

**ARGENTA-OREANA MIDDLE SCHOOL
STUDENT HANDBOOK
2009-2010**

**ARGENTA-OREANA MIDDLE SCHOOL
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ARGENTA, IL 62501-0439
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PREAMBLE

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.

ATTENDANCE

Illinois law states that contact must be made between the school and the home within the first two hours of the school day in the event of an absence. In order for the school to implement this requirement, we are asking each parent to call the school office to notify us of the absence of your child. This must be done on a daily basis, especially when your child will miss more than one school day. When the school receives no telephone call or contact, the school will attempt to reach the parents for a reason (s) for an absence. If you do not have a telephone, please have a friend, neighbor, or relative call the school with the necessary information.

When you call in your child, please state your name and your relationship to the student, give the student's name, and the reason for the absence. All three schools have automated phone systems that allow you to call in your student ill before 8:00 a.m. If your child is very ill the night before school and you know they will not attend the next day, please call them in. If your child is ill in the morning and you are going to call them in, we encourage you to call in earlier than 8:00 a.m. to leave a message.

To assist you, here are the phone numbers for our schools:

A-O Elementary School	468-2412
A-O Middle School	795-2163
A-O High School	795-4821

LAW DEMANDS ATTENDANCE School Code (1994)

Sec. 26-1: "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session, during the regular school term."

Truancy - after five days of unexcused absence, a truancy petition will be filed with the Regional Office of Education.

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.

COMMUNICATION

Communications between the school and home are often necessary. It is the common rule for the teachers to communicate with the parent either directly or in writing on matters that require parental attention. All teachers at the Middle School are available by email. Important messages transmitted by word of mouth by students are not regarded as sufficient for official communication. Parents should, therefore, feel free to check with the teacher or principal if a matter of importance is reported by the child for parental action and no other communication has been received. The students will also be taking reports and publications home from school from time to time that we feel will be of interest to parents.

Parents' questions concerning established policies, rules, and regulations can be answered by contacting the school. We urge parents to maintain close communication with the school. Usually, student or parental complaints can be addressed by a phone call or a conference with the teacher. If the concern remains unresolved, the student or parent may discuss the complaint with the building principal. If the concern remains unresolved after meeting with the building principal, a written complaint and a request for a conference may be sent to the Superintendent.

EXCESSIVE ABSENCES

Twenty (20) or more days of absence per year at the middle school level may be cause for retention.

For this purpose "absence" includes all absences, whether excused or not excused. Exception will be made for absences explained as necessary in a doctor's statement or by health conditions determined in a doctor's statement including hospitalization, allergies, asthma, or other health reasons.

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the principal. Other circumstances, which cause reasonable concern for the safety or health of the student, may also constitute a valid cause.

Excessive absences will be reported to the Truant Officer.

ABSENCES

Junior high students will be given two school days for each excused day absent to make up work missed. Those assignments will be due in class on the following day.

Examples: if a student is absent one day, the assignments are due in class on the third school day; if a student is absent two days, the assignments are due in class on the fifth school day. A maximum of ten school days will be allowed for lengthy absences with all assignments due in class on the eleventh school day unless special circumstances warrant an extension. Scheduling makeup tests will be the responsibility of individual teachers. In cases of unexcused absences, the students will not be allowed to do makeup work for credit, unless granted special permission by the building principal.

It is the student's responsibility to make up the work that is missed whether pre-arranged or not. A written request for assignments should be submitted one week prior to a planned absence (forms are available in the junior high office). Assignments received in advance are to be completed by the time the student returns to school. If work is not completed, when requested, credit for that work may be denied. It is the teacher's decision whether or not to send class assignments with the student.

Argenta-Oreana Middle School would like to discourage vacations while school is in progress. However, recognizing that by necessity some family trips will take place while school is in progress, the following guidelines must be followed:

- 1) The student must be with his/her parent, grandparent, or guardian.
- 2) The parent or guardian must notify the building principal in writing at least one week before the dates of departure.
- 3) The student must obtain a permission slip from the building principal at the time of parent contact.
- 4) The permission slip must be signed by each of the student's teachers indicating that the student has made arrangements for completing all necessary assignments missed while absent from classes.
- 5) The permission slip must be returned to the building principal prior to departure.

If the preceding guidelines are not followed, credit may be denied.

Students must be in attendance for at least 150 minutes (teacher contact time) to attend or participate in after school activities and functions unless prior approval is arranged with the principal.

ATTIRE

A neat and attractive appearance encourages a child to do his/her best schoolwork and maintain good relations to fellow students. Cleanliness and good grooming is encouraged at all times. The basic point we wish to express in the personal appearance is that school is your child's "place of business." He/she is expected to report to school dressed for school work. The following items are not allowed:

1. **Clothing, jewelry or other apparel which is embellished with, suggests or promotes gang affiliation.**
2. **Sunglasses, hats, bandanas or unusual headgear of any kind during school hours.**
3. **Clothing, jewelry or other apparel which is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs or profanity.**
4. **Clothing or other apparel which is sexually explicit, including but not limited to shirts which reveal or expose the chest or abdomen, spaghetti straps; tank tops; 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. Students are to leave all apparel considered to be outdoor apparel in their lockers.**
6. **Excessively ripped pants, trousers, shorts or jeans and chains are prohibited due to safety concerns; no pants, trousers, shorts or jeans should be worn below the waistline for safety and decency concerns. No pants, trousers, shorts or jeans can have holes above the knee.**
7. **Oversized, extremely baggy, or improperly fitting clothing is not allowed. Pants and shorts must be worn at the waist; sagging is prohibited.**

This list cannot possibly be all-inclusive. If a problem or situation arises that is not specifically covered in the above list, the instructor and/or principal reserves the right to use professional judgment in determining appropriateness of student attire. **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.**

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

Toys, games, skateboards, and other gadgets are not to be brought to school. These distract from students' learning, and are disruptive to the learning environment, and will be taken from the student. These may be retrieved from the principal's office.

Students are not allowed to wear shoes in the school building which have built in skates at any time.

BUS TRANSPORTATION/CHANGE OF SCHEDULE

IF THERE IS A CHANGE IN YOUR CHILD'S REGULAR BUS ROUTINE, SUCH AS YOU, ANOTHER FAMILY MEMBER, OR A FRIEND PICKING UP YOUR CHILD, YOU ARE TO NOTIFY THE OFFICE OF THE CHANGE.

Sometimes children become confused and have the wrong day. Unless we have a note or call from home telling us otherwise, your child will be put on the assigned bus if that is his/her usual routine.

If there is a change in a student's regular after-school routine, the office must be notified. If riding a bus is necessary, a bus pass will be issued to a student provided there is room on the bus taking the student. Students will not be allowed to board a bus if this procedure is not followed.

