

# ARTICLE I

Amboy High School  
11 E. Hawley St.  
Amboy, IL 61310  
Telephone: 815-857-3632  
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Jeff Thake  
Principal

## SECTION I: HISTORY OF AMBOY HIGH SCHOOL

Amboy High School provides a secondary education as a part of Amboy Community Unit School District No. 272 (formed in 1949) in Lee County, Illinois. This new district replaced the former Amboy Township High School District. The North Central Association has given formal recognition status since 1924. The 205 square mile district encompasses the communities of Amboy, Sublette, Maytown, Harmon, Eldena, and Walton. In September 1969, the new building at Metcalf and Hawley Streets opened for grades 9 through 12 replacing the school building on Appleton Avenue, which now houses Amboy Junior High School.

## SECTION II: COLORS/NICKNAME/LOYALTY/FIGHTSONG

School Colors: Red, Black, White

Nickname: Clippers

### LOYALTY

We're loyal to you Amboy High,  
We're red, black, and white Amboy High,  
We'll back you to stand against the best in the land,  
For we know you can stand Amboy High. Rah! Rah!  
So crack out that ball Amboy High,  
We're backing you all Amboy High,  
Our team is our fame protector,  
On boys for we expect a victory from you, Amboy High!

### FIGHT SONG

Fighting Clippers,  
Fighting Clippers,  
Fight team, Fight team, fight.  
We will always fight to win for good old Amboy High,  
Fight! Fight!  
Fighting Clippers,  
Fighting Clippers,  
Fight team, fight team, fight,  
Fight for the red, black, white, and win this game.  
Fight!

# ARTICLE II: GENERAL INFORMATION

## SECTION III: STAFF DIRECTORY

### ADMINISTRATION

Mr. Quintin Shepherd	Superintendent	(815) 857-2164
Mr. Jeff Thake	Principal	(815) 857-3632
Mr. Ron Gruber	Asst. Principal/AD	(815) 857-3632
Mr. Glenn Sauter	Director of Guidance	(815) 857-3632 x307

### FACULTY

### ASSIGNMENT

### ROOM

### EXTENSION

Mrs. Beth Becker	Home Economics	210	346
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Ms. Karen Berthold	English	214	335
Mr. James Browne	Math/Science	207	359
Mrs. Cynthia Carlson	Math/Soc. St.	202	344
Mrs. Deb Cleary	Art	108	310
Mr. John Glaser	Modified Ed.	103	358
Mrs. Deborah Goy	Modified Ed.	102	356
Ms. Andrea Henry	English	205	
Mr. Gary Jones	PE/Health	Gym	311
Mrs. Kathy Mekeel	Music	109	349
Mr. Jeff Mischler	Social Studies	216	340
Ms. Janet Nehring	Math	201	343
Mr. Mike Pasley	Social Studies	217	339
Ms. Emily Rose	Science	204	342
Mr. George Schwamberger	Driver's Ed.		311
Ms. Liz Scriven	English	208	336
Ms. Jennifer Smith	English	214	
Mrs. Kim Sondgeroth	Spanish	104	351
Mr. Justin Stevenson	Business	211	348
Mrs. Jean Travi	Science	204	341
Ms. Sarah Tweet	Agriculture	106	305
Mrs. Kelly Whitman	PE/Health	Gym	353
Mrs. Amie Wiseman	Computers	209	347
Mr. Arthur Wyckoff	English	215	337
Mrs. Mary Jo Zinke	Librarian	Library	308

**SECRETARIAL STAFF**

Mrs. Becky Fredericks	High School Secretary
Ms. Jenny McCoy	Superintendent Secretary
Mrs. Molly Noble	District Bookkeeper
Mrs. Karen Henkel	District Payroll Clerk

**SUPPORT STAFF**

Mrs. Connie Hobbs	Head Cook
Mrs. Maureen Harris	Cook
Mrs. Chris Shaw	Head Custodian
Mr. Adam Johnson	Custodian
Mrs. Carol Ely	Cafeteria
Mrs. Dawn McCorkle	Snack Bar

**SECTION IV: TIME SCHEDULE**

<u>PERIOD</u>	<u>START BELL</u>	<u>END BELL</u>
1	8:18	9:00
2	9:04	9:46
3	9:50	10:32
4	10:36	11:18
5A	11:22	12:04
L1	11:22	11:52
5B	11:56	12:38
L2	12:08	12:38
6	12:42	1:24

7	1:28	2:10
8	2:14	2:56
Resource	3:00	3:20

SCHOOL IMPROVEMENT DAYS (usually the 3rd Tuesday)

PERIODS 1-4 ODD MONTHS; PERIODS 5-8 EVEN MONTHS

1/5	8:18	8:58
2/6	9:02	9:42
3/7	9:46	10:26
4/8	10:30	11:10
Resource	11:14	11:35

ASSEMBLY SCHEDULE

1	8:18	8:58
2	9:02	9:42
3	9:46	10:26
4	10:30	11:10
5A	11:14	11:54
L1	11:14	11:44
5B	11:48	12:28
L2	11:58	12:28
6	12:32	1:12
7	1:16	1:56
8	2:00	2:40
Assembly	2:45	3:20

FIRST WEEK OF SCHOOL (2:20 DISMISSAL)

1	8:18	8:53
2	8:57	9:31
3	9:35	10:10
4	10:14	10:48
5A	10:52	11:27
L1	10:52	11:22
5B	11:26	12:01
L2	11:31	12:01
6	12:05	12:39
7	12:43	1:17
8	1:21	1:56
Resource	2:00	2:20

## ARTICLE III: SPECIAL OPPORTUNITIES

### SECTION I: EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or

potential marital or parental status. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex.

