

**ARGENTA-OREANA
HIGH SCHOOL**

2009-2010

**HOME OF THE BOMBERS
500 N. Main
Argenta, IL 62501**

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This School agenda belongs to:

Name _____

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TABLE OF CONTENTS

Introduction	3
Mission Statement	4
Student Responsibilities	4
General Information	4
Bus Information.....	6
Conduct at Co-Curricular Activities.....	7
Fan Behavior (IHSA Ruling).....	8
Lunch / Medication.....	10
Cellular Phones.....	11
Academic Information.....	14
Students with Disabilities / Vision-Hearing Screening.....	21
Acceptable Use Policy (Technology).....	21
Attendance Information.....	25
Code of Conduct.....	29
Video Surveillance	46
Sex Offender Notification.....	34
Asbestos Information.....	37
Extra-curricular/Athletics	38
School Colors, Mascot, Song	45

The terms of this handbook are not to be considered as a contract between the school and the student. Rather, the terms show the current status of the rules and procedures as currently practiced and are subject to change.

INTRODUCTION

The teachers, administration, and members of the Board of Education extend a warm welcome to you for the 2009-2010 school year. The information contained in this handbook is provided to insure that all Argenta-Oreana High School students reach their full academic, physical, emotional, and social potential. The rules and regulations outlined are intended to insure a safe environment and mutual respect among teachers and students.

The teachers, clerical, custodial, cafeteria staff, and administration are here for your benefit and education. It is their belief that all students can achieve excellence. We are committed to that goal.

Even though a considerable amount of information is contained within this handbook, you may have questions that are not answered within these pages. If you have questions about any part of the handbook, please ask a Teacher, the Guidance Counselor, Assistant Principal or the Principal. Keep this handbook in your locker or at home for reference. **Please share this handbook with your parents.**

It is hoped that you will be proud of your school and help develop a sense of school pride throughout the student body. The worth of your school should not be judged solely by its buildings and facilities. The true quality of a school is determined by the people in the school. You are urged to do your part to make A-O High School a school which you are proud to attend.

Mission Statement

Argenta-Oreana High School's mission is to "Inspire Success While Building Dreams."

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to the rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school personnel.
3. To refrain from libelous, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on buses and to accept established supervisory authority of the driver or other assigned person in charge.
11. To test all behaviors with the question "Is this reasonable?"

GENERAL INFORMATION

Accidents and Injuries

All accidents or injuries must be reported to the high school office. If a student is injured in class, the student must notify the teacher. If an accident or injury occurs at school, other than in the classroom, the student is to notify a teacher, or report to the office.

Students will be given a claim form that should be filed as soon as possible. There is a time limit. It is the student's responsibility to fill out the claim forms completely, accurately and on time. All claim forms must be sent to the insurance company.

Arrival and Departure

Students are not to be in the building before 7:45 A.M. unless they have specific permission from a teacher who would be present to supervise that individual. Students who arrive at school prior to 8:00 A.M. are to go directly to the Bomber Gym, unless they are to meet with a teacher, office personnel or eat breakfast. Students are to wait in the Bomber Gym until the 8:00 A.M. bell rings.

Students should leave the building by 3:30 P.M. unless participating in an after-school activity, or requested to stay and are supervised by a teacher.

Attire

It is the responsibility of the Board of Education to ensure that every student has a safe environment in which to learn. Student's dress and grooming must not disrupt the educational process, interfere in the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety and decency. Clothing that disrupts the educational process, interferes with the maintenance of a positive teaching and learning climate or compromises reasonable standards of health, safety and decency is prohibited. Such items include:

1. Clothing, jewelry or other wearing apparel which is embellished with, suggests or promotes gang affiliation.
2. Sunglasses, hats, bandannas or unusual headgear of any kind during school hours.
3. Clothing, jewelry and other wearing apparel which is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs or profanity.
4. Clothing or other wearing apparel which is sexually explicit, including but not limited to shirts which reveal or expose the chest or abdomen; tank tops; spaghetti straps; fish-net or wide cut mesh unless the same is covered with a shirt or over a shirt, or Lycra spandex except when covered by shorts.
5. Coats and hats are not to be worn inside the school during the school day and shall be either kept in students' lockers or not to be brought to school; back packs and purses must remain in student lockers at all times.
6. Excessively ripped pants, trousers, shorts or jeans and chains are prohibited due to safety concerns; pants are not to have rips above mid thigh. No pants, trousers, shorts or jeans should be worn below the waistline for safety and decency concerns. No shoes with wheels (healies) should be worn in the building at any time.

Students should take into consideration classes where additional safety measures are required, such as laboratories, physical education and art classes, and in general those classes where appropriate dress or grooming present an actual danger to the health or safety of the students or others present.

Students wearing apparel prohibited by this policy shall be asked to turn the garment inside out, take the garment off and exchange it for a permissible item or shall be required to go home to change into something that is permissible pursuant to the terms of this policy. Students may also be subject to discipline for wearing items prohibited herein. **Teachers finding objectionable dress and appearance by students are instructed to enforce these rules.**

Appropriate Dress (Special Occasions)

Boys- collared shirt, dress pants, dress shoes (tennis shoes will not be worn, unless they are solid black)
Girls- dress shirt or blouse, skirt, dress or dress slacks

Automobiles

Students who drive to school must register their vehicles in the office by purchasing a parking permit. Parking spots will be assigned to student in a designated area. Students can use only their designated parking spot or area if they wish to continue to have the privileges to drive to school. Students are not permitted to use their vehicles in any way during the school day. All student-driven vehicles must remain parked and locked (if possible) until the end of the school day. The only exception to this is when permission is granted by the administration for a student to use or go to his/her vehicle for extenuating circumstances. Students are not to sit in their car, truck, etc. before school or during any part of the

school day. **Any driving deemed reckless in nature will result in the offense being reported to legal authorities for appropriate action and driving privileges suspended.**

Cruising on school property is prohibited. Students must park their vehicles and exit them immediately upon entering school property. At the end of the school day, drivers are to leave by the north lot exit to avoid bus traffic.

Book Bags and Coats

Students are permitted to use book bags to carry their belongings to school. However, book bags and coats are not allowed in the classroom. Book bags and coats are to be left in the students' lockers during the school day. Jackets, which are part of a matching uniform in season, may be worn. **The discretion will be up to the classroom teacher depending on the classroom temperature.**

Bus Regulations

The right of all students to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. The school has authority over students while on the bus. A student who becomes a discipline problem on the bus may be deprived of the right to ride the bus and may also face further disciplinary action at the school.

Students must obey the driver at all times. The driver is in charge of the pupils and the bus. The driver and bus are the same as a teacher and classroom. The driver may refer discipline problems to the high school principal or assistant principal. Parents will be notified of bus discipline problems. In the event of a bus suspension, the parents will be required to furnish the student with transportation to and from school during the entire period of suspension. A bus suspension may range in length from one day to the remainder of the school year. The following are examples of proper behavior for students riding a school bus:

1. Remain seated and face the front of the bus at all times.
2. Be silent when the bus stops and opens its doors at railroad crossings.
3. No loud talking or use of profanity.
4. No fighting.
5. Be at the designated area for pickup 5 minutes early. Missing the bus is no excuse for being tardy to school. If the bus is late, wait a reasonable amount of time.
6. Students who do damage to a bus (destroying, defacing, or removing any part of the bus) will be expected to pay for repairs.
7. No eating, drinking, chewing, spitting or smoking.
8. Students must get on and get off the bus at the stop designated for their area.
9. No smoking at the bus stops.
10. Notify Rolofson's Garage if the bus does not arrive (795-4417).

*** Bus rules and consequences may differ depending on bus drivers and the situation.**

Closed Campus

Argenta-Oreana High School has a closed campus for all students from 8:00 A.M. until 3:04 P.M. on all school days. Only students, registered visitors, and school personnel are permitted on school property during these times.

Elementary School:	8:15-2:49
Junior High:	8:09-3:04
High School:	8:10-3:04

College or Technical School Visitation

A student MUST have enough credits to be a junior/senior in good standing.

College or Technical School bound Juniors and Seniors will be permitted two (2) college or vocational school visitation days each year. Arrangements must be **completed at least one (1) week in advance** and cleared through the guidance office as well as through the principal by securing a pre-arranged absence. No college visitation will be permitted after May 1 without special permission from the principal. Some verification of an official appointment must be filed with the guidance counselor upon returning from the visit. Students must present a letter or a card showing their appointment and present a note from their parents when the student picks up his/her advanced absence form. **Failure to follow the visitation policy will result in an unexcused absence.**

Conduct at Co-Curricular Activities

While participating in co-curricular activities (either as a participant or as a spectator), students will adhere to the Argenta-Oreana Community Unit School District No. 1 Discipline Code as well as state and local laws. Student misconduct during co-curricular activities will be handled similarly to misconduct taking place during school hours on district premises.

Appropriate disciplinary measures may be taken by the sponsor/teacher/coach as well as referrals to the principal or assistant principal for disciplinary action. This may cause the student to be removed from the co-curricular activities and/or positions of leadership (e.g., Student Council) temporarily or permanently.

Students and parents are reminded that participation in co-curricular activities is a privilege. Students must assume responsibility for their behavior during co-curricular participation.

Maintenance of Discipline (ILCS 105.5/24-24) – The board may make and enforce rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

Dances

Only students and dates that are of high school standing and not older than 20 years old may attend dances. Any out-of-district students must be registered in the high school office before the dance.

Conduct While Attending or Participating in Activities at Other Schools

Discipline policies and the Code of Conduct regarding the A-O High School students is in force for A-O High School students who are attending or participating in school sponsored activities at other schools. Incidents of misbehavior during these activities will be dealt with under the disciplinary policies of A-O High School.

Drivers' Education

Each student shall have a valid instruction permit when engaged in practice driving instruction. Driver education instructors shall certify to the Secretary of State that a student is enrolled in a driver education course and requires an instruction permit to participate in practice driving until just prior to the beginning of the student's practice driving instruction.

Provided in Statute 200.90 (b) of the Sex Equity Rules of the School Code of Illinois.