BUS TRANSPORTATION AND DISCIPLINE

Bus transportation is a service provided by the Argenta-Oreana School District. Our bus drivers are well trained, experienced drivers. Our bus drivers have never had an accident causing a serious injury. It takes the cooperation of everyone - bus driver, bus rider, parents, and school personnel to maintain this record.

Students are reminded that the driver has complete charge of the bus and failure to cooperate could mean suspension from the bus. Riding the bus is a privilege and is not guaranteed for the students who choose to violate the bus rules. While individual bus drivers may have additional rules for their bus, the following are general bus rules that all students must follow:

1. Remain seated and face the front at all times while the bus is in motion. Do not change seats. Keep your feet out of the aisle.
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. Notify the school if the bus does not arrive. (795-2163)
7. Students who do damage to a bus (destroying, defacing, or removing any part of the bus) will be expected to pay for repairs.
8. No eating, drinking, chewing, spitting, or smoking.
9. Students must get on and off the bus at the stop designated for their area.
10. No smoking at the bus stops.

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

Bus drivers may issue a bus slip to any bus rider for misconduct or disobedience. A bus slip informs you that your child has repeatedly misbehaved on the bus or committed an act of gross disobedience. This distraction of the bus driver puts all riders in possible danger. These slips are not given in a haphazard or indiscriminate manner.

A student with a bus slip is required to see the principal in his/her building. After a discussion with your child about his/her behavior, a decision regarding an appropriate consequence is made. The decision is based on the age of the child and the seriousness and/or frequency of the misbehavior. These consequences may be detentions, alternative study, or dismissal from the bus for a period of time.

You are to sign the bus slip and keep the TOP copy. Your child must return the remaining copies to the bus driver the next time he/she rides the bus. The bus driver will then give your child the school's copy to be given to the principal. If these slips are not returned to the bus driver, your child may not be allowed to ride the bus. Contact the principal with questions regarding bus slips.

IT IS AGAINST THE LAW TO PASS A SCHOOL BUS FROM EITHER DIRECTION WHEN THE STOP ARM IS OUT AND THE RED LIGHTS ARE FLASHING. THIS ALSO APPLIES WHEN BUSES ARE LOADING OR UNLOADING STUDENTS ON OR NEAR SCHOOL GROUNDS.

In accordance to school code 105 ILCS 5/29-1 free transportation is provided for pupils as prescribed in Section 10-22.22. In accordance to school code 105 ILCS 5/29-5.2 section 29-5.2 a custodian of a qualifying pupil shall be entitled to reimbursement in accordance with procedures established by the State Board of Education for qualified transportation expenses paid by such custodian during the school year.

CRISIS PLAN

In the event that any building would need to be evacuated for longer than what a fire drill would require, the students will be taken to temporary shelter. Parents will need to listen to the local news stations for further information and instructions.

Students will not be released to parents and/or family friends until the authorities in charge have issued an "all clear". Crisis plans are available for inspection in each building's office.

ELEVATOR USAGE

Students must have administration 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 may result in disciplinary consequences. (Warning through recommendation for expulsion)

EMERGENCY NUMBERS

We MUST have a telephone number so that someone may be notified in case of an emergency. If you do not have a telephone, please give us the telephone number of a relative or family friend. It is very important that the school be kept informed of phone number changes (employer, residence and emergency).

FERPA

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: Steven K. Johnson Phone: 217-795-2163

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: Steven K. Johnson Phone: 217-795-2163

- 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

FIRE AND TORNADO DRILLS

Fire drills will be conducted throughout the year as weather permits. Students are expected to file out according to the instructions posted in each room. Our school district participates in the Illinois Tornado Preparedness Drill held each spring.

FIRST AID

Our district has limited access to a nurse. If you wish to speak to her, call the office (795-2163) and someone will attempt to assist you in locating her.

If a minor injury occurs at school, first aid is provided. Every attempt is made to notify a parent or guardian if the injury appears to be more serious.

FREE AND/OR REDUCED LUNCH OR BREAKFAST

ALL students receive a form to apply for free and/or reduced lunches or breakfasts. If you think you are entitled to this benefit, fill out the information requested and return the form to school with your child. The forms will be sent to the district staff person in charge of this program.

Families that participate in the free or reduced lunch or breakfast program may also be eligible for a full or partial waiver of textbook fees. Contact the school office for details.

Gum, pop, and candy are not to be eaten during the school day. Appropriate consequences will be assigned. The only exception is when candy or pop is part of a student's lunch and eaten during the lunch period.

GRADE REPORTS

Grade reports will be distributed to students at mid-term and at the end of each nine weeks. These reports should be examined by the parent/guardian.

Non-custodial parents may request a copy of student reports by contacting the office in writing.

INSURANCE

School insurance may be purchased at the beginning of or anytime during the school year. If your child is sufficiently covered by other insurance, you need not buy school insurance.

LAW ENFORCEMENT AND OFFICIALS

The Principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall:
 - A. Honor the warrant
 - B. Make an attempt to contact the parents and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
 - A. Notify the parents and request their presence and obtain their permission to interrogate the student.
 - B. If parents are unable to be present or cannot be contacted, then the school official should be present.
 - C. If the school official is present, he should be sure the student is aware of his/her rights and that the student understands those rights, which are:
 1. Entitlement to be advised that he/she need not make any statement and if he/she does, it may be used against him/her.
 2. Entitlement to right of counsel. If he/she cannot afford an attorney, one will be supplied to him/her.
 3. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.

LIBRARY/TEXTBOOKS

If a student should damage or lose a library book or textbook, he/she will need to pay the cost of repairs or replacement. A textbook price list is available in the office. Should the student find the book after payment, a refund will be issued.

LOCKERS

Students are responsible for maintaining a clean locker. Food and drinks are not allowed to be stored in lockers. Periodically, lockers will be inspected to insure that student has maintained locker in an appropriate manner.

LOST AND FOUND

Please put identification on all outerwear garments such as coats and hats, school supplies, calculators, notebooks, and other personal belongings so that these items may be returned to their owners. If your child has misplaced an article, please check the lost and found if he/she is unable to find it elsewhere.

LUNCHROOM PROCEDURES

Students may purchase breakfast before school between 7:45 a.m. and 8:00 a.m. Students may purchase a hot lunch or salad bar during lunchtime. Students may pay for meals in advance. Students must turn in their meal money in an envelope to the first period teacher. In order for a student to purchase a meal, he/she must have enough money in their meal account to pay for the cost of the meal. Balances must remain “positive” at all times. No charges will be allowed. The office will not loan money or provide change to students to purchase breakfast, lunch or a beverage.

