students bags prior to going on a trip and/or other areas for drugs or other illegal substances may be used from time to time.

EXPLANATION OF DISCIPLINARY VIOLATIONS

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, and include but are not limited to:

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

Cheating

Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administration:

1. Zero for assignment
2. Resubmission of assignment
3. Suspension

4. Withholding of credit
5. Failure for course
6. Referral for expulsion hearing

Any and all of these may be considered depending upon the seriousness of the offense.

Controlled Substances

Non-medical use of a controlled substance, which changes behavior, is hazardous to the health of students. A controlled substance is defined as: drugs, alcohol, look-alike drugs, intoxicating compounds, nitrous oxide or any substance containing nitrous oxide and anabolic steroids. The possession, use or distribution or solicitation for the purchase of look-alikes or controlled substances or sale of controlled substances in or on school property or at school-sponsored activities is absolutely prohibited.

Look-alike substances

"Look-alike substance" means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, marking or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance. For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance. The following factors in addition to any other factor that may be relevant:

- (a) Statements made by the owner or person in control of the substance concerning its nature, use or effect;
- (b) Statements made to the buyer or recipient that the substance may be resold for profit;
- (c) Whether the substance is packaged in manner normally used for illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

Possession

Possession is a voluntary act if the offender knowingly procured or received the thing possessed, or was aware of his control thereof for a sufficient time to have been able to terminate his possession.

Specific penalties for the violation of this rule

Distribution or selling alcohol or illegal drugs, including transfer of designer drugs or look alike drugs, on or in school property or at school sponsored activities, or the possession of alcohol or drugs shall result in immediate suspension, a recommendation for expulsion and a police referral.

An expulsion hearing will take place at a scheduled board of education meeting. Expulsion proceedings shall be conducted in accordance with statutory provisions for expulsion of students by the board of education.

Violation of the alcohol and illegal drug abuse policy are cumulative, grades 7-12. A reentry conference involving parent, student and counselor will be held after the out of school suspension as a condition for the student to be re-admitted to school. Parent, student and counselor/principal will work cooperatively toward preventing any further reoccurrence of alcohol or illegal drug offenses.

Dress Code

All students shall dress in a manner that reflects self-respect and the fact that they are in an academic setting. The following guidelines have been established to help students accomplish this goal. Because the guidelines provide for a great freedom of choice, variation from the code will not be tolerated.

1. Clothing that advertises **drugs, alcohol or tobacco, has suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing will be treated as vulgar/obscene language or expression.**

2. PE clothing is only to be worn in PE class.
3. **Outerwear: Coats, jackets, sunglasses, hats and other headgear, is not to be worn in the building. Excessive beads, chains, drug, gang or cult related jewelry, etc., are not to be worn.**
4. Students who have courses that require safety equipment or special dress codes must adhere to wearing the proper equipment and/or clothing.
5. **Male and female students must wear clothing that completely covers the body from the shoulders to mid-thigh. The only exception is a sleeveless, tailored shirt or blouse. (Mid-thigh is defined as: A student standing in an upright position with arms hanging along the side of the body when the fingertips are touching the thigh).**
6. Clothing made of spandex or similar material (hiking shorts) may not be worn unless other clothing is worn over it from shoulder to mid-thigh.
7. **Blouses and shirts must not be unbuttoned in a revealing manner.**
8. **Short shorts are not to be worn. Clothing which has holes/slits in them that are in poor taste or are revealing are not allowed.**
9. **Pants must be worn at the waist.**
10. Any equipment used to carry books (including backpacks and book bags) **is not** to be carried from class to class. Book bags and such should be stored in student lockers.
11. Other attire deemed inappropriate by the administration will be prohibited.

When a student is not properly dressed, the principal has the authority to request the student to change attire. The student may be sent to the principal's office and excluded from classes until arrangements for acceptable attire can be made. Repeated infractions will lead to disciplinary action ranging from parental notification to possible out of school suspension.