Extra-Curricular Activities

All students are encouraged to participate in extra-curricular activities both as a participant and a spectator. Students are reminded that the purpose of your presence at a school function is to watch the activity and support the team with good sportsmanship.

When attending basketball games, dances, and other indoor school activities, students will not be allowed to leave the building with the expectation of returning. Once a student leaves the building, he/she may not return to the event.

All spectators are expected to stand in a respectful manner during the playing of the National Anthem and the A-O H.S. school song. Hats should be removed during the Anthem.

School rules will be enforced at all extra-curricular school activities.

Faculty Work Room

No students are allowed in the faculty workroom.

Fan Behavior (IHSA Ruling)

We strongly encourage our parents and fans to follow the ethics of clean competition and good sportsmanship. IHSA By-Laws state: "Any person found to be in gross violation of the ethics of competition or sportsmanship may be barred from interscholastic contests." These areas will be stressed to our athletes and coaches, and it is the hope of our total program that the parents and fans of our community will lead the way toward good sportsmanship.

Fire and Disaster Procedures

Instructions for procedures to be taken in the event of a fire, violent storm, or other disaster situations are posted in each classroom and in other areas of the school. Drills will be conducted during the school year to help students learn the appropriate procedures. It is important that all students follow these procedures to insure the safety of everyone in the school.

Food and Drinks

No food or drinks are allowed in the gymnasium and/or classroom. No open food or drink containers are permitted in lockers. Candy sold for fund-raising may be sold before school or after school only.

Guidance Office

The Guidance Office provides assistance to individual students directly and indirectly. These services are for all students at A-O High School. The following are types of services offered to the students.

1. Personal guidance
2. Career guidance
3. College counseling and financial aid
4. Standardized testing
5. Individualized high school course selection
6. Referrals to Special Education

Student/Counselor relationships are confidential by nature and will not be divulged unless an extreme situation would demand.

Homework

Home study is a part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Students are encouraged to develop good study habits early. Using self-discipline to structure study time can result in big benefits. Ask your teachers or the guidance counselor for some ideas on developing good study habits.

Late Enrollment

Any student who has not been enrolled at another school, who registers after the semester has commenced, will be subject to the 10-Day Attendance Policy for the number of days not in school from the beginning of the school term.

Leaving School During the School Day

No students may leave the school during the school day without first receiving permission from the administrative office and signing out. Students who become ill during the school day are to come to the office for assistance. The student's parent or guardian will be contacted. Students who have doctor appointments, family emergencies, etc. during the school day are to bring a note from a parent or guardian to the office requesting permission to be dismissed from school at a specific time for this purpose. The student must sign out when leaving and, if returning to school, must sign in upon returning.

Lockers

Argenta-Oreana High School provides lockers for the convenience of its students. The lockers are the property of the Argenta-Oreana Community Unit School District #1. The school district reserves the right to assign, re-assign, or terminate the use of lockers at any time. Each student is responsible for damage to his/her locker beyond ordinary wear. Lockers may be searched, with or without the permission of the student, when there is reasonable cause for a search.

Because of the attraction of insects and the potential for health and cleanliness problems, students are not to keep open food or beverage containers in their lockers.

There will be a scheduled locker clean out day during the school year. Students are expected to keep their lockers in a clean, orderly and locked condition. Students are not to mark on or vandalize lockers. At the end of the school year, students are to empty and clean their lockers appropriately. Random locker inspections and cleanouts should be expected.

Lockers will be locked at all times. An unlocked locker invites vandalism and theft. Leaving valuables or money in lockers is discouraged. **The school district assumes no responsibility for lost or stolen property.**

ELEVATOR USAGE

Students must have administrative permission to ride the elevators for any extended period of time. Students will receive a temporary pass from the office with their name and dates they can ride the elevators. Teachers may give students permission to ride the elevators on a one time basis if special circumstances arise. Unauthorized use and/or abuse of the elevators in may result in disciplinary consequences. (Warning through recommendation for expulsion)

Loitering

Loitering is not permitted in restrooms, halls, or on any other school property any time during the school day or after school.

Lunch Period

Prepared lunches as well as all sack lunches must be eaten in the cafeteria. All refuse must be placed in trash containers and food and drink will not be allowed outside the cafeteria. Students are not to loiter in the school office or hall before or during their lunch period. Students are not to go to their lockers during the lunch period.

Medication

Specific laws regulate the dispensing of medication to students at school. Teachers and most other school personnel are not permitted to give any form of medication to a student.

Medication will only be allowed at school where a failure to take medication could jeopardize the student's health and/or educational abilities. Medication should be limited to students with long term chronic illness or disability (including, but not limited to diabetes, attention disorders, asthma, seizure activity, epilepsy, cystic fibrosis, cardiac, neurological, and endocrine disorders).

Any other type of illness, which requires medication, should be scheduled to be given by parents before and/or after school hours. Procedures for medication at school are:

1. The student must have forms completed by the attending physician and his parents or guardian on file with the school office. Blank forms may be obtained in the office at any time.
2. All medicine must be in a labeled prescription container and brought to the office. Instructions for dispensing as well as a date must be on the container.
3. No non-prescription medications will be allowed at school without directions from a doctor.
4. Medications will not be kept in the office after Friday of each week; unused medication will be discarded.
5. The students will report to the office, sign name, date, and time.

In the event of an evacuation, students will not be allowed to go to their lockers to get medications.

Passes

No students are to be out of class without a signed pass from the teacher. The pass must state the date, time, and destination of the student. All student handbooks must stay intact.

Passing Time

Four minutes passing time is provided for students to move from class to class. This is ample time for you to get to your next class. Refer to the Tardy Policy for information regarding being late for class.

Personal Property

Students are advised to keep all personal belongings locked in lockers when not being used. Items of high value should not be brought to school. The school assumes no responsibility for a student's personal property.

Students are not permitted to bring items to school that are dangerous or disruptive to the educational programs of the school. Any devices found to be dangerous or disruptive will not be allowed at school and will be confiscated.

Cellular Telephones/Pagers/Electronic Devices

Cellular Telephones, Pagers, Electronic Devices, Headphones and other items deemed by the faculty and administration that are deemed inappropriate for school and or disruptive to the educational process are to be left in student automobiles or lockers. The previously mentioned items are not allowed in class. These items are not to be used in or on school and school grounds during the school day.

1st offense-Confiscation/ /Late Stay

2nd offense-Confiscation/Parent Pick up Device/Two Late Stays

3rd and subsequent offenses: Confiscation/Parent Pick up Device/Late Stay-Out of School Suspension.

Physical and Dental Examinations

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. Upon entering the ninth grade; and
2. Whenever a student first enrolls in school, regardless of the student's grade.

Students will not be allowed to attend classes without these completed forms.

All students participating in any sport must have a physical examination prior to entering into practice for the sport or competition. This includes cheerleaders.

Physical Education

Special activities in Physical Education shall be provided for students with a medical excuse.

Students enrolled in grades 11 and 12 may be exempt for PE. Class if they request to do so under the following conditions:

1. Enrollment in half-day programs such as DATA or Richland Community College.

Any semester of PE that is failed must be remedied by successful completion of an equivalent PE credit.

Rewards for Effort

Argenta-Oreana High School has many types of rewards programs designed to recognize students for their achievements and to motivate students to do well.

Academic Awards' Night	Students recognized for their academic achievements by subject area, perfect attendance, high honor roll, honor roll, Scholastic Bowl, WYSE, etc.
Athletic Awards Night	Student athletes are recognized in their sports.
National Honor Society	Sophomore, Junior and Senior students with at least a 4.0 average who exhibit the characteristics of leadership, scholarship, character, and service.
Semester Exam Waiver	1 st Semester Seniors who met or exceeded the state standards on the Prairie State Achievement Exam in the areas of Math, Science, English, and Social Science will be exempt from exams in that subject area. Students must meet the standards in both Reading and English to be exempt from the

	English semester exam.
Second Semester	<p>Seniors are exempt from final exams when they meet the following criteria</p> <ol style="list-style-type: none"> 1.) Students who earn an A for the semester. 2.) Students who earn a B for the semester and miss 5 or fewer days over the entire year. <p>Juniors are exempt from final exams when they meet the following criteria</p> <ol style="list-style-type: none"> 1.) Students who earn an A for the semester. 2.) Students who earn a B for the semester and miss 3 or fewer days over the entire year.

***Students may choose to take semester exams for “no harm”

***Juniors are not exempt from Constitution test (required for graduation)

Schedule Changes

Changes in schedules and/or program assignments are permitted only in cases of extreme necessity. The guidance counselor must approve schedule changes. Students requesting schedule changes will be denied if the change is not necessary for the successful completion of the students’ academic course work, or if the change will create an imbalance in class sizes. PARENT PERMISSION WILL BE REQUIRED FOR SOME CHANGES.

During the registration process, students are to make their course selections based on their academic plan. Changes in requests will be limited to those made necessary by course cancellations and irreconcilable conflicts. Students have one week at the beginning of the semester to make changes.

Students are expected to complete their plan of study for the school year. If a course is failed for the first semester, the student has the option of dropping that course for the second semester. However, for some courses passing 1st semester in a prerequisite for 2nd semester.

Severe Weather Conditions

In the event that we have severe weather (i.e., heavy snowfall, ice, etc.) school may be closed due to hazardous road conditions. Please listen to the radio for this information. (WSOY – 1340 AM in Decatur, WXFM – 99.3 FM in Mt. Zion, or WAND-TV between 6:00 A.M. and 8:00A.M. for any changes in the school day). Once school has started, if any conditions develop which would necessitate an early dismissal, the above stations will be notified.

Smoking

No one, by law, is permitted to smoke on school property during the school day or at school functions.

Student Records

The type of information contained in a student’s PERMANENT record will be basic identification information including:

1. Students and parent names and addresses
2. Birth date, place, and gender
3. Academic record

4. Attendance record
5. Health record
6. Record of release or record information
7. Emergency card information, such as emergency address, telephone number, and doctor

Temporary Records

The type of information contained in a student's TEMPORARY record will be:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Achievement level test results
5. Teacher anecdotal records
6. Disciplinary information

Parents have a right to inspect records by calling the office and asking for the proper form to fill out and arrange an appointment with the counselor or the principal. Copies of any material in the records may be requested by the parent and charges at the standard rate per sheet.