There are two ways your student’s account balance may be checked. The student can ask the cafeteria worker while going through the meal line or you can check the student’s account balance on the EZ Pay system. You must have your child’s student ID number to use the EZ Pay system. This number is found on the report card and, in most cases, is the same number throughout the student’s time at Argenta-Oreana.

Students may visit with their friends during lunchtime in a quiet, friendly manner at their table. They are to remain in their seats and raise their hand if they need help with anything. Before being dismissed from the cafeteria, all students are responsible for checking that the table areas, including the floors, are cleared of paper, silverware and food. Candy and food may not be taken from the cafeteria.

Throwing of food is absolutely forbidden in the lunchroom. Students are to follow all school rules during lunch hour. Any misbehavior will result in disciplinary action.

MONEY SENT TO SCHOOL

When sending money to school, for ANY REASON, other than lunches, please use an envelope and do the following:

1. Write the student's name on the envelope.
2. Write on the envelope the amount and intended use for the money.
3. SEAL THE ENVELOPE. WE WILL NOT ACCEPT LOOSE MONEY.

SEND NO EXTRA MONEY TO SCHOOL.

If you are writing a check for more than one student, indicate on the envelope how the money is to be distributed.

Middle school students will not need large sums of money at school. If large sums are noticed, parents will be notified.

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 www.state.il.us/isp. You may search the database by name, zip code, or county. Access is free.

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 permitted to use book bags and purses to carry their belonging to school. However, book bags and purses are to be left in the students' lockers during the school day.

CELLULAR TELEPHONE/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 students' lockers. The previously mentioned items are not allowed in class. These items are not to be used in or on school grounds during the school day.

PICKING UP STUDENTS FROM SCHOOL

If you will be picking your student up before the end of the school day, please send a note to the office, as well as the classroom teachers. If someone other than a parent or guardian is to pick up your child, a signed note is REQUIRED.

AFTER-SCHOOL PICK-UP OF STUDENTS

For the safety of all students involved, use the north entrance and pick up students from the north side of the middle school building after school.

PUPIL RIGHTS ACT (20 U.S.C. 123H)

Parents have the right to inspect all instructional materials, including teachers' instructional manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation of their child. Parents have:

1. The right to inspect a survey created by a third party before it is administered and distributed to their student;
2. The right to contact the principal and request the viewing of that survey;
3. The right to know the Argenta-Oreana CUSD #1 will make arrangements to protect the privacy of their student with regard to surveys that request personal information;
4. The right to inspect any instructional material used as part of their child's educational curriculum;
5. The right to be informed of any physical examinations or screenings that the district may administer to their student (screenings for head lice will occur periodically—as needed);
6. The right to contact the Principal to have their student opt-out of the survey.

SPECIAL SERVICES

The junior/senior high counselor supervises the guidance program. Counseling service is available to all students. The counselor's role is to help students, teachers, and parents understand a student's potential ability and achievement levels. Both students and parents should feel free to consult with counselors about classroom concerns, personal problems, and academic planning decisions. They are trained to listen and will assist you with your concerns. Counselors will also assist parents in arranging conferences with teachers.

Students may ask to see the counselor themselves, or they may be referred to the counselor by parents, teachers, administrators, or other students. Counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselor.

The school also has professional staff resources (a school counselor, a student assistance counselor, access to a special education school social worker and school psychologist) that are available to help parents and teachers positively motivate chronically misbehaving students. These resource persons may be asked to confer with parents and staff to help build a positive and cooperative behavior plan to improve the student's school performance.

STUDENT HEALTH

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS : Parent/guardian must present proof of their child's physical examinations and immunizations as required by the State of Illinois and the school district. Physical examinations must be recorded on the State of Illinois Certificate of Child Health Examination form. *Parent/guardian must complete and sign the Health History section on the upper, back portion of this form in order for exam to be in compliance. Examinations and any required immunization against preventable communicable diseases must be conducted within one year prior to the date of entry into :*

- Pre-kindergarten
- Kindergarten
- Sixth Grade
- Ninth Grade
- Any school within our district

Failure to comply with the above requirements by October 15th of the current school year or within the required compliance period following new enrollment into the district will result in the student's exclusion from school until the required health documentation is submitted.

SPORT PHYSICALS : Parent/guardian must present proof of an annual physical examination prior to their child being allowed to participate in a school sport practice or contest.

DENTAL EXAMINATIONS : Parent/guardian must present proof of their child's dental examination as required by the state of Illinois. Dental exam report must be completed and signed by examining dentist within 18 months prior to May 15th of the current school year for students in :

- Kindergarten
- Second Grade
- Sixth Grade

Failure to comply with eye and dental exam requirement could result in withholding of the child's report card until required documentation is submitted.

EYE AND DENTAL EXAM WAIVER : Forms are available to families who meet the Illinois State Board of Education criteria for undue financial burden.

In the case of medical or religious exemption for any of the previous health requirements, documentation must be provided to the school in accordance with state guidelines.

STUDENT HEALTH SERVICES

- **SCHOOL NURSE** : Our district employs a school nurse. If you wish to speak with the school nurse, please call the school office at 795-2163.
- **HEALTH ISSUES** : It is essential that your school knows of any significant health issues that your child deals with (i.e., ADHD, asthma, diabetes, seizures, ALL allergies, etc.).
- **FOOD ALLERGIES** : If your child has a food allergy and eats school prepared breakfasts and/or lunches, a written order must be submitted in order for the school to provide the substitution.
- **SCHOOL INJURIES** : If a minor injury occurs at school, first aid is provided. Every attempt is made to notify a parent or guardian if the injury appears to be more serious.
- **INSURANCE** : School insurance may be purchased at the beginning of the school year. If your child is sufficiently covered by other insurance, you need not purchase school insurance.

REQUIRED SCHOOL EXCLUSIONS

There are a number of childhood conditions for which a child must be excluded from school. Included are :

- **COMMUNICABLE DISEASES** including chicken pox, strep throat, scarlet fever, encephalitis, measles, mumps, rubella, pertussis (whooping cough), salmonellosis, and shigellosis. *It is required that these be reported to your child's school.*
- **UNEXPLAINED RASHES OR SORES**
- **CONJUNCTIVITIS** (pink eye) or *suspected* conjunctivitis
- **IMPETIGO** or *suspected* impetigo
- **RINGWORM** or *suspected* ringworm
- Note : For all of the above, your child needs a doctor's note stating the date that he/she is no longer contagious and may return to school.
- **LICE OR NITS** (eggs) in the hair
- Note : Your child must be excluded from school until hair is cleared of all lice and nits.