False Emergency Alarm

The unauthorized pulling of a fire alarm, bomb threat or disaster alert will result in a minimum out of school suspension of five (5) days, and a maximum of ten (10) days, with a possible recommendation for expulsion and a referral for criminal prosecution. Restitution for any damages or charges incurred as a result of false emergency alarm may be required.

Gambling

No form of gambling (cards, dice, quarters, etc.) is permitted in the building and school grounds or on school buses. Gambling will result in disciplinary action and may lead to suspension.

Headgear

Headgear (baseball hats, stocking caps, bandanas) will be removed upon entering the building and be stored in the student's locker until leaving the building.

Insubordination

As a student of the Jr./Sr. high school, you have an absolute obligation and responsibility to **follow verbal and written instructions from any faculty member and to identify yourself to any staff member in regards to all aspects of your behavior and conduct at school and school activities.** Willful and deliberate refusal to do so is insubordination and may result in a suspension not to exceed ten (10) school days and a possible expulsion recommendation.

Sexual Harassment Policy

Elmwood Jr./Sr. High School believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the school district shall not tolerate sexual harassment of students by other students, by employees of the school district or by other adults at the school district.

Sexual harassment as defined in the Illinois Human Rights Act means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

See the Grievance Procedure paragraphs on page 16-17 of this handbook should a student feel that he/she is being sexually harassed.

The sexual harassment of one student by another student or one student to a staff member shall be considered a violation of the student disciplinary policy Level III, "Gross Disrespect" and subject to the appropriate disciplinary actions as stated for this offense.

Unauthorized Organizations

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois (IL Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good." "Gangs," as defined in this policy, shall mean individual who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in the school setting. The Board of Education is aware that their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes and practices that may endanger the health, safety and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school sponsored events.

Prohibited Activities Include, But Are Not Limited To, The Following:

- Soliciting and/or recruiting others for membership
- Participating in and/or inciting physical violence
- Engaging in any physical or sexual behavior on school grounds/property or under the auspices of school events/personnel.
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or payment of dues
- Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or living creature
- Wearing, possessing, using displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang, secret society or any fraternity or sorority
- Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang, secret society or any fraternity or sorority
- Engaging in any activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface or teaching others to "represent" or act like a member of a gang, secret society or fraternity or sorority
- Any act or activity which violates any law or any policy of Elmwood Community Unit School District #322 when such act or activity is taken to further the interests of a gang, secret society, fraternity or sorority

Disciplinary action for any of the above activities or activities which promote membership in unauthorized organizations may include: Warning, parent conference, suspension from school for up to ten days, police referral, expulsion warning and/or expulsion proceedings in accordance with the Illinois School Code.

Use of Tobacco and Tobacco Products

Elmwood Jr./Sr. High School is a smoke free environment. No student is permitted to smoke, possess or use tobacco products on school grounds, on a school bus, or at a school sponsored event. **No student is permitted to carry cigarettes, matches, lighters or other tobacco products to school. Violation of these rules will result in immediate disciplinary action.**

Weapons

A student, who uses, possesses controls or transfers a gun, firearm, weapon, or any object that can reasonably be considered a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the superintendent, and the superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3) 'look a likes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

LEVELS OF DISCIPLINARY VIOLATIONS

Level I Acts of Misconduct

Level I acts of misconduct are minor misbehaviors that impede the orderly operation of the classroom and school. These misbehaviors are usually handled by the individual staff member but may require the assistance of the administration if the behavior is repetitive or severe enough. Level I misbehaviors include, but are not limited to the following:

- Classroom disturbances
- Disrespect
- Disregarding rules
- Improper attire
- Classroom or school vandalism (minor)
- Swearing at another student
- Lying/dishonesty
- Insubordination
- Failure to have a valid pass
- Littering or throwing objects
- Food or drink in unauthorized areas
- Hallway misconduct-passing time, lunch time, before or after school
- Public display of affection
- Disrespect for a student, staff member or school property
- Unprepared for class (includes but is not limited to failure to have materials)
- Horseplay, tripping, pushing, wrestling or other inappropriate physical contact
- Public Display of affection, (hugging, kissing, etc.)

