***Erie High School***

# High School Staff

*Tim McConnell, Principal*

Mr. Jessie Abbott -------------------------------------------------------------------------------------------------------------------- English

Mr. Brian Buri ----------------------------------------------------------------------------------------------------------- Algebra, Calculus

Mr. Kyle Foster ----------------------------------------------------------------------------------------------------------------Chemistry

Mrs. Haley Hawkins---------------------------------------------------------------------------------------------------------- Mathematics

Mr. Brian Howell-----------------------------------------------------------------------------------Assistant Principal/Athletic Director

Mrs. Kate Leihsing------------------------------------------------------------------------------------------------------------------- Chorus

Miss Emily Majeski----------------------------------------------------------------------------------------------------------------------- Art

Mrs. Andrea McConnell----------------------------------------------------------------------------------------------------------------- RTI

Mr. Tod McCullough ------------------------------------------------------------------------------------------------------- Industrial Arts

Mrs. Cassidy Melton---------------------------------------------------------------------------------------------------- Special Education

Mr. Colin Mix--------------------------------------------------------------------------------------------------- Physical Education/R.T.I.

Mrs. Sandy Newton -------------------------------------------------------------------------------------------------------------------- Band

Mr. Jason Orman -------------------------------------------------------------------------------------------------------------Social Studies

Miss Mariah Pratt --------------------------------------------------------------------------------------------------------------------English

Mrs. Barb Proeger-------------------------------------------------------------------------------------------------------------------- Library

Mrs. Brittney Ramos --------------------------------------------------------------------------------------------------------------Guidance

Mr. Tom Rickels -------------------------------------------------------------------------------------------------------------- Mathematics

Mr. Stephen Rudnicki--------------------------------------------------------------------------------------------------------Social Studies

Mrs. Susanne Schaechter------------------------------------------------------------------------------------------------------------English

Mrs. Deanna Schindel--------------------------------------------------------------------------------------------------- Home Economics

Mr. Jonathan Schlagheck--------------------------------------------------------------------------------------------- Business/Computer

Mr. Brad Storm ----------------------------------------------------------------------------------------------------------------------Science

Mrs. Erica Stralow-------------------------------------------------------------------------------------------------------Special Education

Miss Kerrie Tenboer-----------------------------------------------------------------------------------------------------Physical Education

Mrs. Leslie Wall-----------------------------------------------------------------------------------------------------------Biology/Science

Mr. Tyler Whitebread------------------------------------------------------------------------------------------Drivers Education/Health

Mr. Ryan Winckler--------------------------------------------------------------------------------------------Physical Education/CCRC

Ms. Laura Windish----------------------------------------------------------------------------------------------------------------- Spanish

Mrs. Alicia Eyrich------------------------------------------------------------------------------------------------Cook/Lunch Van Driver

Mrs. Elizabeth Green------------------------------------------------------------------------------------------------------Paraprofessional

Mrs. Leslie Miner -------------------------------------------------------------------------------------Athletic Administrative Assistant

Mrs. Kara Mortenson ------------------------------------------------------------------------------------------------------------------Nurse

Mr. Tom Pratt---------------------------------------------------------------------------------------------------------------- Day Custodian

Mr. Rhonda Parker-----------------------------------------------------------------------------------------------Annex Custodian

Mrs. Allison Steimle-------------------------------------------------------------------------------------------- Administrative Assistant

Mrs. Marta Wirth----------------------------------------------------------------------------------------------------Assistant Cook

Mrs. Amber Bramm--------------------------------------------------------------------------------------------------------Paraprofessional

Mrs. Krissi Stubbs---------------------------------------------------------------------------------------------------------Paraprofessional

Mrs. Lore VanHoosier-------------------------------------------------------------------Guidance Administrative Assistant/Registrar

Mr. Scott Jacobs------------------------------------------------------------------------------------------------------- Mid-Day Custodian

Mrs. Kelly Elder-------------------------------------------------------------------------------------------------------------P.M. Custodian

Mrs. Carissa Wolf ---------------------------------------------------------------------------------------------------------------------Nurse

# Introduction to Erie High School

Erie High School is recognized by the Illinois State Board of Education. This accrediting agency determines the standards for schools in this state and area. Recognition by ISBE indicates that Erie High School is acceptably meeting those standards.

# Academic Information

*Academic Promotion Policy*

It is the policy of the Erie Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

The Administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level.

Promotion of a student having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act, shall be determined by the student’s educational team.

*Final Exams*

The decision as to whether a final exam will be given in a class will rest with the teacher, although they are encouraged to do so. Also, each individual teacher may elect to use an incentive system for allowing students the option of not taking an exam. A special exam schedule will be used at the end of the first semester for these exams and may be used at the end of the second semester for grades 9-11. When a student does not take a final exam in a class, the teacher will report the exam grade as “Not Applicable” to the guidance office. Seniors may be exempted from certain second semester finals for satisfactory scores on the PSAE.

Students taking a final exam will have their grades calculated as follows:

* Semester classes - 40% 1st quarter grade • Quarter Classes - 100% quarter grade

40% 2nd quarter grade

20% final exam

*Grade Point Average Computation*

The Guidance Office figures grade point averages. Calculations are done by adding the total number of points earned and dividing by the number of classes. Semester grades only will be used in the calculation of a student’s GPA. Cumulative GPA will be recalculated only at semesters.

For quarter-length classes, an average of the two quarter grades will count the same as a semester grade for purposes of computation of GPA.

*Grade Reports*

At the completion of each grading period, parents may view grade reports on-line through Skyward.

*Grading and Credit Process*

Each teacher is allowed the academic freedom to establish their own grading procedures that are appropriate for their curriculum areas and are within these guidelines. Semester grades are calculated as a unit based upon completion of program objectives (i.e. not necessarily an average of the two quarters). If the student does not meet the minimum program objectives for the semester, he fails for the semester regardless of the other quarter grade. Parents may view grade reports on-line through Skyward.

*Graduation Requirements*

Students must have 24 credits to graduate.

These requirements include passing physical education. Credit is recorded for each course the student passes with a D- or better.

1 credit for a year-long course 1/2 credit for a semester course

1/2 credit for a year of P.E. 1.25 credit per semester for W.A.C.C.

If a student fails to pass a required course he/she must make up the course. The course will not have to be repeated if it is an elective. Any student failing a course should check with the guidance office personnel about making up the credit.

Following are the minimum requirements for graduation:

1. *Mathematics:* Students are required to take three (3) years of mathematics. Beginning with the incoming class for the fall of 2009, all students must pass Algebra I and a Geometry content course.
2. *Science:* Students are required to take three (3) years of science to graduate. Physical Science and Biology I are required.
3. *Social Studies:* Students are required to take three years (3) of social studies. (One year and one semester must be American History and one semester of U.S. Government which includes passing the Constitution test of the U.S. and Illinois). Freshman Social Studies (geography) is a prerequisite to taking any other Social Studies class.
4. *English:* Students are required to take four (4) years of English. (Exception is made if two years of Journalism have been taken and passed, then one year of English requirements can be waived. Consider college requirements before exercising this option.)
5. *Physical Education:* Eight (8) semesters – students will receive 1/2 credit per year. All students must pass physical education for each semester they are in school, up to and including eight (8) semesters. If a student fails a semester of physical education, he/she must take an extra course in physical education. Waivers may be given according to guidelines in the Illinois School Code.
6. *Health Education:* One (1) semester. Students will take this in 10th grade.
7. *Consumer Education:* One (1) semester. Junior or senior year.
8. *Page to Podium:* One (1) quarter. Connecting Research to Public Speaking. Required.
9. *Humanities I and Careers:* One (1) quarter each. Required.
10. *Driver Education:* Driver Education in the classroom is required. Students take the course in the 9th grade if they are 15 before September 1st.
11. *Additional Requirements:* All students must pass one year of work in either foreign language, music, art, or vocational courses.

A wide variety of electives are available and students are encouraged to earn credits well beyond minimum requirements. There are sample curriculum recommendations and more detailed course descriptions and requirements in the Panther Pathway. Alternative ways of completing credits may be pursued by contacting the Guidance Office.

Students who graduate early or take the route of alternative methods for credits from school forfeit offices held, positions on athletic teams or involvement in other activities. This does not include track, baseball, or softball members who are still involved in a spring sport after graduation.

Any student academically eligible to be awarded either valedictorian or salutatorian will be deemed ineligible if suspended at any time throughout high school.

WACC ATTENDANCE REQUIREMENTS

WACC students cannot miss more than 5 school days per semester. If a student misses EHS morning classes, but goes to WACC, that will count as a .5 day absence.

If the student misses more than 5 days, the student will not be able to attend WACC next semester / year.

If the student is a senior and misses 5 days second semester, the student will have to serve 5 detention hours before graduation.

GRADE REQUIREMENTS

If a WACC student is receiving a D or F at any point, in any of their classes at EHS or WACC, the student will be required to stay after school until they are no longer failing. The student will stay from the time they get off the vocational bus until 3:25. If the student chooses to not stay, the student will receive a .5 hour detention each day they do not stay.

If a WACC student fails a class at EHS, while attending WACC, the student will not be able to take WACC the following semester. If the student fails WACC, the student will not be able to attend the following semester.

*Dual Enrollment*

Another opportunity for junior and senior students to seek academic challenge is to enroll concurrently at Erie High School and a participating dual enrollment college site. This means students may opt to spend part of their school day attending college classes and receiving both college credit and high school credit. Parents and students should check with intended 4 year colleges and universities for transferability of dual credits. The application process starts with the Guidance Office, after which the student is responsible for appropriate placement testing and enrollment procedures at the participating community college. If a college credit course is offered on campus at EHS, a student cannot leave EHS to attend that course at BHC that academic year.