When lice and/or nits are detected, parents will be notified to provide prompt transportation home; children with head lice are not allowed to ride the school bus. Families of students with head lice are provided with information about head lice and directions for elimination from hair and home. With prompt and diligent treatment children can return to school in 1-2 days. The District's policy is that children must be totally nit free in order to return to school. Prior to readmission to school, students must be re-screened by the nurse. Students must be brought to school by a parent/guardian. If

lice or nits are detected during the re-screening, parent/guardian must transport home and continue to clean the hair.

Families are encouraged to routinely (weekly) check their children's hair for lice and nits to aid in early detection and treatment.

STUDENT ILLNESSES : Parents are often faced with children complaining of not feeling well on school days. The right decision must be made as to whether the child is really sick and should be kept home or if the complaint is minor and the child should go to school. The following information is not intended as medical advice, but is designed to provide guidelines to follow until your doctor can be contacted. Be sure to contact your doctor without delay when your child is sick.

- **FEVER** : Fever is a warning that all is not right with the body. Check for fever with a thermometer. District policy states that a child should not be sent to school with a temperature over 99.4 degrees. Your child should be fever-free without the use of medication to reduce the fever (i.e., Tylenol or Ibuprofen) for 24 hours before returning to school.
- **COUGH** : A child with a harsh, continuous cough belongs at home even if he/she has no fever. Students must have a written note from parents to use cough drops, brought from home, at school. Cough drops may be used at school for only a specified and limited length of time. The schools do not provide cough drops. Notify your doctor if your child's cough persists.
- **SORE THROAT** : If your child complains of a sore throat, but has no other symptoms, he/she should go to school. If white spots can be seen in the back of the throat, or a fever is present, keep your child home and call your doctor.
- **RASH** : A rash may be one of the first signs of a childhood illness. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is not contagious.
- **STOMACHACHE/VOMITING/DIARRHEA** : Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home until no diarrhea stools for 24 hours. Call your doctor if symptoms persist.
- **HEADACHE** : A child whose only complaint is a headache usually need not be kept home : however, it may be a symptom of another problem. Medication for headache relief should be given before your child leaves for school.

MEDICATION ADMINISTRATION AT SCHOOL : If at all possible, medication should be scheduled to be given by parents/guardians before and/or after school hours. Students receiving medication at school are generally limited to those with long term illnesses or disabilities. Medication may be taken at school only when failure to could jeopardize the student's health and/or education and under the following guidelines :

- All medications, including non-prescription drugs, must be ordered by a licensed prescriber on an individual basis as determined by the student's health status.
- A completed Medication Administration form, available at registration and at any of the school offices, must be kept on file for each medication to be administered. This form includes the physician's orders and parental consent.
- Prescription medication must be brought to school in the original, pharmacy-labeled container.
- Non-prescription medication must be brought to school in the manufacturer's original container with the ingredients listed and child's name clearly and permanently labeled on the container.
- Teachers or other personnel are not required to administer medication. They may, however, supervise the child taking the medication.
- Students in grades 6-12 may carry emergency medication for self-administration on their person (i.e., rescue inhaler, EpiPen, etc.) under specific district guidelines. You must notify your school if your child has this need so required paperwork may be completed.

VISION AND HEARING SCREENINGS : Vision and hearing screenings are performed as mandated by the State of Illinois. Vision and hearing screenings are not substitutes for complete vision and hearing examinations by a doctor. These screenings are not optional. Only children who have on file at school a record of a vision and/or hearing examination performed by a doctor within 12 months of the current school year will be exempt from vision and/or hearing screenings.

HEARING SCREENING required :

- Pre-School
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Special Education Students
- New and Transfer Students
- Teacher Referrals

VISION SCREENING required :

- Pre-School
- Kindergarten
- Second
- Eighth
- Special Education Students
- New and Transfer Students
- Teacher Referrals

STUDENT RECORDS

The type of information contained in a student's permanent record will be basically identifying information including:

1. Student and parent names and addresses.
2. Date of birth, place, and gender.
3. Academic record.
4. Attendance record.
5. Health record.
6. Record of release of record information.
7. Emergency card information such as emergency address, telephone number, and doctor.

The types of information contained in a student's temporary record will include:

1. Family background information.
2. Intelligence test scores, both group and individual.
3. Aptitude test scores.
4. Achievement test results.
5. Teacher anecdotal records.
6. Disciplinary information.

The contents of the school student record may be challenged by filling out the proper form. This will explain what is being challenged, and why and what is required to remediate the situation. The request is to be brought to the attention of the building administrator.

Other school personnel within the district, who are involved with the student and need the information, have access to the records without parental consent. The contents of the school student record will be held on file until the date that the student would have graduated from high school. The record will then be destroyed, except for the student's name, address, grades, dates of attendance, and completion of eighth grade.

A listing of directory information, such as name of student, parent/guardian name, address, and telephone number will be made available to authorized school organizations only as needed. If the parent/guardian does not wish to have his or her name listed, he or she must indicate this in writing to the principal prior to the start of school.

Student records are subject to the guidelines and regulations set forth in the Federal Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act (Chapter 122, Article 50, Illinois Revised Statutes 1975).

All parents, guardians, or an individual acting as a parent of a student in the absence of a parent, have the right to inspect and review educational records maintained by the school district within seven days after the request has been made. Student records are kept in the school that the pupil attends. The right to inspect and review includes the right to response from the school to reasonable requests for explanations and interpretations of the records, and the right to obtain copies of the records at a reasonable charge. We will make every effort to comply with parental requests as quickly as possible.

No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain by the exercise of any right secured by Illinois law. Individuals have the right to contact the U.S. Department of Education to report alleged failures by any school district to comply with student records laws.

TELEPHONE

The telephone is to be used for business only. If a student needs to place a call, he/she may do so with the permission of a teacher or other adult in the office. If it is necessary for a parent/guardian to call, the message will be relayed to the student as soon as possible. No student will be called out of class to talk on the phone, except in cases of a life or death emergency.

THROWING OF OBJECTS

Throwing of objects/snowballs is not allowed. Appropriate consequences will be assigned.

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.

VISITORS

Visitors are always welcome at the A-O Middle School, particularly parents of the students. All visitors must report to the office upon entering the building. Limited space will not permit other students to visit our classrooms.

Parents wishing a conference with a teacher(s) should prearrange the conference by calling for an appointment.

WEATHER OR OTHER EMERGENCIES PLEASE DO NOT CALL THE SCHOOL

In case of extreme weather conditions or other emergencies that cause school to be closed, listen to radio station WSOY (1340 AM) in Decatur, WXFM (99.3 FM) in Mt. Zion, or WAND-TV between 6:00 A.M. and 8:00 A.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.

BEHAVIOR EXPECTATIONS/CONSEQUENCES/GUIDELINES

EXPECTATIONS

The ultimate objective of education is to enable students to become successful, self-directed learners. This goal can best be achieved in an atmosphere of safety and order. Cooperation and internal responsibility are a must.