Level I Disciplinary Procedures:

1. Staff members who are supervising the student or who observe the misbehavior will respond immediately to violations of Level I misconduct.
2. If the misbehavior occurs in the classroom setting, the teacher invokes the Classroom Management Plan. Repeated misbehaviors require a parent/teacher conference, or a parent conference, with a counselor and/or administrator.
3. A proper and accurate record of the offense and disciplinary actions is maintained by the staff member.

Level I Disciplinary Options

1. Parent conference (by telephone or in person)
2. Conference with the student
3. Consequences used in the Classroom Management Plan
4. Verbal reprimand
5. Behavioral contract
6. Counseling
7. Detention

Level II Acts of Misconduct

Level II acts of misconduct involve misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Infractions that result from the continuation of Level I misbehaviors require the intervention of administrative and/or school support personnel in order to correct the situation. Misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action, will be handled by the administration. These include but are not limited to the following misbehaviors:

- Continuation of unmodified Level I misconduct
- Disrespect to a student or staff member (verbal, written-name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures)
- Cheating

- Forgery of notes, passes or excuses
- gambling
- Theft of small inexpensive items (i.e., pencils, pens, etc.)
- Truancy
- Library, lunch room, hallway, restroom or study hall misconduct
- Instigating fighting or malicious misbehavior
- Failure to identify oneself
- Unauthorized use of the intercom system
- Unauthorized use of vehicle, as a driver or passenger
- Presence in an unauthorized area
- Loitering
- Possession of materials or items not authorized to be brought to school (i.e., laser pointers, playing cards, games, electronic sound equipment, beepers)
- Oral, written, mental or physical harassment or bullying (because of gender, race, ethnic background or any other characteristics or reason).
- Violation of student driving or parking policy
- Violation of the district's authorization for computer network and internet use policy

Level II Disciplinary Procedures

1. The student is referred to the administration for appropriate disciplinary action. The teacher completes and sends to the office a Discipline Referral Form, which details the reasons for the referral to the office and explains previous action taken.
2. The administration meets with the student and/or teacher. A copy of the Discipline Referral, which indicates the action taken, will be given to a staff member making the referral and a copy mailed to the parent.
3. A proper and accurate record of the offense and disciplinary action maintained by the administrator.

Level II Disciplinary Options

1. Conference with the student
2. Conference with the parent (by telephone or in person)
3. Detention
4. Withdrawal of privileges (i.e., computer use, driving)
5. Referral to an outside agency or school district support services
6. Vehicle towed or use restricted
7. No credit for assignments
8. Temporary removal from class

Level III Acts of Misconduct

Level III misbehaviors mostly involve acts directed against person or property but whose consequences do not seriously endanger the health and safety of others. The corrective measures will be determined by the resources available to the district for remedial action. These acts include, but are not limited to, the following:

- Continuation of Level II misconduct's
- Use of or possession of tobacco products in school, on school property or at a school event
- Extortion or use of force or the threatened use of force to obtain another person's money or property
- Fighting/boisterous quarrel or disagreement
- Possession and/or sale of stole property
- Trespassing
- Vandalism/malicious mischief (defacement of any school building, property or fixture)
- Gross disrespect or defiance of authority
- Gross Insubordination
- Failure to complete required disciplinary directives
- Failure to report to office when directed
- Exhibiting or use of gang related artifacts, signs, signals or behavior
- Electronic tampering with school records or documents
- Possession of pornographic literature

- Serious oral, written, mental or physical harassment (because of gender, race, ethnic background or any other characteristic or reason).

Level III Disciplinary Procedures

1. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff, student(s) and parents about the misconduct and subsequent disciplinary action to be taken. The teacher completes and sends to the office a Discipline Referral Form that details the reasons for the referral to the office.
2. A copy of the Discipline Referral, which indicates the action taken, will be given to the staff member making the referral and a copy mailed to the parent.
3. A proper and accurate record of the offense and disciplinary action maintained by the administrator.