Black Hawk College will offer courses on the Erie High School campus, allowing our students to enroll in college-credit courses while still at Erie High School. Dual credit will be given for these courses, meaning the student can use the courses both to meet graduation requirements at EHS and to build college credits at Black Hawk Community College.

Enrollment will be available to senior students who have obtained a cumulative GPA of 3.0 or greater for six semesters and to juniors who have a cumulative GPA of 3.5 or higher for four semesters. Students must meet enrollment qualifications for Black Hawk including but not limited to placement/COMPASS test results and/or prerequisites for BHC courses.

BHC Dual Reimbursement - If the student has previously taken one or more of the classes being offered, (s)he may request to take a substitute class through online study and be approved for the same reimbursement as stipulated for classes offered on the EHS campus. The student must also be enrolled in any courses offered that (s)he has not previously taken. Summer

classes do no count for reimbursement but can still be submitted for credit transfer. Students will receive reimbursement if available for courses taken on site at EHS.

*High School Record*

It is vital that high school students realize the importance of their high school record. High school is not a preparation for life; it is a part of life. Good grades are important, but this is not the only important thing about your school record. Many employers are as concerned about other parts of your record as they are about grades. All colleges and universities require a transcript of your high school record before admission, and most employers want a transcript of your high school record before you are employed. Remember YOU make your school record; we keep it; and colleges, universities, and employers use it.

*Homework*

Regular homework is an integral part of the educational process. While there will be differences between individual teachers, high school students should expect a minimum of 30 minutes a night on homework. As students progress through high school, they should expect that amount of time to increase. Additionally, long-term assignments are given on occasion, assignments that require a student to budget and use their out of school time wisely.

*Academic Intervention*

Academic Intervention study hall will be implemented for all students starting 2012-13. This study time is to be assigned by teachers for students’ incomplete or missing assignments. Academic Intervention study hall will be served during lunch in a designated teacher’s classroom.

Homework that is turned in ONE DAY LATE will receive 65% of the grade. This “late” rule does not apply to weighted classes. Weighted classes will be determined by instructor. Homework turned in after one day will be a 0 unless otherwise advised.

*Honors Study Hall*

Students in grades 10-12 who were on the Honor Roll for the previous nine weeks will be sent to the Commons for Honors Study Hall. All others will remain in designated “Learning Center” study halls. Tutoring will take place in the Media Center.

*Honor Roll*

At the end of each quarter and semester, an Honor Roll is determined and published in the newspaper. A student must earn a

3.66 point average (based on 4.00 for a straight A) and receive no “D” or “F” grades to achieve the High Honor Roll. The Regular Honor Roll will require a “B” average or a 3.0 average with no “F” grades. A student must be carrying at least 5 courses and P.E. or in 6 courses without P.E. in order to be eligible for Honor Roll consideration. Black Hawk Dual Credit class semester grades will be included in calculating honor roll at the end of quarters 2 and 4 using the weighted scale.

*Independent Study Courses*

On occasion, some students may choose to take a course via independent study. This option is available to juniors and seniors only. Consideration is given to those students who have some kind of scheduling conflict that necessitates a course being taken in this manner.

Students must have the prior approval of a faculty member and the high school administration to take an independent study course. It will be expected that all requirements, evaluation methods, and purpose for the course will be established between the participating teacher and student in advance of the coursework starting. The responsibility for completion of the required work for such a course is on the student, not the teacher. This would include asking for any additional time to complete the required work.

Information regarding and required forms an independent study course can be obtained in the guidance office.

*Pass/Fail*

Occasionally a student carries a course on a Pass/Fail basis in which no grade is given. Prior approval of the teacher and Principal is required for a Pass/Fail grade. Credit is earned in the course, but the course is not used in computing grade averages. Office Helper and Cross-Age are examples of a pass/fail course.

Incompletes (I) are issued only when students have been absent very near the end of the grading period and have not had the opportunity to make up work missed. Incompletes not completed within two weeks after the end of a term will become an “F” unless a prior extension has been approved by the Principal.

*Progress Reports*

Progress (or mid-term) reports are mailed to parents of students who are receiving a D or F midway through each of the four nine week grading periods. Teachers may send progress reports to other students as well. Parents are always encouraged to contact teachers and discuss a student’s academic progress.

Students can get periodic grade report forms from the guidance office to take around to teachers, and parents may request progress reports from all teachers through the guidance office.

*Student Classification*

In order to advance to the next class students must have earned the following credits: Sophomore status requires 6

Junior status requires 12 Senior status requires 18

Student classification will be evaluated at the end of each academic semester.

Early graduation is allowed under District #1 policy for only very limited reasons and must be approved by the Board of Education. Acceptable reasons include military service and family needs. To be eligible to graduate after seven semesters, a student must have “Meets” or better in core academic areas on the PSAE. See the Guidance Office for details.

*Weighted Grades*

College classes taught on campus at Erie High School will be considered as weighted classes. A grade of C- or higher must be received in the course for the student to get the weighted credit.

Weighted Grades for College Courses – All college-level courses taken qualify for weighted grades under the same scale as previously approved. (Approved College Dual Enrollment Courses numbered 100 or above. This does not extend to remedial course required for college admission that are numbered below 100.)

The following is a list of courses that are considered ‘weighted’ at Erie High School. Courses:

Honors English IV Spanish IV Pre-Calculus Chemistry Calculus Chemistry II Spanish III Physics Approved College Dual Enrollment Courses numbered 100 or above

|  |  |  |  |
| --- | --- | --- | --- |
| Example of weighting: | *Non-Weighted* | *Percentage* | *Weighted* |
|  | A =4.00 | 95-100% | A = 5.00 |
|  | A- =3.66 | 92-94% | A- = 4.66 |
|  | B+ =3.33 | 89-91% | B+ = 4.33 |
|  | B =3.00 | 86-88% | B = 4.00 |
|  | B- =2.66 | 83-85% | B- = 3.66 |
|  | C+ =2.33 | 80-82% | C+ = 3.33 |
|  | C =2.00 | 77-79% | C = 3.00 |
|  | C- =1.66 | 74-76% | C- = 2.66 |
|  | D+ =1.33 | 71-73% | D+ = 1.33 |
|  | D =1.00 | 68-70% | D = 1.00 |
|  | D- = .66 | 65-67% | D- = .66 |
|  | F = 0 | 0-64% | F = 0 |

# Bell Schedules

## Regular Schedule

1st Period/announcements 8:10 - 8:56

2nd Period 9:00 - 9:46

3rd Period 9:50 - 10:36

4th Period 10:40 - 11:26

Lunch 11:26 - 12:00

5th Period 12:04 - 12:50

6th Period 12:54 - 1:40

7th Period 1:44 - 2:30

8th Period 2:34 - 3:10

 **Early Dismissal (SIP) Dismiss at 12:30 p.m.**

 1st period - 8:10 - 8:40

 2nd period - 8:43 - 9:13

 3rd period - 9:16 - 9:46

 4th period - 9:49 - 10:19

 5th period - 10:22 - 10:52

 6th period - 10:55 - 11:25

 LUNCH - 11:25 - 11:55

 7th period - 11:58 - 12:30

## Early Dismissal (dismiss @ 2:00 p.m.)

1st Period/announcements 8:10 - 8:52

2nd Period 8:56 - 9:38

3rd Period 9:42 - 10:24

4th Period 10:28 - 11:10

LUNCH 11:10 - 11:44

5th Period 11:48 - 12:22

6th Period 12:26 - 1:00

8th Period 1:44 - 2:00

## Hour Delay

1st Period/announcements 9:10 - 9:54

2nd Period 9:57 - 10:36

3rd Period 10:39 - 11:18

4th Period 11:21 - 12:00

Lunch 12:00 - 12:32

5th Period 12:35 - 1:14

6th Period 1:17 - 1:56

7th Period 1:59 - 2:38

8th Period 2:41 - 3:10

## Hour Delay

1st Period/announcements 10:10 - 10:45

2nd Period 10:48 - 11:20

3rd Period 11:23 - 11:52

Lunch 11:52 - 12:25

4th Period 12:28 - 1:00

5th Period 1:03 - 1:35

6th Period 1:38 - 2:10

7th Period 2:13 - 2:45

8th Period 2:48 - 3:10

# Attendance

Since the students will be exposed to the outside academic/vocational world, it is most important for them to polish their sense of responsibility and accountability. In order to enhance their readiness for such a world, the following rules will be applied to make-up work:

1. If a student returns to school before the end of the day after having missed class(es), he must turn in assignments of class(es) missed for that day and ask for the following day’s assignment.
2. If a student is absent one day, the assignment for that day must be handed in the next school day. If a student is going on a field trip or school trip he must turn in his work before leaving unless excused by the teacher whose class is involved.
3. If a student is absent for a number of days, he will be allowed to complete the work missed within the equivalent amount of time that he has been absent. In general, one day for make-up should be allowed for each day absent up to five days total.
4. All work or tests not made up within the allowed time or through arrangements made with the teacher will receive a grade of “0” or the lowest possible grade issued.
5. Each teacher will set deadline dates for all make up work IMMEDIATELY UPON THE RETURN OF THE ABSENT STUDENT.
6. Students’ grades may suffer because of absences since teachers grade on class participation, and some classroom activities can not be duplicated as make-up work. Any reduction will be figured on an individual basis depending on what the student has missed.
7. When students miss school, they can access their assignments online on teachers’ websites. Assignments are posted and updated each week.

Parents may contact the school in order to arrange to pick up assignments when students are ill and will be absent more than one day. These should be ready for pick up after 3:00 P.M.

*Absences and Make-Up Work*

Students who will be out of school for a time (more than one day) due to illness or injury should have a parent or student request assignments as soon as the student is able to resume limited study.

If the absence is due to work, travel, or similar reason, the parent or guardian is to write a written request to the Principal three days in advance of the absence indicating reason and dates of absence. If approved, the student will present the approval to teachers and gather assignments prior to leaving. THE ASSIGNMENTS ARE DUE IMMEDIATELY UPON RETURNING TO SCHOOL.