Teachers have a responsibility to maintain a positive learning environment in their classrooms. Any student who consistently interferes with the right of others to learn may be removed from the classroom. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources, to help each student gain acceptable self-discipline standards. Therefore, general disciplinary problems or little academic effort will result in disciplinary action by teachers and/or by the principal.

It is becoming increasingly clear that a comprehensive education for all our students will be critically important for our nation's future. It is equally clear that parents and teachers must coordinate their efforts to accomplish this goal. We must start by making sure as much of the school day as possible is used for learning. To effectively reduce the recurrence of school misbehaviors, time taken from teaching to correct misbehaving students must be effective so more time is available to educate students. Clear expectations and rules, and consistently applied consequences for infractions are two

areas where parents and teachers can cooperate to build responsible student behavior and increase productive classroom time. Therefore, the following three rules apply to all students from the time they leave home in the morning until they return home in the afternoon.

1. **Be On Task.** This rule serves as a gentle reminder that we are all in school for a purpose - to be educated. It means to be ready for class with pencils, paper, books and with homework completed; it means to be ready to listen to instructions when the bell rings; it means to be ready to learn!
2. **Follow Directions.** Someone must give directions to accomplish goals and make progress and minimize wasted time. In our system of public school education, we have identified the administration, teachers, and school staff to be the responsible persons to give these directions. Directions may be as simple as "stay in line" or as complex as an algebraic formula. Schools run smoother and more is accomplished when students understand this interaction and respond positively to staff directions. You may wonder why so much time is taken on this obvious point, but a few students refusing to follow directions interfere with many students trying to learn. We want it to be clear to parents and students that students are expected to follow directions at school, during school functions, and while on the school bus.
3. **Do Not Bother Others.** This rule simply emphasizes that respecting the rights and belongings of others is expected behavior at school. No student should be fearful of attending school; it should be a safe place. Students need to know that bothering others includes verbal intimidation as well as physical intimidation, including ridicule and mean remarks about a student's physical appearance, ethnicity, or religious belief or membership.

ILLINOIS SCHOOL CODE 5/24-24. 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 certified 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.

School rules are designed to create an atmosphere where teachers can effectively teach and students have the opportunity to learn. Specific infractions of these rules and their consequences, under ordinary conditions, are as follows:

CONSEQUENCES MAY BE ALTERED DEPENDING UPON THE SEVERITY AND/OR FREQUENCY OF THE INFRACTION IN QUESTION. THE FOLLOWING DISCIPLINARY CONSEQUENCES/OPTIONS ARE ONLY GUIDELINES AND THE PRINCIPAL/ASSISTANT PRINCIPAL CAN USE DISCRETION TO GIVE LESSER OR GREATER DISCIPLINE MEASURES BASED UPON THE SITUATION.

RANGE OF ADMINISTRATIVE CONSEQUENCES

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

Warning
Parent Contact
Parent Conference
Detention/Restitution
Social Probation
Alternative Study
Discipline Late Stay
Out of School Suspension
Alternative Education
Expulsion

Infractions and consequences are based on a school year unless otherwise noted.

CONSEQUENCES

Consequences are developed to accomplish the following:

- To stop the misbehavior.
- To help a student recognize that he/she can do things differently.
- To help a student understand what is beyond his or her control.
- To help a student learn to deal with things he/she cannot change in a more cooperative manner.

The following list of consequences is in use at Argenta-Oreana.

- A. SCHOOL DETENTION: Students may be detained after school for a disciplinary measure. Students will be provided 24-hour notice. Transportation will not be provided after detention. Detentions will be served after school until 3:30 P.M. After serving a detention, students are expected to leave the school grounds, as transportation should be arranged ahead of time. **DETENTIONS WILL NOT BE ARRANGED FOR THE CONVENIENCE OF A STUDENT OR PARENT/GUARDIAN.** If a student finds it difficult to make an appointed detention time, he or she should refrain from inappropriate behavior. Failure to serve a detention may result in the reassignment of the detention plus a **Late Stay**. If the student cannot serve an after school detention because of a family hardship, an appropriate consequence will be substituted. Continued failure to serve detentions will result in out of school suspension.
- B. PARENT CONFERENCE: Parents may be required to accompany their child through a school day to monitor and observe his or her behavior. Parents may be required to confer with school staff to concentrate efforts to assist a chronically misbehaving student.
- C. ALTERNATIVE STUDY: Students may be assigned an Alternative Study as a penalty for misbehavior. When assigned an Alternative Study, a student will not be allowed to attend regular classes. Students will receive assignments from their teachers and will earn full credit.

All incidents of Alternative Study will be reported in writing to the superintendent at the end of each monthly attendance period.

- D. LUNCH DETENTION: Lunch detentions will be served in the Alternative Study room at the high school. Students will bring a sack lunch and eat in the Alternative Study room. Detentions will be assigned one day to be served on the next day. Detention time is to be spent eating, doing homework or constructive reading.
- E. DISCIPLINE LATE STAY : Late Stay can 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. Students will bring enough work and additional reading material to keep busy for the Late Stay.

Absence from Late Stay will result in an additional day of Late Stay through an out-of-school suspension.

- F. OUT-OF-SCHOOL SUSPENSION: Students may be assigned an out-of-school suspension as a penalty in discipline situations while attending school, participating in or attending an activity sponsored by the school. The principal shall attempt to contact the student's parent or guardian to inform the parent or guardian of the action taken

and to request that the parent come to the school to remove the child. If the principal cannot reach the parent, the principal may take such action as is reasonable under the circumstances to protect the welfare of the student and the interest of the school.

Following the removal of the student, the principal (or designee) shall send a written statement home to the parent describing the misconduct and the action taken. A parent or guardian may request the Board of Education to review the suspension of the student by school administrators.

Students serving a suspension will be expected to make up all work missed. The student or parent must request assignments, and those assignments are due the day the student returns to class. Students assigned out-of-school suspension are not allowed to attend any school functions during the assigned period of suspension.

All incidents of out-of-school suspensions will be reported in writing to the superintendent at the end of each monthly attendance period.

G. **EXPULSION:** A student who continues to abuse school policies or commits serious offenses will be brought before the A-O Board of Education for a hearing to consider expulsion from school.

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 administration will determine the appropriate action to be taken.

STUDENT PERSONNEL – 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 behavioral 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-aversive interventions designed to develop and strengthen disabled students behaviors 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 are not limited to, the following components.

1. Designation of behavioral interventions by level of restrictiveness.
2. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring interventions.
3. Procedures for documentation of emergency use of restrictive interventions.
4. Provisions for parent involvement.
5. Provisions for staff training and professional development.