Level III Disciplinary Options

1. Alternative programs
2. Removal from class
3. Suspension

Level IV Acts of Misconduct

Level IV misbehaviors are those that are so serious that they always require administrative action and which result in, at least, temporary removal from the school. These misbehaviors may involve law enforcement authority intervention and action by the Board of Education. These include, but are not limited to:

- Continuation of unmodified Level III misconduct
- Possession, use, distribution, solicitation, under the influence or with the odor of alcohol or drugs, intoxicating compounds or controlled substances, inhalants, mind-altering substances, drug paraphernalia or look-alike, and alcohol or drug look-alikes
- Assault, battery or physical violence to staff member or student
- Criminal damage to school property or school personnel property
- Taking the property of another with or without force or violence
- Setting a false fire alarm or arson
- Possession, sale or use of fireworks or explosives, mace, pepper spray, both legal and illegal, possession, sale or use of weapons and/or other objects capable of causing bodily harm
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property
- Bomb threats
- Stealing or attempting to steal school property, tests, quizzes, exams, answer keys or answers for a test
- Causing or attempting to cause physical injury to another person except in self-defense

Level IV Disciplinary Procedures

1. The administrator initiates disciplinary action identifying the offense with staff members and meets with the student about the disciplinary action to be taken by the administrator and/or teacher completes a Discipline Referral, which details the incident.
2. A copy of the Disciplinary Referral, which indicates the offense and the action taken, will be given to the staff member making the referral and a copy mailed to the parent.
3. The parents are notified and the student removed from the school environment.
4. School officials contact law enforcement officials, if and when appropriate.
5. A proper and accurate record of the offense and disciplinary action maintained by the administrator and a complete report submitted to the student.

Level IV Disciplinary Options

1. Out-of-school suspension
2. Alternative program for disruptive youth or other appropriate alternatives programs
3. Board action that results in appropriate placement
4. Expulsion if and when appropriate
5. Withdrawal of privileges

TRANSPORTATION

SCHOOL BUS PROCEDURES

The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. The purpose of these rules is to provide a safe and enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the principal. Bus misconduct notices indicating either "warning" or "suspension from the bus" are issued to students by a designated building administrator. Students who are suspended from riding the bus must be present in school on the suspension days. Students are issued a warning notice for the first incident of misbehavior on a school bus unless the misbehavior carries with it an automatic suspension. A student who receives a second misconduct notice will be suspended from riding all Elmwood buses for a minimum of 2 days until otherwise indicated. A third misconduct notice will result in a bus suspension for a minimum of ten days, unless otherwise indicated. A fourth misconduct issued during the same school year, or any notice issued for a single act of gross disobedience or misconduct may mean suspension of a student's bus riding privileges for the remainder of the school year at the discretion of the superintendent.

Elmwood High School Random Drug Testing Policy

Activity Code for Elmwood High School

Philosophy

Extracurricular participation at Elmwood High School serves as an integral part of the student's educational experience. Experience through extracurricular activities contributes to the knowledge, skills and emotional patterns, which the student possesses. It is our belief that by participating in extracurricular activities, students are provided the potential for becoming better persons and citizens. Participation in extracurricular activities is a **privilege** which carries with it responsibilities to the school, team, student body, community, and to the students themselves. While an active participant in activities at Elmwood High School, students are motivated to excel within the principles of good sportsmanship and fair play. All student athletes must conform to all IHSA eligibility standards. In addition, one parent or guardian must attend the pre-season orientation meeting for the sport or activity the student participates in – one per school year is required. **The student may not participate in their sport or activity until the code is signed and returned to the school.**

Application

This Activity Code shall apply to all school sponsored activities outside the regular school day, conducted and representing Elmwood High School where participation is voluntary, no academic credits or grades are awarded and may or may not be competitive in nature. These activities are, but not limited to: all athletic teams, cheerleaders, Poms, Spirit Squad, Drama Club (Play), Pep Band, Scholastic Bowl, National Honor Society, Class Officers, Art Club, Key Club, Spanish Club, French Club, Lettermen's Club, Student Council, Yearbook Staff, Prom Committee, and Weightlifting Club.