Student vacations are not encouraged because of the general attendance problem it creates and the effect it has on the student’s schoolwork. However, if prior approval of the Principal is obtained and the vacation includes at least one of the student’s parents/guardians then it could be an excused absence. The obtaining of homework in advance is the student’s responsibility. A “pre-arranged absence” form must be obtained from the office three days in advance, completed, and returned prior to the vacation for the absence to be considered excused.

IT IS THE RESPONSIBILITY OF THE STUDENT TO FOLLOW THROUGH ON MAKE UP ASSIGNMENTS AND

TESTS. Homebound instruction is available for students with long illnesses or severe injuries. Contact the Guidance Office or the Principal’s Office for further information.

*Attendance Incentive Policy*

In order to encourage good attendance, Erie High School is instituting an attendance incentive plan.

Absences due to a school function (field trips, athletic, music, or other contests) will not count as absences for this policy.

All other absences, regardless of the reason, will count for this policy; there will be no exceptions to the reasons for absences.

*Attendance Procedures*

Parents/guardians should call 309-659-2239, Option 4, Option 2 for absence reporting before 9:00 a.m. each day their son or daughter is to be absent from school. Communication regarding student attendance must be from a parent/guardian. If the parents do not call the school, we will make every attempt to contact them to verify the student’s absence. Upon returning to school after any absence, students must submit a WRITTEN EXCUSE from a parent/guardian before going to class unless prior written permission has been submitted.

Steps to follow upon returning to school:

 1. Have parent or guardian write an absence excuse listing student’s name, date, and reason for absence.

1. Present excuse to Office when returning to school.

Early Outs

Junior and senior students that are not receiving a “D” or “F” in any class are able to leave school at 2:30 pm each day IF there is not a meeting they need to attend.  It is understood that this privilege may be revoked for any disciplinary action. The student must leave the school grounds if they leave at 2:30pm. Students are not permitted to leave and come back to take a bus home.  If a student needs to take a bus home and they have the privilege of leaving, they can stay in Honors Study Hall.

Sophomore students that are not receiving a “D” or “F” in any class are able to leave school at 2:30 pm on Fridays.  It is understood that this privilege may be revoked for any disciplinary action. The student must leave the school grounds if they leave at 2:30pm.  Students are not permitted to leave and come back to take a bus home. If a student needs to take a bus home and they have the privilege of leaving, they can stay in Honors Study Hall.

*Excused or Unexcused*

These guidelines are used to determine the status of each absence:

Excused Absences:

1. Illness – After an accumulation of 18 days in a year, the student will be conferred with to determine the reason(s) for the amount of absences. Parents will also be contacted to encourage more regular attendance as grades may suffer from absences especially if they occur frequently.
2. Doctor and dental appointments
3. Death in family
4. Family emergency
5. Prearranged parent request for family vacation
6. School sponsored activity absence (field trip) – student is excused from the class but the absence is not recorded as an absence from school
7. Religious holiday observance
8. Trip, as spectators, to IHSA function arranged by the head coach. Student(s) must be driven to the event by school personnel or an adult (age 21) approved prior to the trip by the school administration.

If a student is absent for one of the reasons listed as excused absences and the student returns to school without a parental note or contact, the student will be allowed one day’s grace to bring in a parental note. If the note is not received by the following day, the absence will remain as unexcused.

If a student will need to be released from class for a prearranged appointment, the student should obtain a pass from the office before that class.

Unexcused Absences include but not limited to:

1. Truancy
2. Suspension from school
3. Oversleeping (excessive oversleeping may be treated as truancy)
4. Car trouble
5. Needed at home but not an emergency
6. Personal vacations (student has not followed designated procedure) - request is not made 3 days in advance and/or the paperwork is not returned to the office prior to the vacation.
7. Court (Court appearances are only excused if a student receives a subpoena to appear in court. In that event, the subpoena will serve as a student’s excuse in lieu of a parental note.

“Unexcused” absences are easy to avoid.

1. Always return to school after an absence with a written note from parent or guardian.
2. Do not leave school without permission of the Office.
3. Be sure you have your parent’s prior approval if you are not in school.
4. Avoid action that may lead to suspension.
5. When absent for a doctor or dental appointment, return to school with a note from the doctor’s office confirming the appointment.

Students can make up work from unexcused absences without penalty by contacting teachers to complete the missed work.

*General Information*

Illinois law requires that students attend school on a regular basis in the district where the custodial parent resides.

Illinois law requires students to be in attendance a minimum of 300 minutes of class time (excluding lunch and passing times between periods) in order to be counted as a full day of attendance. If a student is not in attendance for 300 minutes but is present for classes more than 150 minutes, he will be counted as present for one-half day.

Parents or guardians have the legal responsibility for regular attendance at school for students in their custody.

It is the responsibility of the student and/or parent to keep track of dates of absences and reason for said absences.

Regular attendance is necessary if students are to take full advantage of the educational programs provided. A student must be in attendance at school the last 4 periods in order to participate in an extracurricular activity that day or evening except by prior arrangement with the Principal. All students who are absent from school because of illness must be in attendance the last four periods of the school day in order to attend any extracurricular activity as a spectator. If they are present at the activity and not at school because of illness, the absence will be considered as unexcused.

Students on the truancy watch list, students on the eligibility list, and students with unserved suspensions or Saturday Schools MAY NOT be eligible for extra curricular events such as School Dances, Prom, or Field Trips. This will be at the discretion of the school principal.

Attendance can be used to determine eligibility to enroll at WACC for students in grades 11 and 12.

High School classes begin at 8:10 a.m. and are dismissed at 3:10 p.m. The school building is open at 7:30 a.m. each morning and closes at 3:30 p.m. except for those students in teacher-supervised activities. If it is necessary for a student to be in the building beyond regular hours, he must have proper teacher supervision. Teachers and staff members are authorized and directed to clear the building of unsupervised students after 3:30 p.m. Failure to comply can be interpreted as insubordination and/or trespassing.

*Late Arrival*

Students arriving late to school will be excused for student illness or medical appointments if there has been a phone call ahead notifying the high school office. The student must also bring in a note from the parent/guardian for illness or from the doctor’s office for confirmation of doctor or dental appointment. Unexcused late arrivals are considered as tardies and possible truancies.

*Leaving During School Hours*

Students who find it necessary to leave school during the day must have prior permission of the Office. A written note to this effect from a parent/guardian is to be presented to the Office before the start of the school day. When a parental note is not possible, the school Office will contact a parent or other authorized person before granting permission to leave. If an emergency arises, only the Office phone is to be used to contact parents to leave. Students leaving without prior permission will be considered unexcused and possibly truant.

UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE SCHOOL BEFORE HIS SCHEDULED TIME WITHOUT

PRIOR PERMISSION OF THE HIGH SCHOOL OFFICE. A student who leaves without permission will serve two

detentions for the first offense and be suspended for the second offense. This also includes not returning after lunch unless a parent/guardian calls to inform the school that he is not returning to school. If he skips school, then the consequences for skipping school will also apply as outlined under Skipping or Truancy.

*Notification to Parents*

First Notice – Notification will be sent by mail to parents when a student has been absent a total of seven (7) full days.

Additionally, once a student has accumulated ten (10) total absences for the school year, he/she will need a doctor’s note to have any further absences excused for the school year.

Second Notice – When a student has missed eighteen (18) half days or eighteen (18) full days, the parent will be notified by mail, the principal will meet with the student regarding attendance, and the principal will attempt to contact a parent by phone to encourage more regular attendance.

*Skipping or Truancy*

Students who are out of school without permission of parent/guardian or school officials are truant. Parents/guardians will be notified as soon as possible regarding truancy or suspected truancy.

Supportive services may be offered to a student who is experiencing an attendance problem:

* Student conferences
* Parent/teacher conferences
* Counseling services
* Alternative education program
* Referral to county truancy program
* Community agency services Discipline for truancy will be as follows:

PARTIAL-DAY TRUANCY (1-4 periods missed)

1st Occurrence Two detentions assigned per period(s) truant Referral sent home

Student/administrator conference

2nd Occurrence Three detentions assigned per period(s) truant Referral sent home

Student/administrator conference Referral to school counselor

3rd Occurrence Four detentions assigned per period(s) truant

Referral sent home – call Parent/student/administrator/counselor conference

4th or More One Saturday school Referral sent home – call

Possible referral to outside agency

Discuss possible removal from the class(es)

FULL DAY TRUANCY

1st Occurrence In-school suspension – 1 day Referral sent home – call Student/administrator conference

2nd Occurrence In-school suspension – 1 day

Referral sent home – call Referral to school counselor Student/administrator conference

3rd Occurrence Saturday school – 1 day Referral sent home

Student/parent/counselor/administrator conference

A one-time intervention referral will be made to the Regional Office of Education Truancy Officer after 3 unexcused absences. A full referral will be made after 5 unexcused absences.

4th or More Saturday school – 2 days Referral sent home – call

Referral to county truancy program Student/parent/administrator conference Student/counselor conference

AT NO TIME CAN A STUDENT WRITE OR SIGN A PASS. If a student is caught falsifying an attendance note, a call, or a school pass, he will be assigned one Saturday School or one day of in-school suspension.

*Tardies*

Each student will be allowed two tardies each semester that will be counted as free and for which there will be no discipline assigned. Discipline for tardies will be assigned according to the following scale per semester. At the break between semesters, students will return to zero (0) tardies. Teachers will record and report tardies to the office using written attendance slips or computer attendance to minimize lost instructional time. The office will keep a record of cumulative tardies.