TARDIES

To avoid tardy, students must meet the following criteria:

Be in their seat when the bell rings.

Bring all materials and supplies to class. (Staff Note: Students bringing materials and supplies to class will fall under the supervision of the staff)

Tardy infractions and consequences are cumulative by semester.

Tardy #1- Teacher issues warning

Tardy #2- Teacher assigns detention; Parents contacted

Tardy #3- Friday detention in the office until 4 :00 PM.

Discipline Late Stay (3 :15-4 :30 PM) will be assigned to a student who is chronically tardy.

GUIDELINES

- A. **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 and subsequent offenses: Alternative Study through recommendation to the Board of Education for expulsion.

- B. **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 and subsequent offenses: 3-day out-of-school suspension through recommendation for expulsion. Law enforcement may be contacted.

- C. **VERBAL CONFRONTATION (NO PHYSICAL CONTACT)**

1st and subsequent offenses: Warning through 5-day out-of-school suspension

- D. GROSS DISRESPECT OR INSUBORDINATION TOWARD SCHOOL PERSONNEL This is defined as exhibiting defiance, refusal to cooperate or follow instructions, talking back disrespectfully, and giving disrespectful gestures. This also includes any written form of disrespect. Violations may result in suspension or recommendation for expulsion. Any disrespect or insubordination toward school personnel, regardless of time or place, including in, or off school property, will be dealt with accordingly.

1st and subsequent offenses: Late Stay through recommendation to the Board of Education for Expulsion.

- E. WEAPONS Weaponry of any kind, including look-alikes may not be brought to school. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The use, possession, sale, purchase 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 is prohibited. Parents are reminded that unauthorized firearms at school are a violation of the federal *Gun-Free School Zones Act*.

1st Offense- 10 day Out of School Suspension: recommendation to the Board of Education for expulsion; Law Enforcement notified.

- E. ALCOHOL, DRUGS, AND TOBACCO Being under the influence of or in possession of drugs, alcohol, or tobacco products (including lighters or matches) is strictly prohibited both during the school day and at extracurricular activities. Possessing tobacco, alcohol, drugs or drug paraphernalia will result in suspension from school. Expulsion from school and prosecution are also possibilities.

Alcohol, Drugs, Look-Alikes, and Paraphernalia

1st & Subsequent Offense(s)– 10 day out-of-school suspension; recommendation to the Board of Education for expulsion; Law Enforcement notified.

Tobacco

1st & Subsequent Offense(s)- Alternative Study through 5 day Out-of-School Suspension

- F. GANG SYMBOLS No gang symbols will be allowed.

1st & Subsequent Offense(s)-Detention through 1 day Out-of-School Suspension and erase or clean up symbol.

- G. THEFT of school or personal property will not be tolerated at school. Restitution may be required. Law enforcement may be contacted.

1st & Subsequent Offense(s)- 3 day Out-of-School Suspension through 10 day Out-of-School Suspension; recommendation to the Board of Education for expulsion.

- H. 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 discussions about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school.

1st & Subsequent Offense(s)- 1 day Alternative Study; parents contacted (Mandatory conference and assessment by AO student assistance counselor) through 5 day Out-of-School Suspension, parents contacted (Mandatory, outside psychological testing at parents' expense.)

- I. SEXUAL HARASSMENT District Policy Manual will be followed.

1st & Subsequent Offense(s)- parent conference required through it being deemed Gross Insubordination.

- J. CARE OF SCHOOL PROPERTY Students should respect all school property. This applies to halls, classrooms, bathrooms, school grounds, and the bus. Students may be asked to pay for any repairs that result from damage to school property. Law enforcement may be contacted.

1st & Subsequent Offense(s)-2 days Alternative Study, parents notified, Restitution for damages through 10 day Out-of-School Suspension, parent conference required, restitution for damages, and possible recommendation to the Board of education for expulsion from school.

- K. PROFANITY is not acceptable and will result in disciplinary action. 1st & Subsequent Offense(s)- Detention through Late Stay.

- L. GROSS DISRESPECT TOWARD ANOTHER STUDENT. This may include slander, profanity toward a fellow student, or disrespectful gestures. Any disrespect toward another student, at any school-sponsored activity, will not be tolerated.

1st & Subsequent Offense(s)-Detention through Out-of-School Suspension

- M. OMISSION OF TRUTH/FORGERY. Students found to be misrepresenting the truth may be subject to disciplinary action.

1st & Subsequent Offense(s)- Detention through Saturday School

- N. LEAVING SCHOOL. Students leaving school during the day without a teacher in charge of them must have permission from the office and then be signed out. Students that do not receive this permission from the office will be considered truant and punished accordingly.

1st & Subsequent Offense(s)- Alternative Study

- O. DISPLAYS OF AFFECTION. The relationship between boy and girl friend should not be on an emotional level during school or at school functions or activities. The same relationship should exist between boy and girl friend as between any other friend when at school. Do not go out of the way to arrange a special meeting between classes. Kissing, holding hands, and having your arm around someone ARE NOT ALLOWED at school or at school activities.

1st & Subsequent Offense(s)- Warning through Alternative Study, parents contacted.

- P. BULLYING. 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. Bullying is comprised of direct behaviors such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Please refer to Board Policy.

1st & Subsequent Offense(s)-Warning through Recommendation to the Board of Education for expulsion.

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.

AUTHORIZATION FOR DISTRICT
ELECTRONIC NETWORK ACCESS FOR STUDENTS

The signatures of parent(s) or guardian(s) and student(s) are not required to attend District schools. Such signatures are required for use of the District electronic network, and constitute:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the District electronic network, and
2. Agreement that the student is bound by the rules set forth in this authorization, and any other rules adopted by the school from time to time in respect to the District electronic network, and

3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

I understand and will abide by all rules contained in this *Authorization for District Electronic Network Access*, and any other rules of District electronic network use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken against me.

DATE: _____

STUDENT'S NAME (Please Print)

STUDENT'S SIGNATURE

I have read this *Authorization for District Electronic Network Access*. I understand that access is designed for support of education and that the school does not authorize, and attempts to block access by students to certain material as required by the Children's Internet Protection Act. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the District and its employees and agents from any cause of action related to my child obtaining access to materials or software which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of this authorization with my child. I hereby request that my child be allowed access to the District Electronic Network.

DATE: _____

PARENT/GUARDIAN'S NAME (Please Print)

PARENT/GUARDIAN'S SIGNATURE

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

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.