Student Interscholastic Activities Random Drug Testing

While the Board encourages students to participate in interscholastic activities, it believes such participation is a privilege offered to eligible students on an equal opportunity basis, and not an absolute right. Through participation in interscholastic activities defined in this policy, students misusing legal or using illegal drugs or alcohol, pose a threat to their own health and safety, as well as to those who compete with them. Therefore, to be eligible to try out for, or to participate in these activities, each student and his or her parent(s)/guardian(s), must give consent to random drug and alcohol testing in order for the student to participate in any extracurricular activity. **Failure to sign a**

“Random Drug and Alcohol Testing Consent” form will render the student ineligible to participate in any extracurricular activity.

The purpose of this policy is threefold:

- (1) to provide for the health and safety of students engaged in interscholastic activities
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol; and
- (3) to encourage students who use drugs and alcohol to participate in treatment programs.

This policy is non-punitive. It is designed to create a safe, drug and alcohol free environment, and to provide professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in interscholastic activities. Accordingly, the results of any drug or alcohol test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other purpose, other than when there has been a violation of the Illinois School Code.(Supercedes Athletic Code)

The Principal/Athletic Director shall submit a report to the Superintendent twice annually regarding the status of the testing program. These reports will be shared with the Board of Education.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. **Failure to sign a “Random Drug and Alcohol Testing Consent” form will render the student ineligible to participate in any extracurricular activity.**

Students testing may be administered randomly during or **after school, during practices, during off season workouts, or during extracurricular events.**

If a test is “positive,” the student will not participate in extracurricular activities and the appropriate Athletic/Activity suspension has been served by the student. The Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this “follow-up test is negative, the student will be allowed to resume extracurricular activities, provided they have completed their appropriate activity suspension.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted pursuant to random testing this program other than when independent reasonable suspicion of drug and/or alcohol usage or abuse exists. This program does not affect the policies, practices, or rights of the District to search or test any student who at the time, exhibits causes for reasonable suspicion of drug and/or alcohol possession or use.

Extracurricular Drug, Alcohol & Tobacco Testing Program

Testing Procedures

The Principal or designee, utilizing a randomizing computer program, shall select extracurricular participants for drug, alcohol and/or tobacco testing. Testing may occur on any day, Monday through Saturday. ID numbers will be randomly selected from a pool of all extracurricular participants. Each student participant may be tested at any time during the calendar year. The

district specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug, alcohol or tobacco use is found to exist.

No student will be given advance notice or early warning of the testing.

If the randomly selected student is present at school, and then leaves school, and the absence is unexcused, the student will be ineligible for participation in their extracurricular activities until the next testing date. They will automatically be tested on that date. If the absence is excused within 24 hours, the extracurricular participant will remain eligible for practice and competition but will be automatically tested on the next date.

Drug, alcohol and/or tobacco testing will be performed in the presence of a MOBEX INC. employee by alcohol testing, urinalysis and/or saliva swab testing. Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of MOBEX Inc. conducting the urinalysis. Upon being selected for the saliva swab test, the student must swab the inside of his or her mouth in the presence of a MOBEX member.

The student will enter a private restroom, where he or she will produce an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 3 hours, the student will be taken to the office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for testing procedure and he/she must be tested at the next testing date in order to regain eligibility.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid.

The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen immediately.

A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection. If this is the student’s second or subsequent infraction, they will be ineligible for extracurricular activities for the remainder of their high school eligibility. This will be reported to the parent(s)/guardian(s).

The student will return to class or his/her activity when testing is concluded and is able to make up all work missed during that time.

Each specimen will be taken by the MOBEX Inc. employee for referral to the laboratory.

Chain of Custody

1. MOBEX Inc. will administer all tests.
2. To maintain anonymity, the student will be assigned a number.
3. Designated Elmwood School personnel will escort the students to the collection site. No student is allowed to go to his or her locker. There will be minimal classroom interruptions. **Students may be called before, during or after school, during practices, during off season workouts, or immediately proceeding or following an extracurricular event.**
4. Before a student’s urine or saliva is tested by the laboratory, he or she must sign any form that may be required by the MOBEX. **Students must notify MOBEX that he/she is taking a prescription medication.**
5. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.

6. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
7. The MOBEX member will wait outside the restroom. The student will have adequate time to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off, if possible.
8. After it is sealed, the specimen will be transported to Redwood Labs by MOBEX, Inc.
9. Positive tests will be reviewed by a medical review officer (MRO) who will also contact the parents of any student who tests positive.
10. In order to maintain confidentiality, the student's name will not be on the urine specimen or saliva swab container. Instead, the student's initials will appear on the container.

Test Results

1. Test results will be conveyed by MOBEX to the Principal or designee from the laboratory.
2. The student who tests "positive" will be under an Activity Code violation, and will be notified by the AD and Principal, The parent or guardian will then be notified of the student's positive test result. The appropriate Activity Code punishment will be administered.
3. The Principal or designee will assist a student who tests positive in beginning the intervention process.
4. The Principal or designee will request the "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities, **after the student's appropriate penalty has been served**. The student's name would then be placed back into the random pool. If a "positive" result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation.
5. The School District reserves the right to continue testing at any time during the remaining calendar year for any student who had a verified a "positive" test.
6. Information on a verified "positive" test result will be shared on a need-to-know basis with the student, and his/ her parent(s)/guardian(s), the Building Administrator, Athletic/Activity Director, and Counselor. The coach or activity sponsor will only know that an activity code violation occurred. The results of a "negative" test will be kept confidential.
7. The testing data will be kept on a computerized spread sheet, by student ID number, not name. This data will be shared with the Board of Education, twice annually as a status update. The results of all tests will be kept confidential by the Principal or designee.

Financial Responsibility

1. **Under this policy, the School District will pay for all random drug tests. Once a student has a verified "positive" test result, all follow up tests will be paid for by the student's parent(s)/guardian(s). (MOBEX Inc. 309-712-4370, Tazewood Mental Health Center in Pekin or East Peoria) Pekin 309-347-5579, EP – 309 694-6462, can do all tests.**
2. **Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student(s)/guardian(s).**

Confidentiality

Under this drug & alcohol testing program, no staff, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a lawful subpoena or other legal process where such disclosure is required.

Other Rules

Apart from this drug and alcohol testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own team rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Infractions

During the student's four (4) calendar years of high school, regardless if during the school year, or during the summer, regardless of whether in or out of active participation, the Athletic Director, Activity Sponsor or Principal is authorized to suspend a student from extracurricular activities if the student is ticketed for, found guilty, admits to, or there is reasonable grounds to believe the student has committed any of the following infractions:

- A. Possession or use of tobacco products.
- B. Possession or use of an anabolic steroid, an alcoholic beverage, cannabis, a controlled substance, a look-alike substance, drugs, or drug paraphernalia.
- C. The use or possession of systemic stimulants (ephedra, Yellow Jackets, ma hauang, etc.)
- D. Misuse of prescription drugs.
- E. Attendance at an unsupervised or supervised gathering where the student participant knows or should know that underage individuals are consuming alcoholic beverages, cannabis, a controlled substance or where drug paraphernalia is present.
- F. Theft, possession of stolen property or destruction of private or public property.
- G. Criminal acts or serious acts which are determined by the Athletic Director and/or Principal to be detrimental to the individual, the coach, the team or the school. The subsequent discipline for these acts may result in an accelerated level of discipline at the discretion of the Athletic Director and/or Principal.
- H. Tampering or cheating during random drug testing.
- I. Hosting or arranging a gathering at which the extracurricular participant knows or should know that any of the aforementioned substances (items listed in B-D) are used or are present, or hosting or arranging a gathering in which criminal acts or serious acts which are detrimental to the individual, coach, team, or the school occur or result there from.

Definitions

Cannabis: As used in this policy, cannabis includes marijuana, hashish, and other substances, which are identified as including any part of the plant cannabis sativa.