 **Tardy Policy – Semester (REWRITTEN FOR BOARD APPROVAL)**

NEW **Morning** Tardy Policy:

1st tardy: Warning

2nd tardy: Warning

3rd tardy: Warning

4th tardy: Detention after school

5th tardy: Detention after school

6-9 tardies: Week of lunch detentions

10-11 tardies: Friday detention (3:15-5:00pm) & parent contact

12th tardy: Saturday detention (8am-Noon) & parent meeting

     \*All subsequent tardies, will result in a Saturday detention.

If a student misses a Friday or Saturday detention they will need to make up the detention hours during a Saturday detention date prior to attending school sponsored dances.

**During School** Tardies:

Every third(3) classroom tardy will result in an after school detention

4th classroom tardy will result in a week of lunch detentions

5th classroom tardy will result in a Friday detention

After 5th tardy, the procedure will start back at one (1) tardy.

CONTINUED EXCESSIVE TARDINESS MAY BE CONSIDERED AS MAJOR DISCIPLINARY OFFENSES AND WOULD BE INCLUDED IN CONSIDERING THE POSSIBILITY OF EXPULSION.

# Extracurricular Organizations and Publications

*Academic Bowl*

Academic Bowl is open to all students. Practices are held before and/or after school as scheduled by the advisor during the entire school year. Competition with other schools is only during the season ending with statewide competition beginning at the district level. Fundraisers are held during the year to raise money for a field trip. A banquet is held in the spring.

*Literary Magazine*

Students and faculty may submit pieces for consideration in this publication. The student editors (appointed by the advisor) and the advisor make the final selection of writings to be included. The publication comes out in the spring.

*National Honor Society*

* 1. A list of sophomore, junior, and senior students who have maintained a cumulative grade point average of a 3.25 or higher through the first semester of this year is obtained from the guidance office. Eligible candidates must be in attendance for at least one full semester at Erie High School.
	2. The students are notified of their eligibility.
	3. These candidates are required to fill out an extra-curricular summary of their high school years. They are also asked to write an essay stating what contributions they feel they can make to the organization if selected. The entire packet and this agreement form will be returned to Mrs. Proeger no later than 2:45 P.M. on (date specified here). Any late submissions will not be considered for possible membership. (NHS believes in responsible individuals who understand responsibility and time management.) The digital clock in the media center is the official time.
	4. The information from each student is distributed to the faculty for examination and study prior to evaluating and scoring the candidates.
	5. Faculty members review and evaluate the candidate to the best of their knowledge in the categories of ACADEMICS, LEADERSHIP, SERVICE and CHARACTER and the informational packet presented.
	6. After careful examination, the committee decides by a majority vote which students will be accepted.
	7. All candidates will be notified of their acceptance or non-acceptance. In the event of non-acceptance, suggestions will be given to strengthen the application for next year.

ACADEMIC STANDING DETERMINES ELIGIBILITY ONLY. Acceptance is based on the categories mentioned in stage five. Students who are not selected for membership their sophomore or junior year are eligible again the next year if they meet the accumulative grade point average.

*Snowball/*

The success of the Snowball program is based on honest commitment to the contract to be alcohol/tobacco/drug-free. This is an individual decision that individuals alone must make: it should not be influenced by friend(s) choosing to sign or not to sign.

All high school members are subject to the random drug testing policy in addition to their commitment to year-round abstinence from use. Members are expected to serve as positive, healthy role models at all times, working with high school peers and with the sixth grade as younger peers. The group will also sponsor many fun and healthy activities throughout the year along with educational functions such as Red Ribbon Week.

*Student Council*

The Student Council of Erie High School meets as scheduled during homeroom periods throughout the school year. Under the direction of its president, this body of students promotes better student-faculty relationships. The council also handles social and sporting events such as Homecoming, other dances, intramurals, concessions, and other school spirit activities. Opportunities for participation in leadership workshops on the conference, district, and state levels are also provided and encouraged. Erie High School Student Council is a member of the Northwest District, the Illinois Association of Student Councils, and the National Association of Student Councils.

Student Council membership is available to the entire student body. Membership may be obtained through election of representatives from each Class. Each class will be allowed 6 representatives. These elected members have full responsibilities for council activities and vote on council issues.

*The Panther (Yearbook)*

The Panther is the school yearbook, which serves as the permanent record of events for each school year. The staff is responsible for writing about and photographing the events and happenings of the school year. While some of the production work will be done in the Publications class, all students not enrolled in the class are eligible and encouraged to participate in yearbook activities. Any student interested in working on the yearbook staff should contact the advisor.

*The Panther Post (School Paper)*

The school has a newspaper written by and for the students. Although some of the production work will take place in the Publications Class, students who are not enrolled in the class are eligible to be involved and encouraged to submit articles relevant to the student body. Students should talk to the advisor with story ideas or to receive independent assignments.

# General Information

*Visitors*

All visitors to the school must report first to the main office. SPECIAL REQUESTS FOR VISITS OR VISITORS MUST BE MADE TO THE PRINCIPAL PRIOR TO THE VISIT and should be limited to exchange or other structured programs. Visitors will be given a visitor’s tag to wear for identification and security purposes. No visitors will be allowed with students during the school day.

# Guidance Services

The Guidance Counselor is available and willing to assist students in several areas.

1. College and Financial Aid Information: The Guidance Office is a source of considerable college information about costs, admissions, and scholarships and financial aids. Representatives of various colleges and vo-technical schools make visits to that office where they can talk with prospective students. College Visitation Days are allowed so that a senior may be prepared to select a college or university. A form for College Visitations is available in the guidance office and must be completed and returned before the College Visitation Day is granted. If the form is properly filed and

the visit verified by the college, then these days will not be recorded as absences. College days may not be scheduled during May attendance days.

1. Vocational Guidance: Information relating to careers can be obtained from the Counselor. A student’s career portfolio will be started during the 9-week career course. Students interested in attending Whiteside Area Career Center may visit the Guidance Office to discuss career planning.
2. Testing: Several tests of achievement, aptitude, and interest are given during the year. The tests are announced well in advance in order that students may register. Test results are valuable in determining student potential, achievement, and interest that greatly aids future planning. The counselor will be available to review test results with individual students. Appointments to see the Counselor should be made in advance and for a study hall period. If you have no study hall, it is possible to make an appointment during P.E. period. Announcements of tests, college visits, and other relevant materials are made through the Daily Bulletin and, to a lesser degree, in the Take-Me-Home. Bulletin boards in the Guidance Office and about the building are also additional sources of guidance information. General information and scholarship information is on the district website.
3. Counseling: Students frequently need assistance in solving everyday problems relating to home, school, social concerns and other areas. The Counselor is available to listen, to clarify problems, and to help the student solve his/her own problem.

*Student Schedules*

Considerable time, effort, and expense have been devoted to providing students with classes they have requested. Consequently a student must follow the class schedule assigned until he has permission to make a change. These changes will be kept to a minimum.

* 1. Any changes in schedule must begin with completion of a Schedule Change Request Sheet, which can be obtained in the Guidance Office. A fee of $5 will be assessed for a change not initiated due to a clerical error or an academic reason (teacher referral or course placement error). Changes may only be made within the first week of a course unless initiated by the counselor or teacher.
	2. All students must be enrolled in at least 6 academic classes each semester and physical education (unless physical education is waived for written medical reason). If P.E. is waived for varsity sports participation, another class must be substituted for the dropped P.E. course. Career Center attendance requires period 5-8, so four classes will be required at EHS.
	3. More detailed information regarding student schedules is available in the Cardinal Future.

*Student Transcripts*

Students desiring records to be sent to other schools or colleges, vocational schools, technical schools, training schools, and prospective employers, or for transferring to another high school will need to make a request in writing, by email, or in person to the Guidance Office. A form for this purpose is also available in the Guidance Office. Be sure to include the name of the organization and complete address in making the request. Transcripts and/or records will be sent as soon as possible after the request is submitted. After 5 transcripts, a $2 processing fee will be charged per transcript.

Dual students must personally request college transcripts from the community college at which they earned credits if they wish to have those college credits transfer to another college. See your community college’s website for specific instructions.

# Health Services

If a student becomes ill or injured in school, he must report to the Office and assistance will be provided. Any injury must be reported to the teacher or coach in charge at the time the injury occurs. Supervisors are responsible to report the injury to the Office. We have a nurse on duty or on call at all times.

WARNING: In order to protect students and staff from unnecessary exposure to blood borne diseases, proper cleanup of blood or body fluids is necessary. Please contact the janitor or one of the district nurses to assure that cleanup is completed according to district policy.

*Physical Exams*

Physical examinations are required by law for all 9th graders and dental exams are recommended. These should be turned in on or before registration day. The forms for these examinations are given to 8th graders in the spring. However, additional forms are available in the High School Office or online at the district website. Ninth graders who fail to submit the completed examination form will not be allowed to attend school until such time as this requirement has been met. The Friday before the first student attendance day is the deadline for these forms to be in the Office.

In addition to required physical examinations for all 9th grade students and examinations for all athletes, the Illinois School Code authorizes the Principal to require medical examinations of individual pupils as needed in maintaining individual and group health standards.

An emergency form must be completed and filed with the Office at the start of each school year to assist personnel in reaching parents or guardians.

# Physical Education Classes

The P.E. teachers will allow time, as needed, at the beginning and end of class to change, shower, etc.

A daily grade based on a point system will be determined by:

1. Students will be counted tardy if not dressed and in the gym for attendance at the time designated by the teacher.
2. Students will provide the required P.E. uniform and gym shoes for P.E. class. P.E. uniforms must be kept in good condition. This means no large rips or tears and no writing of any kind other than the student’s name in the white space provided for such. Students are required to dress for class unless excused from Physical Education by a physician’s order. If students do not replace their uniforms within four days, they will receive 0 points each day until they do. Students will be allowed one (1) no dress day per quarter, with the exception being on compulsory activity days, as deemed by the instructor. After that, not dressing for class is not a student option and refusing to dress will result in disciplinary referral to the principal as well as 0 points for the day. Students with an RN, office, or home-issued excuse from physical activity must still dress for class and may be given an alternative assignment to complete during class time.
3. Cooperation and Attitude Factors
	1. Cooperation with instructor
	2. Interaction with fellow students
	3. General behavior in class and locker rooms
4. Participation factors
	1. Acceptable performance of required calisthenics and jogging
	2. Active involvement in class activity or play
	3. Development of skills and techniques
	4. Effort
5. Sportsmanship

Quarter grades will be calculated based on a daily grade point of 10 points possible per day. Final exam will count 20% of the semester grade.