GRADING SYSTEM

GRADE PERCENTAGE	MEANING
A 93-100	EXCELLENT
B 85-92	ABOVE AVG.
C 77-84	AVERAGE
D 70-76	BELOW AVG.
F 0-69	FAILING
I	INCOMPLETE

1. An "I" will be put on the report card when work is incomplete due to excused absences at the end of a grading period. Work must be completed within the time frame set by the teacher. If not, the grade will become an F. If the work is completed, the I is changed to whatever grade the student has earned.
2. When assigning a final yearly course letter grade, quarter grades will be averaged to determine the final grade. In the event of a yearly average of 1.5, 2.5, 3.5, or 4.5, the teacher will use percentage grades from each quarter to determine the letter grade a student will receive for the final grade.
3. Students must pass a minimum of four of the five major subjects each semester in the 7th and 8th Grade to be promoted to the next grade. Major subjects include

English, Literature, Math, Science, and American History. If the student does not pass four of the five major subjects each semester, the student may be retained.

In the 6th Grade, students must pass a minimum of four of the five major subjects each semester to be promoted to the next grade. Major subjects include Literature, Writing Workshop, Math, Science, and Social Studies. If the student does not pass four of the five major subjects each semester, the student may be retained.

Note : If a student fails the 1st Semester and passes all classes the 2nd Semester the student may be promoted.

A student will also be required to meet a minimum grade point average of 1.9 for all remaining subjects taken in order to be promoted to the next grade.

The State of Illinois school law requires that every student must pass the United States Constitution and the Illinois Constitution tests in order to be promoted from the eighth grade into high school.

4. HIGH HONOR ROLL:	4.5 - 5.0
HONOR ROLL:	4.0 - 4.49
HONORABLE MENTION:	3.5 - 3.99

All courses with a letter grade of A, B, C, D, or F will be used in figuring High Honor Roll, Honor Roll, or Honorable Mention.

LOCKERS AND LOCKS

ILLINOIS SCHOOL CODE 105.10/22.6 SEC. E states: “To maintain order and security in the schools, school 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, and without a search warrant.”

Lockers are school property, and therefore, may be examined at any time by authorized personnel. The student is responsible for everything in the locker. The school is not responsible for the contents of the locker. Students shall have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

Students are not allowed to go to their lockers before the school day. Before school students are to report to the Multi-Purpose Room or the Cafeteria.

Students should keep lockers neat and organized to avoid littering the hallway and to facilitate getting to class on time. Students should not attach any items or write on the outside of lockers. Students will be required to pay for any damage done by failing to follow this request. Combination padlocks are sold by the school for use on the lockers. **Only the padlocks sold by the school are to be used on school lockers.**

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.

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.

PASSES

Students are required to have a hall pass anytime they are in the hallway during class time. Teachers will need to send a pass with a student in order for that student to come to the teacher's room during a study hall.

RESTROOMS

Students are to use restrooms between classes, during P. E. classes, and before going to lunch. Students should not use the restroom during class time except for emergencies.

PHYSICAL EDUCATION

Students are required to participate in daily physical education activities. A varied program provides for participation geared toward individual growth and development.

If a student is recovering from a minor illness, he/she may be excused from physical education for one to three days at the parent's request. If a student needs to be excused from physical education for longer than three days, a doctor's note is required. For student safety, tennis shoes are required for physical education class.

Students excused from physical education, due to medical reasons, will be required to complete and to submit written work assigned by the physical education instructor.

Students excused from physical education, due to medical reasons, may not participate in an athletic event that day.

IN-SERVICE SCHEDULE

On days when an in-service staff meeting is scheduled, NO LUNCH will be served and the dismissal time will be 11:30 A.M.

SCHOOL SPONSORED TRIPS/ACTIVITIES

If a student is on a field trip or participating in any capacity at another school, our district's disciplinary policies will be enforced should a situation arise.

PARTIES: Individual celebrations are not permitted at school. Deliveries of flowers, balloons, etc. will not be allowed.

DANCES: There may be one or more dances for junior high students. No students other than those attending this school may attend these dances.

All school rules will be in force during special activities and dances.

SPORTS

Before any boy or girl may participate or practice in a sport, he/she must present to the school a current valid IESA physical card (cards available at school). This physical is valid for one calendar year from the date of the physical. Proof of school insurance or a signed insurance waiver is also required.

An annual fee set by the Board of Education will be assessed to each athlete.

CLOCK AND BELL SYSTEMS

A bell is rung at the beginning and end of each class period. The teacher will dismiss each class after the bell. There is a three (3) minute interval between bells. A student should be in his or her class or study hall when the second bell rings. The bell at the end of a class period rings as a signal to the teacher that he or she should verbally dismiss his/her class at the earliest opportunity. It is stressed that the bell is not a signal for the students to close their books and leave their seats. Students are dismissed when the teacher dismisses them

EQUAL EDUCATIONAL OPPORTUNITIES - GENDER EQUITY

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 (7) 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 (60) 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 Statute 3-10 of The School Code of Illinois, and thereafter, to the state superintendent of education pursuant to Statute 2-3 of The School Code of Illinois, as provided in Statute 200.90 (b) of the Sex Equity Rules, of The School Code of Illinois.

SEXUAL 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 the superintendent of schools. An investigation will take place involving proper authorities with confidentiality maintained within the quality of the statute.

ARGENTA-OREANA MIDDLE SCHOOL
ALTERNATIVE STUDY CLASSROOM RULES

STUDENT _____

DATE OF ALT. CLASS ASSIGNMENT _____

1. Students will be notified of their assignment to the Alternative Study Classroom at least one day ahead.
2. Their classroom teachers will give students their assignments. They will earn full credit for the work completed.
3. Students are to be in their seats with assignments and supplies at all times. They will not be allowed to go back to their lockers to get any items. Students must take all needed supplies with them first thing in the morning.
4. There will be no sleeping in Alternative Study. Heads must be up at all times.
5. Students will be given 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.
6. Restroom and drink privileges are on an emergency basis only.
7. Students in Alternative Study will be expected to bring lunch and eat it quietly in the study room when given permission by the supervisor.
8. All regular school rules apply.
9. Failure to follow Alternative Study rules will result in the suspension of the student for the remainder of that day and the following school day.

STUDENT SIGNATURE _____

To: Parents and Staff
From: Argenta-Oreana CUSD #1 - District Office
Date: August 2000
Re: Annual Asbestos Management Plan Notice

This is to inform you of the status of the 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 District Office
500 N. Main Street
Argenta, Illinois

Argenta-Oreana Elementary School
400 W. South Street
Oreana, Illinois

Argenta-Oreana Middle School
200 E. East Street
Argenta, Illinois

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

Should you have any question, please feel free to contact a District administrator at any of the above locations.

ATHLETIC RULES AND REGULATIONS

THE PLAYER

1. He's clean and 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 school.

THE COACH

1. Inspires in his 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 them 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 his decisions. Calls them as he 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 the praise for his conduct.
4. Recognizes the need for more sportsmanship and fewer "sports".