The content of the school student record may be challenged by placing in writing (using the proper form) the items of concern, with an explanation of what is being challenged, why, and what the suggestion is to remedy the situation. The request is to be brought to the attention of the record custodian.

Substitute Teacher

Students who create a disruption in classes being conducted by a substitute teacher will be subject to disciplinary action.

Telephone

The use of the school's telephone for personal business is not permitted. Students will not be excused from class to use the telephone. Classroom phones will not be available for students to use.

Students will not be called to accept any telephone calls except in the event of an extreme emergency.

Testing

All announced tests will be taken unless prior arrangements have been made. It is the student's responsibility to find out when tests are scheduled.

Textbooks

Textbooks checked out to students are the responsibility of the student to whom they are assigned. It is the responsibility of each student to exercise care in maintaining the condition of all books assigned to him/her. Students who return books that are damaged or in poor condition beyond what are expected through normal use will be assessed for the damage. Students who fail to turn in the books assigned to them will be assessed for the missing books.

Visitors

Parents are always welcome at Argenta-Oreana High School. Visitors must have a legitimate business for being at the school. All visitors, by law, must report to the office. Students are not permitted to have guests at school.

Vocational Grade and Attendance Requirements

Eligibility for application or continued enrollment at D.A.T.A. is based on passing all required courses at Argenta-Oreana High School the previous semester. Poor academic performance at A-OHS may result in

the student in question being removed from DATA. Receiving an F in any course taken at D.A.T.A. will result in the student's withdrawal from the D.A.T.A.

Conduct of Area Vocational Students is expected to be above reproach while in school, on the bus to and from the D.A.T.A., and while attending classes at the vocational center. The following rules will apply to all vocational students:

If a student is in attendance at AOHS during the morning but must be absent from the D.A.T.A., he/she must call to inform the high school prior to that absence. A note brought to school the following day will not be sufficient and disciplinary action may be taken.

Missing the bus—if Vocational bus is missed alternative study will be served at AOHS.

Job inquiries will have to be done on the student's time.

All vocational students will be required to ride the bus to and from the D.A.T.A.

If a student is suspended for the D.A.T.A., he/she will also be suspended from AOHS for the same or greater number of days.

All rules and sanctions in the handbook are applicable to all students at all times.

Withdrawal and/or Transfer

The procedure for withdrawal or transferring is as follows:

Secure authorization withdrawal or transfer note from your parent or guardian.

Obtain appropriate forms from the office.

Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.

Work Permits

If you are under 16 years of age, you must obtain a work permit in order to accept employment. The state has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Applications and all necessary information may be obtained through the guidance office.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her schoolwork. If a job deprives a student of his/her study time and participation in school activities, he/she may not be able to maintain a satisfactory school record.

ACADEMIC INFORMATION

Academic Honors

Honor Roll Requirements:

The following are grade point averages (GPA) a student must attain in order to be placed on the honor roll:

High Honors....4.875-5.000 (No grade lower than a "B")

Honors.....4.000-4.874 (No more than one grade

Letter of a "C")

*** A grade of "D" or "F" will disqualify a student from earning Honor Roll or High Honor Roll status.**

Valedictorian

This honor is awarded to the graduating senior ranking first in scholarship (GPA). The graduating senior with the highest grade point average will be named Valedictorian of his/her graduating class and will give the valedictory address at the commencement exercise. If a tie exists for the highest grade point average between two or more seniors, co-valedictorians will be named and each so honored student will speak at commencement.

Salutatorian

This honor is awarded to the graduating senior ranking second in scholarship (GPA). The graduating senior with the second highest grade point average will be named Salutatorian of his/her graduating class and will give the salutatory address at the commencement exercise. If a tie exists for the second highest grade point average between two or more seniors, co-salutatorians will be named and each so honored student will speak at commencement.

Academic policy

All full time students are required to be enrolled in seven (7) classes each year.

College Preparatory Information

The Illinois Board of Higher Education has approved the following specific admission standards beginning fall 1993:

4 years English (emphasizing written and oral communication,
and literature)

3 years of Social Studies (emphasizing history and
government)

3 years Mathematics (introductory through Advanced Algebra,
Geometry, Trigonometry, or fundamentals of computer
Programming, Calculus)

3 years of Lab Science

2 years of Foreign Language, Music, Art, or Vocational
Education

In addition, students must meet the minimum class rank and ACT/SAT requirements as established by the university. These requirements also apply to students transferring from 2-year community college programs to 4-year colleges and universities.

The Illinois Board of Higher Education has also implemented a provisional admission plan whereby students would be required to make up any deficiencies in their high school preparation; and such course work will not count toward a college degree.

Off-Campus Course Work

A maximum of two units of credit will be accepted toward graduation from Argenta-Oreana High School for off-campus course work. Credits may be generated from Saturday School and summer school for remediation only. The administration and counseling staff will consider unusual credit situations. Any amount of college work may be taken for credit and held in escrow.

Dual Credit

Any student taking a RCC class on AOHS campus will receive dual credit. Those credits will count toward the student's G.P.A. and extra-curricular eligibility. If the class is dropped during the semester, the grade will be an "F" on the student's AOHS transcript.

Half-Day RCC Program

Seniors who have a 4.0 cumulative grade point average and have earned 24 credits may opt to take coursework at Richland Community College for dual credit. These students must take at least 3-4 courses at AOHS, and 2 courses at RCC per semester. Tuition, book fees, and transportation are the responsibility of the student. Students are required to provide proof of enrollment in RCC classes to the guidance office. If an RCC half-day student fails an AOHS class first semester, he/she will not be eligible to take half-day RCC classes second semester.

Consumer Education Proficiency Test

The Illinois Consumer Education Proficiency Test will be offered yearly to students. According to the Illinois State Board of Education regulations, any student who answers at least 70 percent of the test items correctly will be exempt from taking Consumer Education. A student who passes this test satisfies the consumer education graduation requirement, but does not receive credit for the Consumer Education course. If a student has not passed the test by the end of the sophomore year, he/she must take the course.

Course Credit

All courses are ½ credits per semester if successfully completed. Four (4) credits per year will be awarded for DATA programs. Courses taken in alternative programs, i.e., Saturday School, Summer School, shall be accepted by the A-O High School for the purpose of remediation only. Students who wish to supplement the A-O curriculum may petition their counselor to accept credit from alternative programs.

Course Information

English	4 years required
Math	3 years required. Students will be placed in Levels from eighth grade. (Recommended that College prep students take Algebra 1, Geometry, Algebra II)
Science	2 years required – 1 year Physical Science/1year Life Science
Spanish	College Prep at least 2 years recommended
Social Science	2.5 years required. One semester of government, one year of American history and one year of other social science must be passed for graduation. In addition students are required to pass the Illinois and US Constitution tests.
Health	Required. Must be passed for graduation. One semester required
Consumer Ed.	Must be passed for graduation. One semester required.
Careers	Must be passed for graduation. One semester required.
Area Vocational Center	Junior and Senior only
Art, Music, Foreign Language or vocational course	1 year
Physical Education	4 years

Course Required by Grade Level

Freshman English, Math Science, P.E., Geography, plus electives

<u>Sophomore</u>	English, Math, Science, PE & Driver's Ed., Careers / Health, plus electives
<u>Junior</u>	English, Math, American History, Consumer / Govt., PE, plus electives
<u>Senior</u>	English, P.E., plus electives

Credits Required for Graduation- 25, Transfer student's credit will be prorated for graduation.

Grade Reports

Report cards are issued to students four (4) times each school year at approximately nine (9) week intervals. Parents are encouraged to discuss their children's progress with the teachers.

Progress reports are also issued to students at the mid-point in each grading period. These reports are used to inform parents of both good and poor progress, and should encourage parent/teacher conferences throughout the school year. Parents may arrange to have a conference with their child's teacher by calling the high school office 795-4821 or 795-4822.

Grades

All subjects are considered academic. In order to pass a subject, a student must receive a 70 or above, or in the case of the subjects considered of greater difficulty, a 65 or above.

Semester grades are calculated by averaging together the two quarter letter grades and the semester exam letter grade (counted as one-fifth).

HOWEVER ANY STUDENT WHO RECEIVED TWO FAILING GRADES FOR THE QUARTERS, AND/OR SEMESTER EXAM WILL FAIL FOR THE SEMESTER AND RECEIVE NO CREDIT FOR THE COURSE.

If a student fails the first semester in any subject, but passes the second semester, or the reverse, he/she will receive only one-half credit for all one credit subjects.

An "I" indicates that work has not been satisfactorily completed. Incomplete work must be finalized within two weeks after the close of the grading period, unless special circumstances dictate otherwise. The incomplete grade becomes an "F" if the student does not complete the work within the two-week time frame.

Grading System

Grades for each nine-week period, semester exam period, and the final grade of the semester shall be in accordance with the following:

93-100	A Excellent	5	4.600-5.000
85-92	B Good	4	3.600-4.599
77-84	C Average	3	2.600-3.599
70-76	D Poor	2	1.600-2.599
69-Below	F Failing	1	1.000-1.59

Grades may be affected by attendance. All grades may be reduced subject to student participation in class or other academic reasons.

Adjusted Grading System

The following courses will have a different grading scale because of their difficulty:

- Honors English I
- Honors English II
- Honors English III
- Honors English IV

Honors Algebra II
 Trigonometry/Pre-Calculus
 Calculus
 Anatomy & Physiology
 Advanced Chemistry
 Physics
 Spanish III
 Spanish IV
 Integrated Physics and Chemistry
 Freshman Geometry

90-100	A	Excellent	5	4.600-5.000
80-89	B	Good	4	3.600-4.599
72-79	C	Average	3	2.600-3.599
65-71	D	Poor	2	1.600-2.599
64-Below	F	Failing	1	1.000-1.599

Classification by Credit

Students at Argenta-Oreana High School are classified by the number of credits they have earned by registration for the school year.