Drugs: Including, but not limited to; amphetamines, anabolic steroids, barbiturates, benzodiazepines, cannabinoids, cocaine metabolite, creatinine, methamphetamines, methadone, methadone metabolite,

marijuana metabolite, opiates, phencyclidine, propoxyphene, and alcohol, except where taken pursuant to a legal prescription issued to the student by a licensed physician.

Controlled Substance: As used in this policy, “controlled substance” means any substance designated in the Schedule of Controlled Substances, Illinois Revised Statutes, Chapter 56 1/2 , Paragraph 1201 et seq., as the Schedule currently exists or as hereafter amended.

Look-alike Substances: As used in this policy, “look-alike substance” means a substance, other than a controlled substance, which (a) by overall dosage unit appearance, including shape, color, size, markings, or lack thereof, taste, constituency or any other identifying physical characteristics of the substance would lead a reasonable person to believe that the substance is a controlled substance or (b) is expressly or impliedly represented to be a controlled substance or distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

Tobacco products: As used in this policy, tobacco products include cigarettes, cigars, pipe tobacco, and chewing tobacco.

Discipline

All reported infractions will be thoroughly investigated by the appropriate administration. Sources used to identify violations of the Elmwood High School Activity Code are:

1. Information provided by Law Enforcement Officials
2. Public Notices of Offenses
3. Court Dispositions
4. Staff or Teacher Witness
5. Admission by the student participant of an infraction to a staff member, coach or Elmwood Board Member.
6. *Report by parent or guardian of their student participant to a staff member, coach or Elmwood Board Member.*
7. Results of a positive drug or alcohol test.

Before any discipline action is taken pursuant to this code, the student shall be informed of the charges by the Athletic Director and Principal, and be given the opportunity to respond at that time. The parents of the student will be notified in writing of the violations and the procedures required for reinstatement of eligibility for the student.

If a student participant is determined to have committed any of the above infractions, the student shall be subject to the discipline as set forth below

Level	Infraction	Discipline
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I	Infractions A-G listed previously	1/4 season athletic suspension for all athletics participated for one calendar year and/or 1/4 for all other non-graded extracurricular activities
II	Infraction H or I or second offense of infractions A-G	One calendar year from all athletics & activities
III	Second offense of infraction H or I or third offense of infractions A-G or any combination of levels which add up to 3.	Will result in removal of all athletics & activities for the remainder of their high school eligibility

Athletic Schedules for 2008-2009:

Sport	Games	Games Out
Football	9	2
Cross Country Boys & Girls	9	2
Girls Basketball	26	6
Boys Basketball	29	7
Track Boys & Girls	16	4

1. Upon an initial activity code violation, an intervention program specific to the violation will be imposed, including but not limited to, a substance abuse assessment and successful completion of the recommendations of this assessment. A qualified counselor will evaluate the student. **This evaluation will be at the expense of the parent(s)/guardian(s).**
 - a. *A separate Athletic Code Violation Contract will be written to include the specifics of this intervention program.*
 - b. A written agreement to participate in the imposed intervention program must be done within 10 days of notification of the violation.
 - c. Refusal to participate or failure to complete the intervention program will result in a second violation, and will result in a permanent suspension from activities for the rest of high school.
2. Athletic suspensions will be counted in games.
3. Activity suspensions will be counted in 9 calendar week intervals.
4. If less than 1/4 of the regularly scheduled contests, or less than 9 weeks for an activity remains at the time of the suspension, the student participant will serve the first part of the suspension during the current activity (including post-season contests) and the remainder of the suspension during the next sport season.
5. A student participant in an Elmwood School sanctioned activity may be subjected to forfeiture of any and all awards as outlined in the team rules and at the sole discretion of the coach/sponsor.
6. At the sole discretion of the coach/sponsor, a student participant may practice or attend contests, but he/she cannot dress in uniform or participate in the contest.
7. In addition to the above, the student participant is subject to disciplinary action as set forth in the rules established by the coach/sponsor of the activity they are participating in.