Erie High School is not liable for articles lost, loaned, stolen, or misplaced. Every student pays for a school lock and required uniform and is assigned a gym locker. There will be no sharing of uniforms. Students may wear only their own required uniform with his/her name visible and the appropriate gym shoes.

In the event of loss or theft of articles a student must replace the items within four (4) school days. The student must also complete the “Report of Stolen or Lost Items” form in the school office immediately. Anytime (including this “replacement time”) a student does not have his/her required uniform, he/she may be required to complete sport folio work.

If students are cold, they may wear a solid red pull-over sweatshirt over the P.E. shirt. Only Erie Cardinals or EP Panther logos are acceptable. Solid red athletic pants may be worn over the P.E. shorts. Accent strips down the leg or at the cuff are allowed. No “pajama” or “lounge” style pants may be worn for P.E. classes. No track jackets, warm-up jackets, or zippered hoodies may be worn. There should be no other writing, print, or logos on the sweatshirts or athletic pants. The P.E. teacher shall have the final determination of acceptability for all clothing worn in P. E. class.

# Policy for Extracurricular Activities

Extracurricular activities can valuably augment pupils’ studies in the Erie School District’s academic curriculum. Participation in school-sponsored extracurricular activities is a privilege, not a right. Extracurricular activities are those activities which are organized and sponsored by Erie School District, but do not include graded courses, or classes or

activities for which academic credit is received, or such special events as may be enumerated in the administrative procedures which implement this policy. In order to participate in extracurricular activities, students must meet basic requirements.

*Academic Requirements for Participation in Extracurricular Activities*

Administrative Procedures

1. Definitions
	1. “Extracurricular activities” are those activities which are organized and sponsored by the school district, but do not included graded courses, classes or activities for which academic credit is received, and the following special events: Homecoming, Prom, and Class Trips.
	2. “Participation” includes practicing and competing in athletics or attending regularly scheduled or special meetings or events of any extracurricular activity.
2. To be eligible to participate in extracurricular activities, a student shall satisfy the basic academic requirements by passing 25 credit hours (numbers of courses) of school per week and P.E. does not count. If a student does not meet this requirement, they will have a 1 week grace period to get grades up to meet eligibility.
3. Only those courses in which the student is enrolled for academic credit will be considered for purpose of determining eligibility to participate in extracurricular activities.
4. A student’s eligibility for extracurricular participation under these standards shall be reviewed each week during the student’s extracurricular season(s) during the school year.
5. It shall be the responsibility of the sponsor of each extracurricular activity to determine the eligibility of students who wish to participate, or to continue their participation in that activity.
6. Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student’s educational team.

*Additions for Individual Programs*

Additional rules or regulations may be established by the Head Coach. These and the consequences must be in writing and on file with the Athletic Director and distributed to all team members at or before the first practice session. They must have prior approval of the Athletic Director and Principal.

*Athletic Letters and Numerals*

The student athlete will be awarded the following for participating with a team for the season (from the first practice until the last game). The awarding of varsity letters in Cross Country, Golf, Track, and Wrestling will depend on participation and coaches’ discretion.

Freshman: Athlete will receive numeral representing their anticipated year of graduation.

Five inch Letter, with insert of sport in which he/she participated, and a Certificate of Participation. (If athlete participates on the Varsity Level, he/she will receive 7 inch Letter in place of the 5 rich Letter and a Varsity E Certificate.)

Sophomore: Athlete will receive insert of sport in which he/she participated and a Certificate of Participation. (If athlete has not received the 5-inch Letter, he/she would receive this Letter. If athlete participated on Varsity Level and had not yet received 7 inch Letter, he/she would receive this Letter and the Varsity F Certificate.)

Junior: Athlete will receive a 7-inch Letter with insert of sport in which he/she participated and Varsity E/P certificate.

Senior: Athlete will receive insert of sport in which he/she participated and Varsity E/P

Certificate. (If athlete has not received a 7-inch Letter prior to his/her senior year, he/she would receive one.)

All Grades: Any sport after the first sport each year, the athlete will receive: Insert of sport in which he/she participated, Certificate of Participation or varsity E/P Certificate.

*Athletic Trips*

* If a student goes out for a sport for the first time after his/her freshman year, he/she will receive the numerals for the year of his/her anticipated graduation when the season ends.

The athlete will attend and return on an authorized bus or school vehicle for carrying players, unless arrangements have been made by the parent/guardian with the coach. These arrangements include:

1. The parent/guardian picks up the student and signs out the student on a sign out sheet with the coach.
2. If the parent/guardian does not pick up the student, but wishes that the student rode home with another adult (age 2l or older), a written note from the parent/guardian is necessary. This note must be given to the coach before departing back to Erie. Failure to follow the above procedures may be treated with a reprimand, temporary suspension, or dismissal from the sport as determined by a meeting of the Head Coach, Athletic Director and Principal.
3. If an athlete receives two morning unexcused tardies on a day of an athletic or team activity, they may not participate in that day’s activity or game. However, if that athlete or team member returns with a doctor note or has made prior notification to the principal or athletic director, they will be allowed to participate.

*Awards*

The criteria for athletic awards will be written and presented by the coach to each athlete at the first practice or at a meeting before the first practice of each season. These criteria shall have the prior approval of the Athletic Director and Principal. Awards will not go up or be posted until the student graduates, unless the student breaks a school record.

Students nominated for special recognition at events (Homecoming, Prom) must be in good standing regarding discipline policies.

*Erie High School Rules and Regulations*

Any student participating in one or more extracurricular activities at any time during the school year shall be governed by all district extracurricular policies, beginning with the first day of practice/involvement in the first sport/activity for which a student goes out in high school and continuing through the last day of participation senior year. For those programs, which begin practice prior to the first day of school or participation in tournaments following the last day of school, this policy shall be in effect during these times. Should a student violate the identified rules and regulations and not be participating in an interscholastic sport/activity at the time, the student suspension will affect the next interscholastic sport/activity in which he/she is participating. All offenses against the Athletic/Activities Policy are accumulated over the students’ four years in high school. The Athletic/Activities Policy is in effect 365 days a year and 24 hours a day. Administration shall annually report to the Board of Education the number and length of suspensions of students from extracurricular activities which result from the application of this policy for the period covered by the report, and shall file a copy of each such report with the Illinois State Board of Education.

*Holiday Practices*

On holidays, if a practice is called, it is voluntary.

*Participation*

Participation is encouraged for all Erie High School students. Athletes participating in interscholastic events have a responsibility to follow acceptable standards of conduct; in so much as they are expected to set the example of being leaders and good citizens. All Erie athletes are expected to obey the law and are expected to represent Erie High School, both on and off the field of competition. Listed are additional requirements that have been approved by the Board of Education. These include but are not inclusive.

* 1. An athlete must have an annual physical examination on the approved I.H.S.A. medical card. (Good for one calendar year.)
	2. Physical card must be on file before the athlete can practice or participate.
	3. A signed parental permission slip must be on file before practice or participation.
	4. Insurance is NOT offered through the school. A parental waiver for insurance coverage for the athlete MUST BE on file in the office before the athlete can practice or participate.
	5. Follow the I.H.S.A. policy of passing 25 credit hours of school per week. (Basis of eligibility is on the amount of credit given for the course work.)
	6. Each student must meet the eligibility requirements established by the Illinois High School Association.

*Participation Policy for Athletic Interscholastic Activities / All Extracurricular Activities*

The purpose of the extracurricular program is to provide all students with an opportunity to participate in interscholastic athletics at Erie High School. Through participation in the program, students will gain a fundamental understanding of the sport (knowledge, skills, sportsmanship, etc.). This policy governs student athletes, cheerleaders, and the members of the

dance squad. Other extracurricular activities include but are not limited to: Band and Choral Performances, Yearbook, Newspaper, Drama or Musicals, Student Council, and National Honor Society.

1. The program should serve to develop within the student positive self-esteem, a sense of fair play, and sportsmanship in concert with academic responsibility.
2. The athletic program is governed by the Illinois High school Association’s goals, policies, rules and regulations.
3. Varsity level sports stress fundamentals and interscholastic competition. Sophomore level sports stress fundamentals and interscholastic competition. Freshman level sports stress fundamentals and equitable participation.

*Pictures*

The following are the guidelines for qualifying for the individual pictures to be displayed:

* Students selected to 1st Team All-Conference 3 x 5 picture in display rack in Commons.
* Student or Team placed 2nd, 3rd, or 4th at State 5 x 7 picture of individual or team in the trophy case.
* Student or Team placed 1st at State 8 x 10 picture of individual or team in the trophy case.

*School Attendance and Participation*

1. A student participant must be in school the last four periods (one/half of the school day) of the school day to practice or participate for that day.
2. The Principal may grant permission in an emergency or unusual situation when the participant is unable to be in attendance at school for the last four periods.

*Seasonal Sport Participation*

A student joins a team and then drops or is dropped from the team may not join another team or begin practice with a succeeding sport or another sport conducted during the same season unless consent is received from the head coach of both sports.