<u>Number of credits required</u>	<u>Classification</u>
Fewer than 4	Freshman
4-10	Sophomore
11-17	Junior
18 and above	Senior

Graduation Ceremonies

A baccalaureate service and a commencement ceremony culminate the successful completion of a student's high school career. Each of these events is a milestone in the lives of the graduating students and their families. In keeping with the dignity and honor of each of these activities, all participating members of the graduating class will be expected to adhere to a dress code and code of conduct for baccalaureate and commencement.

Attire for these events will be the traditional caps and robes used for baccalaureate and commencement. Just as important as the cap and robe is the attire worn under these robes. Girls are to wear a dress or skirt and a light colored blouse (preferably white) under their robes. Boys are to wear dress slacks and a light colored shirt (preferably white) under their robes. Girls are expected to wear shoes. Boys are expected to wear shoes and socks. Tennis shoes will not be worn unless they are solid black. Adherence to this policy is important and necessary to maintain a standard of appearance that is appropriate and commensurate with the nature of the ceremonies. Graduating seniors will not be allowed to participate in the baccalaureate service or commencement ceremony without adhering to this policy.

Graduating seniors are expected to conduct themselves before, during, and after the baccalaureate and commencement ceremonies in a manner commensurate with the dignity of the occasions. Students who fail to conduct themselves in an acceptable manner or whose actions are disruptive before or during either of these ceremonies will be removed from the premises.

The principal must certify that all students at the commencement ceremony have met the requirements for graduation as set forth by the State of Illinois and the Argenta-Oreana Community Unit

School District #1 Board of Education. No Students will be permitted to participate in the commencement ceremony who has not met all requirements for graduation.

Make-Up Work

Students who are absent for any reason are expected to make up the work that was missed. It is the responsibility of the student to seek out the teacher and establish what has been missed. The make-up time allowance is equal to the number of days absent. Students who fail to make up work within that time limit will be given zeros, which could lower the grades sufficiently to cause failure in the course. Regarding partial day absences, a student who is absent from only morning classes will be expected to get his or her assignments from the morning classes missed and have them ready to turn in the following day. Students who are absent during the latter part of a school day, will be expected to get their assignments before they leave, unless circumstances prevent them from doing so, and have those assignments ready to turn in the next day. The teacher may make exceptions to this policy when it is necessary for the student to have specific information prior to doing the assignment. Students are to check with their teachers regarding all make-up assignments.

Unexcused absences will cause the teacher to disallow credit and could also cause failure.

Students missing classes because of extra-curricular activities must make arrangements to make up work. ASSIGNMENTS ARE TO BE OBTAINED FROM YOUR TEACHERS IN ADVANCE.

Make-up Work With Advance Absence Status

Students are to be aware that work made up on Advanced Absence Status must be turned in to their respective teacher on the day they return to school, or with adjustments as designated by the teacher.

Semester Exam Policy

Exams are mandatory for freshmen through sophomores in all classes with exam periods scheduled for a minimum of 50 minutes. Exam grades will count one-fifth of the total semester grade. Transfer students must take exams; however, teachers may adjust the content. A student receiving a “zero” on an exam will lose course credit for the semester.

Students will be allowed to complete exams after the designated time only under one of the following conditions:

RCC students with proof of conflict.

Students with excused absences due to illness or unavoidable hospitalization.

Students with approved advanced absences.

First semester exams, which are missed due to excused absences, must be made up according to handbook guidelines. Second semester exams, which are missed due to an excused absence, must have a scheduled make-up date on file. This date must meet the approval of all teachers involved.

NO SEMESTER EXAMS MAY BE TAKEN PRIOR TO THE SCHEDULED DAY AND TIME.

Argenta-Oreana C.U.S.D. #1
STUDENT PERSONNEL
GRADE LEVEL PROMOTION/GRADUATION

733.50

Early Graduation

The standard for completing high school graduation requirements as established by the State of Illinois and the Argenta-Oreana Board of Education is successfully completing the required course work within eight (8) semesters. However, there are times when a student accelerates meeting the requirements via enrolling in extra classes, dual credit RCC classes, etc. A student who has met all graduation requirements within seven (7) semesters may be eligible for "Early Graduation" if the following criteria are met.

Criteria for early graduation.

1. Cumulative GPA = 4.0 or better.
2. Attendance rate = 95% or better. (Excluding major illnesses.)
3. Must have met all state and local requirements for graduation.
4. Written request from the student for early graduation:
 - a. Must be received no later than November 1.
 - b. Written permission from parent or guardian of student must accompany request.
 - c. Request must include a plan to continue post high school education during the time coinciding with A-O H.S. second semester.
 - i. Must be accepted for enrollment at a recognized trade or technical school, community college, college or university.
 - ii. Must be registered for no less than six (6) semester hours or the equivalent of course work.
5. Must be approved by Principal and Superintendent.
6. Final approval by the Board of Education required.

Seventh semester graduates are not eligible to participate in school programs or extra-curricular activities during the eighth semester. (Examples: Seventh semester graduate may not participate in track. Seventh semester graduate may not attend Prom as a senior, but may attend as the guest of a junior or senior.)

Seventh semester graduates are not eligible for end-of-the-year academic honors and recognition. (Examples: Seventh semester graduate is not eligible for Valedictorian or Salutatorian honors. Seventh semester graduate is not eligible for a perfect attendance award.)

A student who is a seventh semester graduate may participate in the spring graduation ceremony if he or she chooses to do so. However, it shall be the responsibility of the student to make all arrangements with the school for ordering graduation announcements, graduation cap and gown from the school's supplier, etc. In order for the student to participate in the graduation ceremony the student must notify the high school principal no later than thirty (30) days prior to the date of the ceremony of his or her desire to participate. The student must attend all scheduled graduation ceremony practices. If the student has not made arrangements for his or her graduation cap and gown, has not notified the principal thirty (30) days prior to the graduation ceremony of his or her intent to participate in the graduation ceremony, or has not participated in the scheduled graduation ceremony practices, the student will not be permitted to participate in the graduation ceremony. During graduation ceremony practices and the graduation ceremony, the seventh semester graduate must abide by all school codes of conduct.

ADOPTED: OCTOBER 13, 2003

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act of 1973, Section 504 ensures eligible disabled students are provided with the educational benefits and opportunities equal to those provided to non-disabled students. To be eligible for Section 504 accommodations a student must have a physical or mental impairment that substantially limits one or more major life functions. Major life functions are defined as learning, walking, seeing, hearing, breathing, working, or performing manual tasks. Anyone with knowledge of a student who may be eligible for Section 504 accommodations may make a referral. Referrals should be made to the Superintendent of Argenta-Oreana Schools at the District Office.

VISION SCREENING / HEARING SCREENING

(Illinois School Code Amendment – January 1, 2004)

Vision Screening will be done, as mandated, for the following children in the school year: Pre-school, Kindergarten, Second and Eighth grades, all Special Education, new and transferring students, and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age / grade / group will be screened.

Hearing screening will be done, as mandated, for the following children during the school year: Pre – School, Kindergarten, First, Second, and Third grades, all Special Education, new and transferring students, and teacher referrals. Hearing screening is not a substitute for a complete ear and hearing evaluation by a doctor. Your child is not required to undergo this hearing screening IF a doctor or ear specialist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at school. This notice is not a permission to test and is not required to be returned. Hearing screening is NOT an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age / grade/ group will be screened.

Argenta-Oreana C.U.S.D. #1

901.00

TECHNOLOGY

District Electronic Network Access for Students

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access to the District electronic network.

Please read this document carefully before signing.

All student use of the District electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about the District electronic network. It does not attempt to state all that may be required of users, or proscribed behavior. **The failure of any user to follow the terms and conditions of the District Electronic Network Access will result in the loss of those privileges, and shall be regarded as a violation of student disciplinary rules and the Student Code of Conduct. Student misuse of electronic networks may result in legal liability of the student and/or his or her parents.**

The purposes of providing electronic network access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of electronic networks. To that end the District reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which are not appropriate to the educational activity assigned or permitted.

TERMS AND CONDITIONS

1. *Acceptable Use* – Access to the District’s electronic network must be for the support of education or research, and be consistent with the educational objectives of the school.
2. *Privileges* – The use of the District electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules, and may deny, revoke, or suspend student access at any time. Such decisions are final.
3. *Unacceptable Use* – A student is personally responsible for his or her actions and activities involving the District electronic network. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of the District electronic network. Some examples of unacceptable uses of the District electronic network are:
 - a. Any illegal activity.
 - b. Violation of copyright, intellectual property rights, or unauthorized use of property of others.
 - c. Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyrighted or devirused.
 - d. Using or downloading a file for a purpose other than that authorized.
 - e. Use for private financial or commercial gain.
 - f. Wastefully using resources such as file space, processor time or network time, including any use that hinders, delays or obstructs others in their use of the District electronic network.
 - g. Gaining or attempting to gain unauthorized access to any resources, including but not limited to the District’s computers, networks, databases, and files, or information contained therein.
 - h. Invading the privacy of others.
 - i. Using or attempting to use another’s account or password or other identification.
 - j. Posting material authored or created by another without his or her consent.
 - k. Posting anonymous messages.
 - l. Use for commercial or private advertising.
 - m. Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented.
 - n. Use or attempted use while access privileges are suspended or revoked.
 - o. Failure to follow network security rules.

- p. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the District.
- q. Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
- r. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.
- s. Use of computing facilities knowingly to disrupt normal operation of any computing system.
- t. Posting of messages or material under a false name, or corrupting or changing any data or material of any other person without consent.
- u. These rules may be supplemented at any time at the discretion of the District. Any supplemental rules will immediately be binding upon students.
- v. Use of the District electronic network to engage in any theft or fraud.

The above activities are unacceptable and shall result in disciplinary action which may include disciplinary measures as provided under the Argenta-Oreana School Student Code of Conduct.