8. All squad members who complete the season may participate in the awards night regardless of whether they are award winners or not.
9. No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach, shall participate in the athletic awards night or receive an award

Voluntary Admission

Voluntary admission by the student and/or parent/guardian to the coach/sponsor or administrator and or/Athletic Director of a first offense infraction will result in a reduction of the penalty by 50 percent. This reduction would not apply if the coach/sponsor, school administrator or Athletic Director has already been made aware of the offense and the individual(s) involved.

Under the Elmwood School Activities Code, a student receives no suspension for self-referring, but it will count as a first offense, which is a Level I offense. The student will not be able to participate in their activity until passing a drug test at their own expense. A student may NOT use this self-referral if an Activities code infraction is already known to the school or any law enforcement agency. This provision must be used prior to a first offense and may be used only one time by any student. A positive test result for a self referral student does not dismiss the requirement for an intervention program and follow-up evaluation.

Once a student is selected randomly for testing, a self-referral is no longer an option.

Appeal

A decision of the Athletic Director and/or Principal may be appealed to an Activity Review Committee appointed by the Elmwood School District 322 Board of Education by notifying the Superintendent of Elmwood, in writing, within seven (7) days of the decision of the Athletic Director and/or Principal. The committee will act upon the appeal in a timely manner.

Student Transfers

A student transferring to Elmwood Jr./Sr. High School will be provided a copy of this policy. A transfer student that is going to be involved in an extracurricular activity must sign a consent form within the first 10 days of participation in that specific activity.

Any transfer student that is planning on being involved in extracurricular activities at Elmwood is subject to clearance from the IHSA and the school in which they transferred from. All Athletic/Activity Code and academic eligibility violations from the student's previous school will be honored by Elmwood School.

Other Participation Rules

Apart from the drug and alcohol testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own team or activity rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements. These rules will be discussed with the squad after the final rosters have been set. A copy of these rules must be given to the Athletic Director. All codes must contain information on how and when parental notification will take place.

Holiday/Vacation – Missed Events

Each coach or sponsor sets forth rules for their teams or activities. Coaches may implement a one-for-one policy. Coaches can suspend athlete's one game for each game missed during a school holiday/vacation. This can be a game for game suspension, not a game for each day suspension. (School sponsored trips/events do NOT fall under this policy).

Hazing and Bullying

Elmwood High School District #322 prohibits students from engaging individually or collectively in any form of hazing or bullying or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless where the incidence occurs. Any student who participates in hazing or bullying or related initiation activities or conspires to engage in such activity will face immediate disciplinary action, including suspension, expulsion, exclusion and loss of extracurricular activities. Students may also be referred to law enforcement authorities for prosecution, as pursuant to current Elmwood school policy.

Academic Eligibility

Students at Elmwood High School must have a passing grade in all subjects to remain eligible for extracurricular activities. Cumulative grades will be determined at weekly intervals and students with a failing grade(s) will be suspended from extracurricular activities until the grade is raised to passing at the next reporting interval.

Elmwood High School
Consent to Participate in Extracurricular Drug and Alcohol Testing Program

We have received, and have read and understand, the District's Extracurricular Drug, Alcohol and Tobacco Testing Program. We voluntarily agree that _____ (name of student participant) shall be subject to its terms for one calendar year from the date signed below. We accept the method of obtaining breath and urine specimens, or saliva swab specimens and the testing and analyses of such specimen, and wholly accept this process as the standard in which this policy is based. The student-participant agrees to cooperate in furnishing breath, urine or saliva swab specimens upon request.

We further agree and consent that our names and phone number(s) will be provided to MOBEX, Inc. for Medical Review Officer (MRO) contact, if needed.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and Federal privacy statutes, and is a waiver of nondisclosure rights to the extent of the disclosures required in the program.

Date: _____

Student Signature

Parent/Guardian Signature

.....

I, _____ have decided **NOT** to participate in any extracurricular activities sponsored by the School District for the remainder of the school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis or saliva swab testing.

Student Signature

Date