*Situations Not Covered by the Athletic Policy*

The Athletic Director, Principal and Head Coach will deal with any situation not covered by policy or any irregularities that occur. A committee of two coaches from the High School will review this policy annually in the spring, two coaches from the Middle School, the Principals of the High School and Middle School, and the Athletic Director of the High School. In addition, the policies established by the Illinois High School Association also govern extra curricular participants at Erie High School. A copy of the IHSA by-laws is available by either contacting the Erie High School A.D. or accessing the IHSA web site at [www.ihsa.org.](http://www.ihsa.org/)

*Special Awards*

Special awards may also be given in each sport for a variety of reasons as determined by the coaches. The criteria for these awards will be presented to each athlete by the head coach of each sport in writing at the beginning of each season.

*Training Policy*

Any student involved in extracurricular activities who admits to, is seen by or reported by district staff, parent(s) of the student for possession or consumption of alcohol, tobacco or vaporing is determined to have been in possession or consumed alcohol illegal drugs) or tobacco or vaporing based on a report from law enforcement officials, court officers, or a newspaper account will be disciplined in the following manner: Action taken against illegal drug use will follow the districts random drug testing policy guidelines adopted May 2003.

1st Offense

No Participation in interscholastic contests, performances, or involvement in the organization for thirty-five percent (35%) of the total season or school year as appropriate for the organization. The penalty will carry over as needed to the next season/year for the remaining percent not served. Participants are required to practice until the suspension is completed.

The student must complete a chemical dependence assessment, which will be set up by the student and parent/guardian unless the violation was involvement with tobacco. Verification of the chemical dependency assessment appointment must be submitted to the Principal. Cost of the chemical dependency assessment will he borne by the parent/guardian. Failure to submit documentation to the Principal of an appointment and attendance at a school-approved substance abuse agency will result in immediate dismissal from the team/organization/group for the remainder of the season/year as appropriate. The student will also forfeit the right to any and all awards for that season/year.

2nd Offense

No participation in interscholastic contests, performances, or involvement in the organization for seventy percent (70%) of the total season/school year as appropriate for the organization. The penalty will carry over as needed to the next season or year for the remaining percent not served. Participants are required to practice until the suspension is completed.

The student must complete a chemical dependency assessment, which will be set up by the student and parent/guardian as outlined in the 1st offense.

3rd Offense and Subsequent Offenses

No participation in interscholastic contests or school organizations for one (1) calendar year from the day the administration notifies the student that he/she has violated this policy. The student participant may practice but may not dress for contests during the suspension. Students who choose to practice will be subject to all other team rules. The student must complete a chemical dependency assessment as outlined in the 1st offense. Students who previously had been disciplined for a 4th offense under the old policy will not have the disciplinary action changed via the new policy adopted in July 1999.

* PERCENTAGES WILL BE FIGURED MATHEMATICALLY AND ROUNDED TO THE NEAREST WHOLE.

•• A SUSPENSION PERIOD WILL NOT BEGIN UNTIL ALL PREVIOUS SUSPENSION PERIODS HAVE BEEN COMPLETED.

*Violation of Civil, Juvenile, or Criminal Laws*

Any arrest or conviction of a student participant by law enforcement officials or a court of law for participating in or aiding in any crime will be in violation of the athletic/activities policy. Violations may treated with a written reprimand, temporary suspension, or, dismissal from the team/activity after a review by the student’s present Head Coach/Sponsor (or next Head Coach/Sponsor if the student is not in a sport season/present activity), a minimum of two other Head Coaches/Sponsors, the Athletic Director and the Principal.

Appeal Procedure

If, within ten (10) days of a ruling, the participant convinces the head coach/sponsor or Athletic Director that there is “just cause” for an appeal, the Athletic Director will arrange for the participant to meet with the Athletic/Activities Committee for the purpose of appealing the ruling. This will apply to both “Training Policy” offenses and any “Violation of Civil, Juvenile or Criminal Laws”

# Student Conduct and Discipline

*Alcohol*

Using, possessing, distributing, purchasing or selling alcoholic beverages is strictly prohibited. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. Students who violate this rule may be expelled for up to two calendar years.

*Bullying, Intimidation, or Harassment*

Acts of bullying, intimidation, or harassment are strictly prohibited at Erie Schools. Bullying, intimidation, and harassment (whether person-to-person or electronically) diminish a student’s ability to learn and a school’s ability to educate. These behaviors will be taken seriously and are not acceptable in any form.

*Cheating Policy*

If a student is cheating or caught plagiarizing or if the teacher is able to confirm either, the discipline procedure to be followed is:

* + 1st Offense – receive a zero (0) on the assignment/test and notify the office. Also notify the parents/guardians and inform them of the consequences for a second offense.
	+ 2nd and subsequent offenses – receive a zero (0) on the assignment/test, notification of parents/guardians, and lower the student’s quarter grade by one letter for each offense.

*Class Dismissal and Referrals*

IF AT ANY TIME A STUDENT IS DISMISSED FROM CLASS BY A TEACHER FOR ANY DISCIPLINARY REASON,

HE MUST REPORT DIRECTLY TO THE OFFICE. Failure to do so may be interpreted as insubordination. While in the office he is to complete a class dismissal form before going to his next class.

Any student academically eligible to be awarded either valedictorian or salutatorian will be deemed ineligible if suspended at any time throughout high school.

*Dance Policy*

Periodically, the high school or one of its groups may sponsor and/or put on a dance. It is important to note that when such an event occurs, students and their guests are expected to not only follow established school guidelines for behavior, but also behave in an age-appropriate manner within any specific guidelines for the event. In particular, students should understand that attendance and participation at such events are a privilege. A student’s inability to behave within the guidelines of the event may result in a student being removed from the event without return of any costs associated with attending the event. School personnel and other adult chaperones reserve the right to serve as final arbiters in determining the appropriateness, or lack thereof, of student behavior at these events.

For Homecoming or any other special school dances held at the high school, any out-of-school guest must be registered ahead of time in the Office. The guest’s year in high school must be noted or the age if the guest is no longer in high school.

For smaller, less formal dances like after games, no one may attend who is not enrolled at Erie High School unless they come as the guest of an Erie High student.

Students on the truancy watch list, students on the eligibility list, and students with unserved suspensions or Saturday Schools MAY NOT be eligible for extra-curricular events such as school dances, prom or field trips. This will be at the discretion of the school principal.

ACADEMIC ELEGIBILITY FOR DANCES

Any full-time student wanting to attend the Homecoming Dance, the Winter Formal Dance, or Prom must be eligible. Homecoming eligibility will be run two (2) weeks before the event and Prom eligibility will be run four (4) weeks before the event. If a student is not passing the required number of classes then they will not be allowed to attend that event. If a student were to purchase a ticket to the event in advance and then be ineligible to go, the student will be refunded the cost of their ticket.

 *Detentions*

Teachers or the Office may require students who have misbehaved to report before or after school for appropriate lengths of time – detentions. One day will be allowed to permit students to make arrangements. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. Only those excuses generally accepted for a regular absence will be accepted (for example illness or a death in the family). Athletic practice or work is not an acceptable excuse for missing detentions. All students who can not attend detention for valid reasons must inform the Principal before the detention is to be served. This must then be followed through with a note from their parent/guardian the next day verifying the reason. Coaches may meet with the principal to schedule around games and meets if they feel it necessary.

Detentions for the Office are held on Tuesday and Thursday, beginning two minutes after the last class of the school day. These detentions will be assigned by school personnel for minor infractions of school rules. These are mandatory for those students assigned. The student will be informed at least twenty-four hours in advance so that arrangements (such as rides or work schedules) can be made to serve the detention. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.

Failure to conform with, be on time to, or be present at a detention will merit a doubling of the detention. If a student does not serve either of these two detentions after being doubled, he/she will be assigned a Saturday Detention.

*Dress and Grooming Guidelines (at School and School-Related Activities)*

Dress and grooming are important. What a student wears to school is directly related to the learning atmosphere of the school. Therefore, no student may wear anything that distracts or could cause a disturbance:

* short shorts, mini-skirts, pants worn “sag”
* undergarments (including ‘A shirts’) worn as outer garments or are clearly visible through the outer garments
* caps or hats
* sheer see-through shirts or blouses or fish nets
* shirts with messages that are obscene or suggestive in nature
* clothing which advertises illegal substances or activities (i.e., tobacco, alcohol, drug usage, tavern advertisements, or clothing that identifies you to a particular unauthorized group or clothing that is worn in a way so as to identify you to a particular unauthorized group)
* totally bare shoulders or cleavage, or clothing with excessive or obscene rips or tears.

Common sense and cleanliness are the guideline for all dress. Coats may not be worn in classes or study halls except at the discretion of the teacher. Footwear must be worn at all times. The Principal has the final determination as to what is appropriate dress and grooming at school. The first violation will result in a directive to change the attire before returning to classes. Any further violation may be interpreted as insubordination.

 Class Olympics Dress Code: The area of the collar bone to the mid thigh will be completely covered with clothing. Paint and spandex will not be allowed. Shorts will be no shorter than the point on which your hand knuckles come down to your leg while standing straight up. This includes skirts and is equally applicable to both genders. Shirts must cover the top of the shoulder and must not show any cleavage. Bra straps should not show. Cut out shirts are not acceptable. Again, this applies equally to both genders. All other dress code requirements apply.

*Electronic Phone Devices*

Beepers, pagers, lasers (including pen laser lights), and game devices are not allowed under any circumstances. Cell phones are permitted on school grounds with limitations. Use of cell phones is permitted before the first bell, during lunch but in the Commons only, and after the final bell of the day. At all other times during the school day, phones are to be turned off and stored in students’ lockers. Any other use of phones or data services is prohibited during class hours. Teachers and staff may confiscate phones being used in violation of these limitations. Exceptions may be made with written permission of the principal in the case of known family emergencies.

*Expulsions*

Students, who commit acts of gross misconduct or are involved in multiple acts of misconduct, shall be considered for expulsion for up to two (2) calendar years. In all cases of expulsion, the parents or guardians will be informed by the authorized administrator via registered mail of the procedures and process in our District policy. Copies of this policy are distributed to all families at registration and extra copies are available at the District office.