4. *Network Etiquette* – While using the District electronic network, students are required to abide by the generally accepted rules of network etiquette. These rules include, but are not necessarily limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.
 - c. Do not reveal the identification, password, personal addresses, photographs, or telephone numbers of others.
 - d. Recognize that electronic communication is not private. People who operate the system have access to all such communication. Messages relating to or in support of violations of school rules may result in discipline, and those relating to illegal activities may also be reported to law enforcement authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. *No Warranties* – The school makes no warranties of any kind, whether expressed or implied, regarding the use and availability of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through use of the network, or the Internet.

6. *Indemnification* – The parent or guardian, by signing below, in consideration of the District providing his/her student with electronic network access agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these or other School Rules by the student in using the electronic network.
7. *Security* – Network security is a high priority. If a student identifies a security problem or failure on the District electronic network, the student is required to notify the Building Principal or his/her designee. The following rules apply to network security:
 - a. Students must not demonstrate any security problem or security defeating technique to any other users.
 - b. Students must keep accounts and passwords confidential. A student providing an account or a password to another, or using or attempting to use another individual's account or password violates this rule.
 - c. Attempting to log onto or use the District electronic network using any other person's account, password or identification is a violation of these rules.
 - d. Any user identified as a security risk may be denied access to the network.
8. *Telephone Charges* – The School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary District electronic network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing below.
9. *Privacy* – Electronic communications and downloaded material may be monitored or read by School officials. Files stored on school-based computers may be treated like school property.
10. *Safety* – To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
11. *Supervision and Monitoring* – Staff members shall supervise and monitor students while students are using the District electronic network to ensure that the students abide by the Terms and Conditions for District Electronic Network Access contained in these procedures.
12. Students and parent(s)/guardian(s) shall sign the *Authorization for District Electronic Network Access* annually while enrolled in the District Schools.

ADOPTED: 2/9/98

REVISED: 5/8/00

**REVISED: 5/14/07

Internet Privacy Policy

The school district has an obligation to protect student safety and to balance this with the need for open communication when using the Internet. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet.

The purpose of this policy is:

1. to inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. to recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. to provide to schools a policy governing how student-identifying information should be allowed in publishing on the Internet.

Policy

1. When posting examples of student work, students and staff shall not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, or phone numbers. Students shall identify themselves by first names. Pictures that are a part of student publishing should not include any identifying information.
2. Internet IDs and passwords are provided only for personal use and shall not be shared with anyone. Further, students and staff shall not use anyone else's password.
3. Individual and/or group pictures posted to the network shall not include any identifying links and/or information.
4. If replies to published student work are appropriate, the sponsoring teacher's school email address or a general group email address shall be displayed, not the student's.
5. In special circumstances with a parent-signed release, identifying information can be added.

ATTENDANCE INFORMATION

Regular attendance is essential for a student to make use of the educational opportunities offered at Argenta-Oreana High School. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Absenteeism from school is one of the most serious causes of failure and may lead to a student becoming a drop-out and/or a behavior problem both in and out of school. The high school shall not be liable for the educational progress of students who are removed from school for extended periods of time contrary to law or good educational practices.

Article 26 of the Illinois School Code is the Compulsory Attendance Law for children age 7-17 years of age in the State of Illinois. Under this statute, it is the responsibility of parents or guardians of time school is in session during the regular school term. Parents or guardians of school age children who knowingly and willfully permit their child to be truant from school are liable to a Class C misdemeanor and shall be subject to a fine of up to \$500. Any person who induces or attempts to induce a child to be absent from school unlawfully, or who knowingly employs or harbors a child absent from school for 3 consecutive school days is guilty of a Class C misdemeanor.

Each student has five (5) absences each semester, which will be accepted, provided a note comes from the parents on the day the student returns to school. Any absences in excess of 5 days without being excused as listed in the section below will result in loss of credit for the days in which the absences are unexcused. For the purpose of this attendance policy, absences will be counted on a class-by-class basis.

The following are examples of excused absences, **which do not count toward the 5-day unexcused absence policy:**

1. Doctor's excuse. All acceptable doctors' excuses for absences not counting toward the 5-day policy must be turned into the office **within two days** of the date of return to school.
2. Family vacation with advanced absence procedure followed.
3. Funeral of immediate relative, including grandparent, father, mother, brother, sister.
4. Funeral of distant relative or family friend with parent written permission.
5. An acceptable absence as designated by the principal.
6. Court appearance.
7. Serious illness of a member of the immediate family.

8. Marriage ceremony within the immediate family.
9. Church holiday verified by the parent.
10. College Days (approved by the Counselor).
11. Military Processing (approved by Counselor).

Listed below are examples of excused absences, which **do count toward the 5-Day unexcused absence Policy**, but homework may be made up for the day/days absent through coordination with individual teachers.

1. Student illness without a doctor's note.
2. Driver's test.
3. Needed at home.
4. Advanced absence for reasons other than outlined under Excused Absence.

A student must be in attendance one-half of the school day: either periods 1,2,3,4 or 5,6,7,8 in order to attend an extra-curricular activity that evening. A special circumstance must have prior administrative approval.

Any student who misses five (10) consecutive days of attendance without notifying the school office will be considered dropped from attendance on the eleventh day.

Absences

When an unanticipated absence from school occurs, parents should call the high school office between 7:30 A.M. and 10:00 A.M. on the morning of the absence. (795-4821 or 795-4822) Calls made by students will not be accepted as appropriate. **If a note is not brought, the student will be issued an unexcused absence slip for that day, and he/she must bring a note the following day or make-up privileges may be denied and the student may be considered truant.** If a student loses semester credit due to attendance, he/she will be dropped from all extra-curricular activities. Upon returning to school from an absence, students are to report to the Office before first period with their parental note explaining their absence and obtain an admit slip. Every student who misses a class or classes must present an admit slip to each teacher of the classes missed. His/her admit slip must be written by the Principal or his designee.

Teachers have been instructed to not permit a student who has been absent into their class unless that student has a admit slip form the office. If a student is sent to the office by a teacher because he/she forgot or lost the admit slip, a tardy slip will also be issued. A possible detention could result due to lost admit slips.

A student who has been absent because of serving an alternative study or who has been suspended will not need a parent note.

A student who is absent due to illness during the school day will not be permitted to participate in after school extra-curricular activities/practices unless the student was in attendance in school for period 1-4 / 5-8.

Faculty members are expected to keep accurate attendance records, but students must be responsible for requesting their make-up work.

Lists of students with advanced absences or who are on school field trips will be distributed to faculty. These students will not need a parent note about their absence.

Field Trip

Teachers will require a signed parent permission form. If required by any teacher, assignments due the day of the field trip will need to be turned in on time.

Any student who is not passing all classes may not attend a field trip.

Any student who serves five or more days of alternative study/Late Stays and/or three or more days of out-of-school suspension during the school year will not be allowed to attend field trips, an alternative assignment will be given.

Pre-Arranged Absence

A student may obtain a pre-arranged absence when he/she knows he/she will be absent in the immediate future. Advanced absence forms are not necessary for one-day situations.

Examples of pre-arranged absences are:

1. Trips with family
2. Visits to colleges or vocational schools
3. Funerals
4. Field trips
5. Others as approved by the principal

The procedure for obtaining a pre-arranged absence is to bring a note from home, at least one day in advance of the absence explaining the reason for the expected absence. A pre-arranged absence form will then be issued, and the student will take the form to each of his/her teachers. If the teacher agrees that the student can afford to miss class, the teacher will sign the slip signifying the student has notified the teacher of the absence and has made arrangements to do the make-up work. This form is to be returned to the office at the end of the day. If all signatures have been obtained, the absence is then pre-arranged.

Tardy Policy

Tardies are accumulated on a per semester basis. Students are to be in the classroom when the bell rings. Students tardy to school must report to the office for a pass to class. The consequences for tardiness are as follows:

Tardy #1	Warning
Tardy #2	1 Lunch detention
Tardy #3	1 Late Stay, Parents contacted
Tardy #4	2 Late Stays, Parents contacted
Tardy #5	1 Alternative study, Parents contacted
Tardy #6	2 Alternative studies, Parents Conference Requested
Tardy #7	3 Alternative studies, Parents Contacted.
Tardy #8	4 Alternative studies, Parents Contacted.
Tardy #9	5 Alternative studies, Parents Contacted.
Tardy #10+	10 Alternative studies. May be considered Gross Insubordination. (See Gross Insubordination Policy)

*****Oversleeping and car trouble are not valid reasons. Tardiness after 15 minutes will be considered truancy and could result in Alternative Study or Late Stay. Administrative discretion will be applied for exceptions.***

Detentions

Student misbehavior is a disruption to the educational process. Students who misbehave will be subject to after-school or before-school detentions as assigned by teachers. **A copy of all detentions will be sent home and to the office. Teachers are expected to make home contact on all detentions assigned.**

Lunch Detentions

Lunch detentions will be served in the Alternative Study classroom. Students are expected to be in this classroom by the time the tardy bell rings. They will bring a lunch and eat in this room then sit quietly until the teacher dismisses them. Lunch detention rules include the following:

Students in Lunch Detention will be in the room ready to eat by the tardy bell.

There is no sleeping, book bags, hats, or coats in Lunch Detention.

Restroom and drink must be taken during the passing time before or after the lunch period.

All regular school rules apply.

Detentions will be assigned one day will be served on the next day. Detention time is to be spent eating, doing homework or constructive reading.

Truancy

A student absent without valid cause and consent of his/her parents is truant. A student is truant when he/she:

1. Leaves school without signing out.
2. Is absent from school without prior permission.
3. Is absent from class without permission.
4. Obtains a pass to go to a certain place and does not report there.

Truancy will result in Late Stay through recommendation for expulsion.

The parents of a chronically truant student will receive notification either by letter or telephone apprising them of the situation. Additional notification and alternative program information will be made available to the parents and students at which time the student loses credit for the semester, withdraws, or is dropped from our rolls. The information will include, but is not limited to such programs as summer school, Saturday School, and Futures Unlimited.