INTRODUCTION

The following Athletic Guidelines and Policies are approved by the Argenta-Oreana Community Unit School District #1 Board of Education, Administration, and Coaching Staff.

PHILOSOPHY

It is the philosophy of the Athletic Program at AOMS 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 PARENT

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 AOMS athlete.

Our coaches are experienced in their field 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 principal.

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

And finally, we want to thank you for allowing your son or daughter to participate.

FAN BEHAVIOR I.E.S.A. RULING

We strongly encourage our parents and fans to follow the ethics of clean competition and good sportsmanship. IESA 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 athletic program that the parents of our community will lead the way towards 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 school 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 at any school event. (ILCS 5/24-24)

TO THE ATHLETE

Your first responsibility is to acquire a quality education while attending AOMS. Our athletic programs are offered as extra-curricular activities and your first priority must be academic achievement.

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 an athlete, you are a representative of this school, and your actions and behavior must be such as to 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 sport, but hopefully, you will find it to be a rewarding and enjoyable experience that will be important to you now and in years to come.

It is the policy of the administration, coaching staff, and board of education that students who wish to participate in our extra-curricular athletic programs are to observe training rules and principles of good conduct the entire calendar year, rather than just when the sport is in season.

Any member of the A/O Athletic Staff of school faculty having proved knowledge of any violation of training rules will report the incident to the Athletic Director, Coach, Sponsor, or Principal. The proper authority will give notification to the participant that he or she has been temporarily suspended from the extracurricular activity until the appropriate reaction to the breach of training rules has been determined. Specific violations will result in the following disciplinary actions:

1. Any extracurricular participant member arrested and found guilty of a misdemeanor or felony will be suspended from all practices, games and performances for the remainder of the school year.

2. Use, possession, or sale of tobacco or snuff
1st and subsequent offenses – 3 months suspension from extracurricular participation through dropped from participation in any extracurricular activity for the remainder of the school year
3. Use, possession, or sale of drugs, alcohol, drug related paraphernalia, a controlled substance, or look-alikes
1st and subsequent offenses – 3 months suspension from extracurricular participation through dropped from participation in any extracurricular activity for the remainder of the school year
4. Profanity at school, at practice, in locker rooms or during contests.
1st and subsequent offenses – 1 game suspension through dropped from team
5. In-school suspension for disciplinary reasons
1st and subsequent offenses – suspension from next game or performance through dropped from team or teams
6. Out-of-school suspension
1st and subsequent offenses – suspension from practicing through the out of school suspension period. 2 week suspension from participating in games or performances through being dropped from team.
7. Any conduct deemed in poor moral, social or ethical taste
1st and subsequent offenses: discretion of coaches and administration

Not all areas of misconduct or training rule violations could possibly be listed, therefore the coaching staff, athletic director, and school administrators reserve the right, as a professional responsibility, to act on any area of poor judgement or misbehavior by an athlete with appropriate disciplinary actions.

SCHOLASTIC ELIGIBILITY

Regular (1 per week) eligibility checks will be made for each sport. Eligibility will be checked starting the second week of each quarter. An athlete must be passing all classes in order to be eligible to participate. Any athlete failing one or more subjects will be ineligible for the next week. Periods of eligibility run Monday through Sunday. Eligibilities will be checked on Friday.

Students not eligible will be expected to report to the Late Stay program until 4 :00 PM prior to reporting to practice.

A student will be allowed to practice during any period of ineligibility; but will not participate in contests. If at the end of 3 weeks, an athlete has not gained eligibility, then he/she will be dropped from the team.

Academic difficulties: Coaches suspend at their own discretion if grades are not keeping up with the potential of the student.

Students excused from physical education class, due to medical reasons, will not be able to participate in an athletic event that day.

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, which occur during school athletic functions. Parents are encouraged to examine their own policies carefully before accepting this responsibility. After any accident, it is the responsibility of the injured athlete to sit down with the coach and fill out the necessary insurance forms within 30 days of the accident. All injuries must be reported to the coach in charge.

SPORTS FEE

A sports fee is paid one time during the year and will cover all sports in which you are taking part. A yearly fee of \$35 is charged and must be paid before the first game/event.

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, cheerleaders, and managers will be neatly dressed. Individual coaches will set basic guidelines for his or her team members.

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 and cheerleaders **may not** be given permission to ride with anyone other than his or her own parents unless prior **administrative** approval has been given.

CONDUCT OF ATHLETES

All participants will be expected to conduct themselves in a manner that will be a credit to the school and participant. Your appearance, talk, or actions will influence people's thoughts of you, your squad, and your school. You are no longer an individual alone but a member of a team which is too often judged by the poorest member rather than the best. A participant will never criticize his team, teammates, or his coach.

GENERAL TEAM RULES AND POLICIES

1. Any athlete who quits a sport or is dropped from the team cannot report to any other sport that is in season until the sport he quit is over.
2. Hairstyle guidelines are the discretion of the individual coaches.
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 will follow.
4. The following guidelines will be used as attendance procedures and policies while participating in any sport:
 - A. Athletes must be in attendance at least one half of the school day in order to participate in a contest. (This means 150 minutes of teacher contact time.)
 - B. Any practice missed must be excused by the coach.

- C. Each coach has the authority to implement any additional rules for his sport, which he deems necessary for the smooth operation of that particular sport. Any additional rules will be put in writing, posted for that team, and copies sent home for parents/guardians.

I.E.S.A. RULES

Our athletic program is operated under rules and policies of the Illinois Elementary School Association, of which we are a member school. Some of the basic guidelines for participation are:

1. Eligibility requirements will be handed out at the sports first meeting of interested students.
2. You may not participate on a non-school squad in the same sport in which you are participating. Example: YMCA basketball and A-O Middle School basketball are not allowed. Junior League Football and A-O Junior High School baseball at the same time is allowed.
3. You may not accept any athletic trophy or award with a value of more than \$10.00.
4. Summer Camps – Athletes may attend summer clinics or camps, but must observe deadline dates. Athletes, while participating in a sport, may not attend a clinic or camp for that same sport.
5. You must have a current, valid IESA physical card on file before participating or practicing on any squad. (The school also requires proof of insurance turned in prior to practicing.)
6. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both. NOTE: Additional rules may be examined by reading the I.E.S.A. Official Handbook.

ATHLETIC AWARD SYSTEM

Individual awards shall be earned by meeting the criteria for each sport and finishing the season in good standing, and if in the opinion of the coach, they have shown outstanding individual and/or team effort. Students will be awarded a letter one time. After that, a pin will be awarded each time an athlete is deserving.