Parents/Guardians of expelled students shall be notified that the student may not be on school grounds or attend any school activities during the period of expulsion. A violation of this restriction will be considered trespassing and local authorities will be contacted.

*Extra Curricular Activities*

Once a student has entered the building for an evening activity, he may not return after leaving. Special permission to return after leaving can be obtained from the principal (or the faculty member in charge if the principal is absent). All school rules apply at home and away extracurricular activities.

A student must be in attendance at school the last four periods in order to participate in an extracurricular activity that day or evening except by arrangement with the Principal. All students who are absent from school because of illness must be in attendance the last four periods of the school day in order to attend any extracurricular activity as a spectator or to participate. Students who have to miss any part of the last four periods due to a doctor’s appointment, however, need to get a doctor’s visit form from the office prior to leaving school and return the completed form to the administration or their coach prior to participating in an activity that night. If they are present at the activity and not at school because of illness, the absence will be considered as unexcused.

*Food/Beverage*

Gum, food, and beverages are not permitted in the carpeted areas of the school. Exceptions may be made at the discretion of the teacher for special circumstances such as a class celebration. Teachers will then allow time at the end of each class for students to pick up any litter, gum, etc. around their desks and within the classroom.

Teachers will handle any problems arising from abuse of gum chewing, food, or beverages in their rooms or in the hallways near their rooms. Students with inappropriate items in the carpeted areas of the school should expect the items to be taken by staff if they are discovered with them.

*Gang Activity*

Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia is strictly prohibited. Students who violate this rule may be expelled for up to two calendar years.

*General Discipline Ladder*

In general, the following step ‘ladder’ approach to the assigning of discipline will be followed. However, some situations will require discretion to be used by the principal or his designee, which may preclude this step ‘ladder’ to be followed.

* + Detention
	+ Doubling of Detention
	+ Saturday Detention
	+ In School Suspension
	+ Out of School Suspension

*Gross Disobedience or Misconduct*

Students who commit acts of Gross Disobedience or Misconduct may be expelled for up to two (2) calendar years. Gross disobedience or misconduct is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonable lead school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus or at school functions. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school’s educational function.

*Guidelines for Classroom Discipline*

Teachers will be responsible for establishing and maintaining uniform rules of conduct and developing procedures for classroom order so as to provide an appropriate educational atmosphere. Students then have the responsibility to adhere to those rules and procedures. All teachers have the right to remove disruptive students by sending them to the office. Students sent to the office will then be seen by the building principal or her designee.

VIOLATIONS OF THE GUIDELINES FOR STUDENT DISCIPLINE MAY RESULT IN DETENTION, IN-SCHOOL SUSPENSION (ISS/ISOLATED LEARNING), OUT-OF-SCHOOL SUSPENSION (OSS), SATURDAY SCHOOL, OR EXPULSION. PREFERENCE IN DISCIPLINE WILL BE TO SATURDAY SCHOOL AS OPPOSED TO OUT-OF- SCHOOL SUSPENSION IN PARTICULAR.

*Harassment or Hazing*

Behaviors of this nature are not acceptable or allowed. All known incidents will be dealt with on an individual basis as deemed appropriate by the administration.

*Illegal Substances*

Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia in school, on school property, at any school related event or anywhere where the aforementioned conduct is reasonably related to school or school activities is strictly prohibited. Illegal substances include, but are not limited to drugs, narcotics, “look alike” drugs, drug paraphernalia or other controlled substances, regardless of quantity.

Any violation of this rule may result in a ten (10) day suspension from school and a recommendation of expulsion to the Board of Education. Local law enforcement authorities will also be notified.

*In-School Suspension (ISS/Isolated Learning)*

In-school suspensions will be assigned in special situations as necessary in place of an out-of-school suspension. Students assigned this will be required to stay in the office area during the school day. They will be expected to study quietly.

Students will eat their lunch in the office. Needed use of the restrooms will be allowed but not during passing time between class periods. Laptops cannot be used during ISS except with express teacher consent for specific projects.

*Insubordination*

Students are expected to behave in a courteous and mature manner. As staff members are charged with the responsibilities of students’ safety and instruction, they have been provided with authority to direct and restrain students in their actions. It is expected and required that students comply with directions from staff members. Failure to comply with such directives can be construed as insubordination (disobedience, back talk, responding disrespectfully to directions) and may result in suspension and/or expulsion depending upon the facts of the case and the student’s disciplinary history. Discipline reports will result in an immediate suspension.

* + Gross Disrespect

Any threatening, vulgar, or abusive language directed to a staff member will result in a suspension and possibly an expulsion as this would show gross disrespect to the staff member.

* + Violence Towards Staff

Any damage or harm done to a staff member or his personal property will result in a ten (10) day suspension, a recommendation to the Board of Education for expulsion, and possible criminal charges.

*Out-Of-School Suspensions (OSS)*

In-School Suspensions will be used as disciplinary suspensions whenever deemed possible by the Administration. Out-of- School Suspension will be used as the last resort and for the most serious offenses.

Acts of misconduct including, but not limited to theft, vandalism, tampering with school property, assault, fighting, insubordination, possession or use of illegal substances, and repeated misbehavior will be considered actions which may warrant suspension. Students may be suspended for up to ten (10) school days. Restitution will be required for vandalism or willful damage to school property. Theft, vandalism, assault, use, possession, distribution, purchase or the sale of illegal drugs and other potential criminal activities may also be reported to the police.

The following list is a general guideline of the potential discipline for acts of misconduct. The Administration retains the right to impose any discipline allowable under Illinois law depending upon the facts of each case.

Parents/Guardians of out-of-school suspended students shall be notified that the student may not be on school grounds or attend any school activities during the period of suspension. A violation of this restriction will be considered trespassing and local authorities will be contacted.

• Theft -------------------------------------------------------------------------------------------------------------------------------1-10 days

• Insubordination -------------------------------------------------------------------------------------------------------------------1-10 days

* Possession or use of alcohol ----------------10 days and a possible recommendation for expulsion for up to 2 calendar years

• Vandalism --------------------------------------------------------------------------------------------------------------------------- 10 days

and payment for damages or an alternate work program. (All vandalism referred to the Police Department)

* Possession or use of any illegal substance(s) -------------- 10 days and consideration of expulsion for up to 2 calendar years

(All involvements with illegal substances are referred to the Police Department)

• Sale of any illegal substance(s)--------------------------------------------------------- 10 days and an expulsion recommendation

• Fighting ----------------------------------------------------------------------------------------------------------------------------1-10 days

• In a vehicle at lunch time------------------------------------------------------------------------------------------------------------2 days

• Smoking ---------------------------------------------------------------------------------------------------------------------------2-10 days

• Excessive use of vulgar language/profanity ----------------------------------------------------------------------------------1-10 days

* Gross Disobedience or Misconduct ------------------------------- 1-10 days and a possible expulsion of up to 2 calendar years
* Possession of Weapon --------------------------------- 10 days and a recommendation for expulsion for up to 2 calendar years

• Use of a weapon ---------------------------------------------------------------------------------------------- see Possession of Weapon

• Gang activity-------------------------------------------------------------------------------------------------- see Possession of Weapon

• Threatening Behavior/Violence ---------------------------------------------------------------------------- see Possession of Weapon In all cases of suspension, the Principal will contact the parents as soon as possible using the information provided on the emergency form completed and returned by the parents. The Principal will also send a certified letter stating the rule violated and the action taken. Any suspension may be appealed to the school-hearing officer who is the Superintendent of Schools

ALL STUDENTS AND THEIR PARENTS/GUARDIANS WILL BE NOTIFIED THAT ON THE DAY OF A SUSPENSION, STUDENTS ARE NOT ALLOWED TO ATTEND ANY EXTRACURRICULAR SCHOOL ACTIVITIES/FUNCTIONS AT HOME OR AWAY OR BE ON SCHOOL PROPERTY EXCEPT DURING THE TIME OF SERVING AN IN-SCHOOL SUSPENSION OR SATURDAY SCHOOL. THE ONLY EXCEPTION TO THIS WOULD BE IF THE STUDENT HAD SPECIFIC PERMISSION FROM THE PRINCIPAL OR THE SUPERINTENDENT. STUDENTS ARE CONSIDERED TO BE ON SUSPENSION ONCE THE SUSPENSION BEGINS UNTIL IT ENDS. THEREFORE, ANY NON-SCHOOL DAYS THAT WOULD FALL BETWEEN DAYS OF SUSPENSION, ARE DAYS ON WHICH THE STUDENT CAN NOT ATTEND ANY EXTRACURRICULAR ACTIVITIES AT HOME OR AWAY OR BE ON SCHOOL PROPERTY (THIS WOULD INCLUDE DAYS LIKE SATURDAYS, SUNDAYS, HOLIDAYS AND/OR EMERGENCY WEATHER DAYS).

IF A STUDENT IS ON SCHOOL GROUNDS, IN THE SCHOOL BUILDING, OR AT A SCHOOL FUNCTION WHILE ON SUSPENSION FROM SCHOOL, AN ADDITIONAL DAY OF OUT-OF-SCHOOL SUSPENSION WILL BE ASSIGNED.

ALL CLASS MATERIAL MISSED DURING THE TIME OF SUSPENSION IS TO BE MADE UP FOLLOWING THE

MAKE UP POLICY FOR UNEXCUSED ABSENCES. (Immediately upon the return of the absent student, each teacher will set deadline dates for all make up work that can be completed.)

*Parent Involvement*

The home and the school must maintain a close relationship in order to help our students in solving commonplace problems. It is expected of all parents to support the actions of the faculty and the Principal’s Office. Many problems can be resolved at this level, before any disciplinary action is ever taken. Parents should feel free to contact the Principal or any faculty member at any time during school hours.