Alternative Study

Alternative Study will be held in room 223, supervised by staff assigned to this position. Students will be notified of their assignment to Alternative Study at least one day ahead. An assignment sheet will be given to each Alternative Study student to be filled out and signed by each teacher. Students are to get their assignments and report to the classroom before the 8:10 tardy bell. If students show up with no assignments, they will be suspended for that day and one more day. Teachers will be available to advise tutor, and test these students. Rules for the Alternative Classroom include but are not limited to:

1. Students will use Alternative Study to do classroom assignments, which they have received from their teachers, before coming to the classroom.
2. Students may be given assignments to be completed regarding the reasons for alternative placement.
3. Students may bring newspapers, books, and appropriate magazines to read after school work is completed.
4. There will be no talking or leaving the student's assigned seat without permission from the staff person in charge.
5. There will be no eating (except lunch) or sleeping in the Alternative Classroom. Heads must be up at all times.

6. Students will be assigned a desk for the day and will be expected to remain in it unless the supervisor gives permission otherwise. Students must raise their hands to speak with the supervisor.
 7. Restroom and drink privileges are on an emergency basis only.
 8. All regular school rules apply.
- **Failure to follow Alternative Study rules may result in the suspension of the student for the remainder of that day and the following school day.**

Late Stay

Late Stay will be assigned to the student who is chronically tardy, skips detentions repeatedly, and exhibits gross disrespect, disobedience. Students will be notified of their Late Stay assignment at least one day ahead. They will bring enough work and additional reading material to keep busy for the hour and forty five minute detention.

****Absence from Late Stay I will result in an additional day of Late Stay through Out-of-School Suspension.**

CODE OF CONDUCT

The following disciplinary guide has been developed to inform you of the procedures used at Argenta-Oreana High School when appropriate in cases of misbehavior, infractions of school rules and regulations, etc. While it is impossible to list every type of situation, the following information serves as a guide. **If an incident occurs that is not included in this handbook, or if extenuating circumstances make the recommended consequences for a specific offense inappropriate, the Principal will determine the appropriate action to be taken. If the number of offenses exceed those listed in this handbook, the administration shall either respect the last designated disciplinary action, or proceed to the next logical and appropriate disciplinary action.** These offenses accumulate for the entire school year.

Maintenance of Discipline (ILCS 105.5/24-24)

24-24. Maintenance of discipline. Subject to the limitations of all policies established or adopted under Section 14-8.05, teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

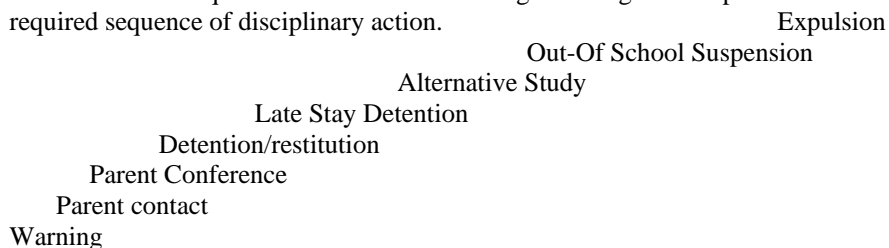
Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy a policy on discipline, and the policy so established shall provide, subject to the limitations of all policies established or adopted under section 14-8.05, that a teacher, other certificated employee, and any other person, whether or not reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student for the disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm.

The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing has thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

Students are reminded to maintain order and security in the schools. Authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school. As well as personal effects left in those places and areas by students, without notice to or consent of the student. (ILSC 105. 10/22.6 sec. E)

Range of Administration Consequences

This is a chart displaying the range of consequences for misbehavior. It begins at the lower left with the least severe consequences and climbs to the right ending with expulsion. The chart does not display a required sequence of disciplinary action.



Parent notification may occur at all levels in the “Range of Administrative discipline Consequences”, but will occur from the “Parent Contact” through “Expulsion” levels.

Types of Disciplinary Action (not all-inclusive)

Verbal Warning: Given by teacher or principal. Purpose is to inform the student that a rule has been broken, or his/her behavior is inappropriate. Continuing this type of behavior will result in further disciplinary consequences.

Detention: Assigned by the teacher if to be supervised by the teacher. Assigned by the principal after having been sent to the office by the teacher or for tardiness. The length and time to be determined by the offense. Generally, a detention assigned on one day is to be served the following day. Students are responsible for arranging their own transportation home after serving detention.

Late Stay: The disciplinary assignment of a student to a class that will meet at Argenta-Oreana High School two days a week from 3:15-4:30. Students attending Late Stay will be expected to work on school work.

Alternative Study: The temporary removal of a student from classes for disciplinary reasons. The student's attendance in school is still required. Students serving in Alternative Study will be required to complete class assignments during this time.

Suspension: The temporary removal of a student from classes and school property for disciplinary reasons not to exceed ten (10) consecutive school days. Suspended students are not permitted on school property during the school day or for school activities. Students serving a suspension will be expected to make up all work missed. Assignments must be requested by the student or parent and are **due the day the student returns to school.**

Expulsion: The removal of a student from classes and school property for disciplinary reasons for a period of time exceeding ten (10) school days. Expelled students are not permitted on school property

during the school day or for school activities. Students serving an expulsion are issued a "0" for classes missed.

**Consequences may be altered depending upon the severity and/or the infraction in question.*

Types of Misbehavior and Consequences (not all-inclusive)

Displays of Affection

Holding hands is the extent of affection, which is acceptable at Argenta-Oreana High School. Kissing, arms around each other, etc. ARE NOT ALLOWED at school. Student relationships should not be on an emotional level at school or school functions.

1st & Subsequent Offense(s): Warning through Alternative Study.

Absence From A Detention

Students who have an unexcused absence from a detention could be assigned the following:

1st & Subsequent Offense(s): Late Stay through Out-Of-School Suspension

Absence From A Late Stay

Students who have an unexcused absence from a Late Stay could be assigned the following:

1st & Subsequent Offense(s): an additional day of Late Stay-recommendation for expulsion.

AUP violations

Students who violate the Acceptable Use Policy located on p.33 could be assigned the following:

1st & Subsequent Offense(s): warning – suspension and/or recommendation for expulsion

Being In An Unauthorized Area Without A Pass

1st & Subsequent Offense(s): Detention through Late Stay.

Gang-Like Activities

Including but not limited to wearing or displaying of known gang symbols (colors, signs, signals, gestures, graffiti, etc...) Recruiting students for membership, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

1st & Subsequent Offense(s): Detention through Recommendation for expulsion

Cheating

A student who cheats on a homework assignment by copying someone else's work or who cheats on any exam will be given a 0 for that assignment or exam. Repeat instances of cheating may result in discipline for gross insubordination.

Forgery (parents always contacted)

Signature cards having the signature of each student's parent or guardian are on file in the office. A signature on absence excuses, notes, etc. will be periodically checked for authenticity. The alteration of parent or doctor notes is considered forgery and will be dealt with accordingly.

1st & Subsequent Offense(s): Late Stay through out-of-school suspension

Bullying (refer to board policy manual for further clarification.)

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without

limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

1st & Subsequent Offense(s): Warning through recommendation for expulsion.

Gross Disrespect/Disobedience/Insubordination (toward any school employee)

This is defined as exhibiting blatant defiance, refusal to cooperate or follow instructions, talking back disrespectfully, and giving disrespectful gestures.

1st & Subsequent Offense(s): late stay through recommendation for expulsion

Gross Misbehavior (parents contacted)

This is defined as behavior not covered elsewhere in this policy which is deemed inappropriate by the administration with input from the faculty.

1st & Subsequent Offense(s): 2 days Alternative Study through Out-Of-School Suspension, recommendation for expulsion

Physical Confrontation/Physical Violence with Staff or Students

Causing or attempting to cause physical injury to any student, employee, or other person is unacceptable.

1st & Subsequent Offense(s): 3 day out-of-school suspension through recommendation for expulsion. Law enforcement contacted.

Verbal Confrontation (no physical contact)

1st & Subsequent Offense(s): Warning through 5 Day suspension through recommendation for expulsion.

Sexual Harassment: Harassment - Sexual Harassment

Harassment, sexual harassment, and sexual discrimination will not be tolerated by Argenta-Oreana C.U.S.D. #1. A student who feels that his or her rights have been violated should file a confidential complaint with a teacher and/or school administrator. An investigation will take place involving proper authorities with confidentiality maintained within the quality of the statute.

1st & Subsequent Offense(s): Warning through recommendation for expulsion

Theft

The taking or using of public or private property without permission or authorization is prohibited.

1st & Subsequent Offense(s): Parent Contact through expulsion

NOTE: Depending on the value of the property and/or circumstances of the theft, the punishment may be altered and law enforcement authorities may be contacted and charges filed.

Threats

Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal, written or implied threats and/or discussing about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school.

1st & Subsequent Offense(s): Warning through expulsion, (Depending on the severity of the threat a mandatory conference and assessment by A-O student assistant counselor and police notification)

The intent to and or the use, Possession, Selling, Buying, Secreting of Drugs or Alcohol (Including look-alike drugs) at school or school functions. Possessing, Selling, Buying Drug Paraphernalia.

1st & Subsequent Offense(s): 10 Day Out-Of-School Suspension through Recommendation for Expulsion, police will be Notified

Due to increase in alcohol consumption by minors a student may be subject to a PBT (portable breathalyzer test) to determine if a student is under the influence of alcohol. Results are to be used for student discipline, unless obligated by law to turn records over to law enforcement agencies on law enforcement is contacted.

Use, Sale, or Possession of Tobacco Products or Paraphernalia at School or School Functions (including chewing tobacco, lighters, and matches)

1st & Subsequent Offense(s): 2 day out of school Suspension through recommendation for expulsion.

Use, Possession, or attempt to sell/purchase a Weapon at School or School Functions (including, but not restricted to guns, knives including any bladed instrument and any other instrument including look-alike weapons that's purpose is to cause, or threaten to cause harm to another person.)

Possession(this does not apply to guns/explosives)

1st & Subsequent Offense(s): 5 Day Out-Of-School suspension through recommendation for expulsion. Law enforcement may be contacted.

Guns/Explosives

1st & Subsequent Offense(s): Recommendation for expulsion for a minimum of one year, but such penalty may be modified by the board on a case-by-case basis where unusual circumstances exist. Law enforcement contacted.

Use, Possession, or Sale of Fireworks at School or at School Functions

1st & Subsequent Offense(s): Late Stay through recommendation for expulsion.

Vandalism - Destruction of School or Personal Property, police or juvenile authorities may be notified. Restitution shall be a preferred disciplinary technique whenever possible. The parent/guardian and student shall be billed by the business office for the cost of damages.

1st & Subsequent Offense(s): Late Stay through recommendation for expulsion

Excessive Misbehavior

Our purpose of disciplinary consequences is to deter the student from continuing inappropriate behavior at school or school functions. Late Stay and Alternative Study are the most restrictive forms of in-school discipline. After being assigned a combined total of six (6) Alternative Study days and Late Stays during the school year, a parent conference will be requested. Those students who **continue** to exhibit inappropriate behavior that normally results in being assigned Alternative Study and Late Stay could be assigned Out-of-School Suspension.

Behavior Interventions

This policy is being adopted to address the current State law and mandate to adopt behavioral intervention policies and procedures. Behavioral interventions which emphasize positive interventions, designed to promote and strengthen disability behaviors and reduce identified inappropriate behavior shall be used with those disabled students who require behavior intervention. These policies and procedures are to be developed consistent with generally accepted practices in the field of behavioral intervention with the understanding that:

1. Behavioral intervention should be used by teachers and administrators to promote and strengthen disabled, adaptive students' behaviors and reduce identified inappropriate behavior.
2. Whenever possible, positive, non-aversion interventions designed to develop and strengthen disabled students should be used.
3. Procedures should be developed for monitoring the use of restrictive behavioral intervention.

The procedures are to promote the use of positive behavioral interventions and shall include, but not be limited to, the following components:

- A. Designation of behavioral interventions by level of restrictiveness.
- B. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions.
- C. Procedures for documentation of emergency use of restrictive interventions.
- D. Provisions for parental involvement.
- E. Provisions for staff training and professional development.

Video Surveillance Policy

Argenta-Oreana Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff and visitors; and
2. For the detection, reduction and/or prevention of instances of misconduct, including but not limited to vandalism, theft or other unacceptable misconduct.

Placement

1. Video surveillance cameras will be placed in such a way as to observe public areas deemed necessary by district personnel.
2. Video surveillance cameras shall not be directed toward neighboring private property.

Operation

1. Video surveillance cameras shall monitor and/or record only video images. In accordance with federal and/or state eavesdropping laws, audio shall not be monitored and/or recorded by video surveillance cameras.

2. Video surveillance cameras may or may not be in continuous operation.
3. Video surveillance cameras may or may not be monitored in real-time by school personnel.
4. Mechanical failure notwithstanding, images from video surveillance cameras shall be recorded. These recordings shall be secured by authorized school personnel and maintained for a minimum of one (1) week.

Protection of Information

1. The content of video surveillance recordings shall be reviewed by authorized school personnel on a random basis and/or when violations of state/federal law, district policy or school rules have been brought to the attention of the administration.
2. Video surveillance recordings displaying violations of state/federal law, district policy, or school rules may be used in disciplinary proceedings.
3. If the content of a video surveillance recording is used in a disciplinary proceeding, it shall be treated the same as other evidence.
4. The content of video surveillance recordings are subject to district policies and procedures concerning records. Such recordings shall at all times comply with the Freedom of Information Act, Illinois School Student Records Act, Family Educational Rights and Privacy Act, and District guidelines for the collection and use of student identifying information.
5. Individual action by the school district, may request to view said recordings by submitting a written request to the administration. The viewing of the recordings shall be limited to those individuals (and parents or legal guardians in the case of juveniles) and shall be subject to all privacy restrictions which may be applicable. Additionally, only the portions of the recordings where the individuals in question are observed may be viewed.

Public Awareness

1. All Argenta-Oreana Community Unit School District No. 1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

ADOPTED: 09/11/06

PARENT NOTIFICATION

Per P.A. 94-994, school districts are required to notify district parents that you may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR).

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. You may search the database by name, zip code, or county. Access is free.

**ARGENTA-OREANA CUSD #1 High School
(FERPA) INFORMATION**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's educational records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's educational records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name: Sean German, Principal or Dan Sheehan, Assistant Principal
Phone: 795-4821

You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) The part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the educational record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record.

Name: Sean German, Principal or Dan Sheehan, Assistant Principal
Phone: 795-4821

3) To control the disclosure of their child's personally identifiable information from their educational record-Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education

To: Parents and Staff
From: Argenta-Oreana CUSD #1 District Office
Date: August 1997
Re: **Annual Asbestos Management Plan Notice**

This is to inform you of the status of Argenta-Oreana CUSD #1 schools' asbestos management plan(s).

As required, all buildings in our school district were initially inspected for asbestos in August, 1988.

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years.

The inspection/management plan is available for public review in the following school offices:

Argenta Oreana Elementary School
400 W. South Street
Oreana, IL

Argenta-Oreana Junior High School
200 E. East Street
Argenta, IL

Argenta-Oreana High School
500 N. Main Street
Argenta, IL

Should you have any questions, please contact a District Administrator at any of the above location.

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

The superintendent shall appoint a coordinator for nondiscrimination for the school district. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the district's written grievance procedure to the complainant. The coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the school board by submitting a written request for a hearing before the board, addressed to the office of the superintendent.

The decision of the school board may be further appealed to the regional superintendent of schools, pursuant to Statue 3-10 of the School Code of Illinois, and thereafter, to the state superintendent of education pursuant to Statue 200.90b of the Sex Equity Rules of the School Code of Illinois.

EXTRA-CURRICULAR ATHLETIC HANDBOOK

INTRODUCTION

The following Extra-curricular Handbook has been approved by the Board of Education, Administration, Coaches, and Sponsors.

THE PLAYER

1. He/She plays clean, plays hard, and plays for the love of the game.
2. Wins without boasting, loses without excuses, and never quits.
3. Respects officials and accepts their decisions without question.
4. Never forgets that he represents his/her school.

THE COACH

1. Inspires in his/her athletes a love for the game and the desire to win.
2. Teaches them that it is better to lose fairly than to win unfairly.
3. Leads players and spectators to respect officials by setting a good example.
4. Is the type of person he wants his athletes to be.

THE OFFICIAL

1. Knows the rules.
2. Is fair and firm in all decisions. Calls them as he/she sees them.
3. Treats players and coaches courteously and demands the same treatment.
4. Knows the game is for the athletes, and lets them have the spotlight.

THE SPECTATOR

1. Never boos a player or official.
2. Appreciates a good play, no matter who makes it.
3. Knows the school gets the blame or praise for his/her conduct.
4. Recognizes the need for sportsmanship.

Philosophy

First and foremost participation is a privilege, NOT a right.

It is the philosophy of the Athletic Program at AOHS to provide each individual who is willing to adhere to the rules of good sportsmanship and guidelines of our athletic policies the best possible opportunity to grow morally, physically, socially and mentally through participation in our program of interscholastic activities.

To the Parents

One of the most important factors in having a successful Athletic Program is the cooperation and support of the parents of our athletes. As a parent of an athlete, it will be necessary to give an extra amount of your time in support of your son or daughter and our school's athletic program. We sincerely hope that these sacrifices and commitments will be a valuable and rewarding experience to both you and your AOHS athlete.

Our coaches are experienced in their fields and have the desire to help all of our athletes become respected, successful, and useful citizens of our community-both now and after graduation. If as a parent you feel the need to discuss a particular policy or situation, please call and make arrangements to talk with a coach or the Athletic Director.

PARENT-COACH COMMUNICATION

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefits to our children. As parents, when your children become involved in athletics, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

Communication you should expect from your child's coach:

- Philosophy of the coach
- Expectations the coach has for your child as well as the other players on the team.
- Location and times of all practices and contest.
- Team requirements; i.e. fees, equipment, etc.
- Discipline that result in the denial of your child's participation.

Communication that the coach should expect from parents:

- Concerns expressed directly to the coach.
- Notification of schedule conflicts well in advance.
- Specific concern in regard to the coach's philosophy/and or expectations.

As your child becomes involved in athletic programs at A-O, he/she will hopefully experience some rewarding moments. It is important to understand that there also may be times when things do not go the way you or your child wishes. At that time, discussion with the coach is encouraged.

Appropriate concerns to discuss with your child's coach:

- The treatment of your child: mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior

It is very difficult to accept that your child is not playing as much as you hope. Coaches are professionals. They are, at times, forced to make judgment decisions based on what they believe is best for all student-athletes involved. As you may have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those in the following paragraphs, must be left to the discretion of the coach.

Issues not appropriate to discuss with your child's coach:

- Playing time
- Team strategy
- Other student-athletes

There are situations that may require a conference between the coach and the parent. This is encouraged. It is important that both parties have a clear understanding of the other's position. When these

conferences are necessary, the following procedures should be taken to help promote an understanding to the issue of concern.

Procedures to follow if you have a concern to discuss with the coach:

- Call the school to set up a time to meet with the coach.
- 795-4821 H.S.
- If the coach cannot be reached, call the Athletic Director and leave a message for the coach.
- **Do not confront the coach before, after, or during a practice or a game.** These confrontations can be emotional for both the parent and the coach. Meetings of this nature do not promote resolutions.

Research indicates students involved in extra-curricular activities have a greater chance for success during adulthood. Many of the character traits required to be successful participants in extra-curricular activities are exactly those that will promote successful lives after school.

Participation in our program requires a large commitment from each athlete. Your cooperation in making your son or daughter punctual for his/her activities will be greatly appreciated.

Finally, we want to thank you for allowing your child to participate.

Fan Behavior (IHSA Ruling)

We strongly encourage our parents and fans to follow the ethics of clean competition and good sportsmanship. IHSA By-Laws state: "Any person found to be in gross violation of the ethics of competition or sportsmanship may be barred from interscholastic contests." These areas will be stressed to our athletes and coaches, and it is the hope of our total program that the parents and fans of our community will lead the way toward good sportsmanship.