*Personal Music Devices*

Students are not to use personal music devices during class hours. They should be turned off and left in lockers except during lunch. Music devices may be used AT THE DISCRETION OF A STUDY HALL TEACHER so long as the study environment is not compromised. This includes any athletic function or event unless permission has been granted by the coach.

*Public Affection*

Public displays of affection are contrary to the philosophy of Erie High School and are not allowed. Public affection will result in a verbal warning by the faculty the first offense, a detention the second offense and parents will be contacted, and two detentions thereafter. Repeated public affection may be interpreted as insubordination. This also includes co-curricular activities.

*Recognition of Good Citizenship*

Teachers will be given twenty-five (25) “Panther” dollars at the beginning of the year to distribute as they see fit to students exhibiting good citizenship. These dollars may then be spent by students at school for any school activity for which there is a charge.

*Saturday School*

Saturday schools are assigned when a student has accumulated five (5) and six (6) detentions or committed the same infraction repeatedly. Saturday school is supervised by a faculty person in the media center at the high school from 8:00 a.m. to 12:00 noon. Saturday school is not run every Saturday but rather as needed. Students required to serve a Saturday school will be given enough notice so that appropriate plans can be made. Failure to serve Saturday Schools will result in suspension in or out of school for three (3) days. The parent/guardian must contact the Saturday School monitor at the school or the principal if the student is not able to attend. If parent contact is not made before or during the Saturday School or the morning of the first day of student attendance after the Saturday School, the absence will not be excused. Only those excuses generally accepted for a regular absence will be accepted (for example illness or a death in the family). Athletic practice or work is not an acceptable excuse for missing a Saturday School. Saturday Detentions may be assigned in two or four hour blocks.

When students are assigned a Saturday School in place of a suspension, they will not be allowed to attend or participate in any extra-curriculum activities on that Saturday.

In Saturday School, there is no sleeping, talking, cell phones, or iPods allowed. If any of these infractions occur, another Saturday School will be assigned.

*Students*

Teen Dating Violence Prohibited

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

*Sexual Harassment*

Sexual harassment is described as any unwelcome behavior of a sexual nature that interferes with learning. No one should feel threatened, intimidated, or frightened while at school. Sexual harassment will not be tolerated.

The use of cell phones or computers to view or transmit images of a sexual nature will be treated as sexual harassment and/or obscenity.

Students are encouraged to deal with sexual harassment in the following three ways:

1. Be assertive. Tell the person to stop it or it will be reported.
2. Report it to an adult – it may be a teacher, principal, or counselor.
3. Document the incident.

The school district does have a sexual harassment policy.

*Snowballs*

Because of the potential danger, snowball throwing is not permitted at Erie High School. The offense may result in a detention or suspension depending on the gravity of the incident.

*Student Discipline Principles*

The Erie School District believes that all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. As such, students need to be cognizant that they are accountable for their actions. The school district is not interested in punishment but in developing a behavioral change when there are disciplinary infractions. Should a student fail to meet his required responsibilities, he may be excluded from school.

*Student Vehicles/Driving*

Automobiles driven to and from school are to be operated in a safe and responsible manner. Driving, riding or being in vehicles at noon hour or during school hours by students will be prohibited unless special permission has been obtained from the Principal. This includes students driving to Vocational School without prior permission. Permission will only be granted for occasional emergency situations. If the need for this permission is for family reasons, the parents/guardians are to submit a written request. Staff members may grant permission for students to go to their automobiles to get items.

Violators will be suspended for two days for the first offense and may have their open campus privileges removed for an indefinite time. Second offenses or thereafter may result in longer suspensions. Complaints will be signed with the Village Police when applicable.

It is a privilege, not a right, for students to bring a car to school. Since parking is limited students will be requested to park within the parking spaces as lined and will not be allowed to park in “No Parking” areas or teacher parking areas. Students will be required to register license plate number(s) at registration. At all times, common sense and courtesy shall be the prevailing guidelines for student parking/driving.

Seniors may buy a $5.00 parking permit which allows them to park in the front row closest to the high school. Students must have a sticker to park in this row.

At no time will students be allowed to park during school hours in the grassy area in front of the school, the annex, or across from the high school by the ball fields. Students in violation of this can expect to be disciplined or to have their cars towed.

Violations of parking rules will be handled as follows: 1st time a warning

2nd time detention(s) assigned

3rd time or more car will be towed

*Threatening Behavior/Violence*

Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct towards anyone or urging students to engage in such conduct is strictly prohibited. Students who violate this rule may be expelled for up to two calendar years.

*Tobacco*

Using, possessing, distributing, purchasing or selling tobacco materials in school, on school property, at any school related event or anywhere where the aforementioned conduct is reasonably related to school or school activities is strictly prohibited. Tobacco includes but is not limited to cigarettes, chewing tobacco and tobacco paraphernalia. Students who violate this rule will be disciplined as follows:

First Offense two (2) days suspension

Second Offense three (3) days suspension Repeated Offenses ten (10) days suspension

All offenses will be reported to local law enforcement authorities.

*Vulgar and Obscene Language*

Profanity, vulgar, and obscene language are not acceptable in the school setting. Use of such language and/or repeated uses of such language may result in discipline from detentions to suspension being assigned.

*Weapons*

A student who uses, possesses, controls or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, may be suspended for 10 days or possibly recommended for expulsion up to one calendar year. The suspension/expulsion period may however be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. In no case may the expulsion exceed two calendar years. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

*Search and Seizure*

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

*Students*

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

*Seizure of Property*

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

# Student Services

*Daily Bulletin*

Announcements will be posted on the website each day by the supervisor. News of upcoming events, daily schedule changes, and a variety of items dealing with student activities and school operations are announced. The Daily Bulletin is also posted in various areas of the building. STUDENTS ARE RESPONSIBLE FOR INFORMATION POSTED IN THE DAILY BULLETIN.

Daily Bulletin items for activities must be submitted to the Office the day before they are to appear. All announcements are to be signed by faculty members or sponsors for approval or in the event that clarification is needed.

*Lockers and Locks*

Each student is assigned a locker by the High School Office and that is the only locker he/she must use. Students will be held responsible for the contents of the locker assigned them. Lockers are the property of the school and the administration reserves the right to enter lockers on a regular basis or when conditions warrant. Empty or unassigned lockers are not to be used. Lockers are fitted with combination built-in locks and should be kept locked. The school will not be responsible for personal items lost by students. Lockers may not be decorated on the outside unless approved for special occasions. No signs, posters, or graffiti are to be displayed inside or outside lockers that have profanity, nudity, inappropriate signs or symbols, or that advertise alcohol, tobacco, or drugs. The Principal or school employees if designated by the Principal may retrieve school property from student lockers.

All students will be sold a combination-keyed lock for use in physical education at a cost of $5.00. At the time a student withdraws or graduates, $2.00 will be returned to the student upon returning the lock. Only school-issued and authorized key combination locks may be used in the locker rooms. Students with unlocked lockers may be assigned a detention.

*Lost and Found*

All lost books and personal articles that are misplaced shall be turned in to the Office. If books are repeatedly left behind in the cafeteria by an individual student, the Principal, after a verbal and personal warning to the student, may charge a $1.00 fine per book to the student before a book or books will be returned. Lost or stolen items should be reported to the Office immediately.

*Lunch and Cafeteria*

Students must eat their lunch in the high school commons. Students may NOT charge food. There must be sufficient funds in their account. Students may not ride or be in a vehicle or loiter in the parking lots during that time. Permission to go to their automobiles can be granted by simply asking the Office for permission.

Students should return trays to the service window when finished. All students are expected to pick up pop cans and trash and throw it away even if they are not directly responsible for the litter. However, it is expected that those responsible pick up their trash. All food shall be consumed in the cafeteria. Students cannot have food in the hallways, lockers, or classrooms

Students cannot go to their hall lockers during lunch period without the permission of the cafeteria proctor. If a teacher is giving permission for a student to eat in his/her classroom, the teacher should meet the student at the door to validate permission and to give them entrance to the hallway. Students caught in the halls without a pass during lunch will be issued a detention.

*Media Center*

The media center has books, magazines, and pamphlets for assigned study, research, and leisure reading. It is open for use the entire day as well as before and after school. Students wishing to use the media center during a study period report first to the study hall for attendance and then go to the media center with a written pass from the teacher.

The media center will be maintained as a quiet individual study area. The media specialist may send students back to study hall as needed and may withhold media center privileges of students who use the area improperly. Most materials in the media center may be checked out for overnight use. However, materials not returned when due are subject to fines. Further information is posted in the media center. All media center obligations must be fulfilled before grade reports are issued each quarter. Students may be disciplined for taking media center materials without checking them out properly.

*School Pictures*

Students in grades 9-12 may have their pictures taken at school. The time when pictures will be taken will be announced. A school appointed photographer will be present to take these pictures, and the student’s picture will then be included in the school yearbook. Students will have the opportunity to purchase various packages of their pictures.

Seniors are to have their pictures taken professionally by the official school photographer. These portraits will be used for the yearbook, class composite, and for local newspaper publication at graduation time. Purchasing copies of the portraits done by the official photographer are at the family’s discretion.

*Study Halls*

Students are to report on time to their assigned study hall(s) with work materials.

Students may have passes from teachers to go elsewhere, such as behind-the-wheel driving, art, shop, home-ec, guidance, typing, band lessons, etc. PASSES, WHICH AT NO TIME ARE TO HAVE BEEN WRITTEN OR SIGNED BY ANYONE OTHER THAN STAFF, ARE TO BE PROCURED PRIOR TO THE TIME FOR STUDY HALL and presented to the

faculty supervisor at the beginning of the period.

Study hall is to be a quiet area and students are expected to study. Visiting with other students must meet with the approval of the faculty supervisor. Card playing or any other unproductive behavior is not permitted. Inappropriate behavior will be dealt with by the faculty supervisor with a referral to the office possible. Teachers may require a student’s presence in their room during 8th hour for interventions.