The school board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing an offense any school events. (ILCS 5/24-24)

To Athletes, Scholastic Bowl, Student Council, Band, and Chorus

Your first responsibility is to acquire a quality education while attending Argenta-Oreana High School.

Every Argenta-Oreana student becomes an extra-curricular participant from the first scheduled fall athletic season practice until the last scheduled spring competition. The extra-curricular code will apply for the entire school year whether the student is currently involved in an extra-curricular activity or planning to be involved in an extra-curricular activity.

As you are a representative of this school, your actions and behavior must reflect a respected image to yourself, fellow students, your parents, your school and community. You will spend a great amount of

time and effort in participation with your respective activity, but hopefully you will find it to be a rewarding and enjoyable experience that will be important to you now and in the years to come. Any member of the A-O Administration having proven knowledge of any violation of rules will report the incident to the Athletic Director. The Athletic Director and Teacher/Coach will give notification to the participant that he or she has been temporarily suspended from the organization until the appropriate reaction to the breach of rules has been determined.

Specific violations will result in the following disciplinary actions.

Participation in extra-curricular activities is a privilege. Students who commit criminal acts may be subject to suspension from extra-curricular activities at the discretion of school administration. The activity or activities for which the suspension is to be served is at the sole discretion of the school administration.

The coach of a sport reserves the right to suspend or remove an athlete from a team at any time.

Code of Conduct

The administration, coaching staff, and sponsors want it known that any profanity, negative ethnic statements, conduct deemed of poor moral, social, or ethical standards are not condoned by A-OHS.

Each coach will discourage this type of behavior as much as possible and handle these situations individually as they arise. The Athletic Director will be involved with decisions being made when necessary.

The following conduct is prohibited:

- **The use, sale, or possession of tobacco products or paraphernalia (including chewing tobacco, lighters, and matches).**
- **The intent to and or the use, possession, selling, buying, secreting of drugs or alcohol (including look-alike drugs).**
- **The possessing, selling, buying of drug paraphernalia.**

First Offense

#1 - Suspension from interscholastic competition (played events) for a period of time equal to 20% of that sport's scheduled season.

#2 - If the violation occurs during a sports season or out-of-season, and the penalty cannot be completed during that season, the balance of the time will be charged to the next sport in which the student participates. **The administrator will determine which sport the penalty will be served.**

#3 - To assist the suspended athlete to be in proper conditioning and sport knowledgeable, the athlete will be required to practice with the team, follows the training rules, and complete the season in good standing with the coach (es). If any of these stipulations is not followed, no credit will be given for any time served for the suspension.

Second Offense

#1 - Suspension from interscholastic competition (played events) for a period of time equal to 50% of that sport's scheduled season with stipulations 2 and 3 from above.

Third Offense

#1 - Suspension from interscholastic competition for a period of time equal to one calendar year.

- **Receiving an out-of-school suspension**
(Will accumulate throughout the entire school year)

First Offense

#1 - Suspension from interscholastic competition (played events) for a period of time equal to 20% of that sport's scheduled season.

#2 - To assist the suspended athlete to be in proper conditioning and sport knowledgeable, the athlete will be required to practice with the team, follows the training rules, and complete the season in good standing with the coach (es). If any of these stipulations is not followed, no credit will be given for any time served for the suspension.

Second Offense

#1 - Suspension from interscholastic competition (played events) for a period of time equal to 50% of that sport's scheduled season with stipulation 2 from above.

Third Offense

#1 - Suspension from interscholastic competition for a period of time equal to one calendar year.

Absence from a Late Stay

Any student who skips a Late Stay assignment to attend an extra-curricular event, practice, or contest will be suspended for their next event or contest.

Academic Difficulty

Coaches and sponsors may suspend at their own discretion if grades are not keeping up with the potential for the student. Any student involved in extra-curricular activities that is earning an F in a class will be required to attend Late Stay twice a week until 4:00.

Note: Not all areas of misconduct or training rule violations could possibly be listed; therefore, the Coaching Staff, Athletic Director, and school administration reserve the right, as a professional responsibility, to act on any area of poor judgment or misbehavior by an athlete, student council, scholastic bowl team member, or any extra-curricular participant with appropriate disciplinary actions.

***Scholastic Eligibility (applies to IHSA competition)**

Students must pass 6 out of 7 classes weekly as well as the end of each semester. Students must maintain a semester grade point average of 2.6 on a 5.0 scale. The semester grade point average will be used to determine fall/spring eligibility.

Academic Progress

Students who have passed 6 out of 7 classes for the semester but earned a grade point average of less than 2.6 may earn back their eligibility by meeting the following criteria:

- Attending Academic Late Stay every Tuesday and Thursday during their season or activity.
- Attending 75% of the Academic Late Stays while they are not involved in an extra-curricular activity.

Students who do not meet this criteria will be deemed ineligible for all extra-curricular activities for the semester and forfeit their opportunity for Academic Progress the following semester. An excused absence will not count against their 75% attendance requirement.

Student Insurance for Athletes

All athletes are required to take out school insurance unless they provide a written statement from their parents indicating that they have personal insurance that will relieve the school of liability in case they are injured while participating in an athletic program. As with the requirement for physicals, athletes may not practice on any squad prior to turning in proof of insurance.

Note: It is cautioned that many insurance companies will not accept responsibility for accidents occurred during school athletic functions. Especially in the case of football, parents are encouraged to examine their own policies carefully before accepting this responsibility. After an accident, it is the responsibility of the injured athlete to sit down with his/her coach and fill out the necessary insurance forms within seven 7 days from the accident. All injuries must be reported to the coach in charge.

Athletic Participation Fee

Each athlete must pay a fee before being allowed to participate. This money goes into the general fund to help defray the costs of the athletic programs.

Athletic Equipment

All athletes are held responsible for any equipment issued to them that is school property. At the discretion of the coach and/or Athletic Director, they will be expected to pay for any piece of equipment lost or damaged.

Athletic Trip Procedures

When traveling on away trips, all athletes, and managers will be neatly dressed. Individual coaches will set basic guidelines for his or her team members to follow.

All athletes must ride the school bus to and from all contests unless previous permission, in writing, has been given by a Parent to the coach in charge. This practice is discouraged unless a definite matter of inconvenience exists. Athletes may not be given permission to ride with anyone other than his or her own parents.

General Team Rules and Policies

1. Any athlete who quits a sport cannot report to another sport that is in season without the mutual consent of both coaches involved.
2. Hairstyle guidelines and facial hair are the discretion of the individual coaches and the Athletic Director.
3. Athletes are strongly expected to set good examples in the classroom. Any misconduct reported to the office by a teacher will be relayed to the head coach and disciplinary action may follow.

4. The following guidelines will be used as attendance procedures and policies while participating in any sport;
 - A Unless prior approval has been granted, athletes must be in attendance at least one-half of the school day in order to participate in a practice or contest. This would be periods 1, 2, 3, and 4; or periods 4, 5, 6, and 7.
 - B Any practice missed must be excused by the coach. (Excused illness will already be taken care of by the office.)

Athletic Award System

All special honors, such as the MVP awards, co-captains, etc., shall be designated at the discretion of the coaches involved. They may choose to select them by the coaching staff, popular vote of the squad, vote of the senior players, or how the particular coach designates. This selection policy should be explained to the squad at the beginning of the season. Individual awards, such as numerals, letters, and meritorious awards shall be earned according to the school's standards and requirements. The following awards system will be used:

1. Numeral awards are given for athletic participation at the freshman level.
2. Participation certificates will be given for junior varsity and freshman participation.
3. Varsity letter awards are given when an athlete meets the school's standards and requirements for lettering.
 - a. **BOYS and GIRLS Track**
 - i. An athlete must average 1 point per meet
 - b. **BOYS and GIRLS BASKETBALL**
 - i. An athlete that averages 1 varsity quarter per game
 - c. **WRESTLING**
 - i. Any athlete that represents the school in a state series. Any athlete that is on the regional roster.
 - ii. Any athlete that scores 21 points the entire year. 1 point for a match, 1 point for a win, and 1 point for pin/forfeit
 - iii. Any athlete that gets injured, that was on track to receive a varsity letter.
 - d. **FOOTBALL**
 - i. Any athlete on the varsity roster that averages 1 quarter per game
 - e. **VOLLEYBALL**
 - i. Any Athlete that plays in 75% of the matches during the season. The athlete must contribute to 2 of the 5 team's skill statistics (Aces, Assists, Blocks, Digs, and Kills).
 - f. **BASEBALL**
 - i. Any athlete that is on the varsity roster that plays 25% of the innings
 - g. **SOFTBALL**
 - i. Any athlete that is on the varsity roster that plays 25% of the innings
 - h. **CHEERLEADING**
 - i. Any athlete that cheers for varsity sporting events
 - i. **CROSS COUNTRY**
 - i. Any athlete that participates the entire season

**All seniors playing a sport earn a varsity letter

**All final decisions on athletes receiving varsity letters are the head coach's decision. Athletes must end the season in good standing with the school and the coaching staff.

4. Gold inserts are awarded to indicate in which sport the varsity letter earned, and a pin is given each year following the earning of the varsity letter.

SCHOOL COLORS- Blue and Orange

MASCOT- Bombers

SCHOOL SONG- On Wisconsin

On Argenta, On Argenta, On Argenta High.
Orange and Blue to you we're loyal
as the years go by.
Rah! Rah! Rah!
We salute you and we love you, for our aims are high;
In you we place our trust Argenta High!
Oh, when those orange and blue boys fall in line,
There's gonna be awful time.
We'll yell for all those boys in unison,
No matter if the game is lost or won, we'll yell.
We'll yell for A.O.H.S. for evermore
And for the standards that we're fighting for.
We're gonna roll those boys right off the floor,
Raise the score for A.O.H.S.
Cha hee Cha Ha
Cha ha ha ha
Argenta High School
To you Rah! Rah!