Each fall, the building principal will conduct a gender equity evaluation. This would include the review of student enrollment figures in each class to analyze the causes of any class with more than 75% of one gender, comparing the participation rate of each gender in various sports and extra curriculars and a review of discipline records to determine gender imbalance.

## SECTION II: GUIDANCE AND COUNSELING

The guidance office and counseling annex are located on the 1st floor of Amboy High School. Students are encouraged to utilize the services of the counselor. Students are NOT TO MISS REGULAR CLASSES to visit with a counselor UNLESS it is an emergency visit, or the counselor has given the student a pass to miss his/her scheduled class. STUDENTS MUST HAVE CLEARANCE FROM THE GUIDANCE OFFICE PRIOR TO TAKING A COLLEGE DAY. The counselor will make arrangements for the visit to the college or trade school of the student's choice. Should an emergency situation develop and clearance CANNOT be made through the guidance personnel, a call to the principal prior to the visit will suffice.

Records of each student as well as a current transcript record are kept in the guidance office. Parents or the student may request to see and examine these records.

Each week the counselor will review the failing lists submitted by staff and arrange a conference with those students having serious difficulty. Should a student continue to have problems after the conference and suggested remedies, the counselor/teacher will arrange for a parent conference.

The counselor will make arrangements with college representatives, armed forces recruiters and business representatives to visit our school and talk with students. Details of these visits will be posted and announced. If a student is on the failing list for a particular class, the teacher may choose to not allow the student to attend a college visit during that class period.

Below is a look at the registration forms that are passed out to students. Amboy High School offers electives on a rotating basis that change annually.

## SECTION III: CLASS OFFERINGS

The following policy changes were adopted by the Board of Education on April 30, 2009.

1. Advanced Placement Courses are weighted with a 5-point scale.
2. Valedictorian/Salutatorian are eliminated and REPLACED with a three-tiered honor system
  - Summa Cum Laude (3.9 and ABOVE)
  - Magna Cum Laude (3.7-3.89)
  - Cum Laude (3.5 – 3.69)

A = 4 B = 3 C = 2 D = 1

## HOMELESS LIAISON

Policy of the Illinois State Board of Education on the Education of Homeless Children and Youth Overview

The Illinois State Board of Education (ISBE) considers the school enrollment, attendance and success of homeless children and youth throughout Illinois as a high priority. It is the policy of the ISBE that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), 42 U.S.C. § 11431 *et seq.*, that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and be handled sensitively and in a child and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA), 105 ILCS 45/1-1 *et seq.* This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education as well as providing social supports during a period of housing in stability.

### Definition of "Homeless"

Both Illinois and federal law define "homeless." Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up"); are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; are staying in public or private places not ordinarily used as sleeping accommodations; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

### Choice of Schools

A homeless child or youth is entitled to attend any of the following:

- (1) the school in which he or she was enrolled when permanently housed;
- (2) the school in which he or she was last enrolled; or
- (3) any public school that non homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. The first two choices are referred to as the "school of origin." Children and youth who have experienced homelessness are permitted to attend their school of origin for as long as they remain homeless, or if the child becomes permanently housed, for the remainder of the academic year in which housing is acquired. Where a homeless child or youth may be staying day-to-day in different attendance areas, each such area shall be considered an available choice for school enrollment. If a homeless child or youth presents for enrollment and the school to which they present is neither a school of origin nor a school in which other children or youth in the same living area as the homeless child are entitled to attend, it is appropriate to attempt to explain this to the parent, guardian or youth. However, no school district should deny enrollment of a child for that reason without also taking reasonable steps to help ensure that the child or family is promptly enrolled in an appropriate school district (and advising the parent, guardian or youth of the dispute resolution process and referring them to low-cost or free legal assistance).

### **Transportation**

Where a homeless child or youth chooses to continue enrollment in his or her school of origin, school districts must ensure that transportation is provided. If the homeless child or youth continues to live in the area served by the local educational agency (LEA) where the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the LEA where the school of origin is located. If the homeless child's or youth's living arrangements in the area served by the LEA of origin terminate, and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEA's are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally. Parents/guardians, in either scenario, shall make a good-faith effort to provide or arrange for transportation to the school of origin, including authorizing relatives, friends or a program for homeless persons to provide the child with transportation; however, it is ultimately the school districts' responsibility to ensure that appropriate transportation is provided and in no event shall appropriate transportation not be provided to a homeless student on any given school day.

### **Primary Duties of School Districts**

All Illinois school districts are LEA's within the meaning of McKinney-Vento and must comply with its provisions. Among the most important responsibilities for LEA's are the following:

- to allow and promote access of homeless children, youth and families in all programs and activities offered by the school (including preschool, kindergarten, after school programs, etc.) and to refrain from any segregation, discrimination or stigmatization of such students;
- wherever possible, and consistent with the wishes of the parent or guardian, to keep a homeless child or youth at his or her "school of origin" as defined in state and federal law;
- to adopt a policy and practice for providing appropriate transportation services to enable homeless children and youth to attend the school of origin;
- to provide notice throughout the community and at all school locations of the rights of, and services for, homeless children and youth, including school choices and transportation availability as well as the name and phone number of the liaison (Posters and brochures have been developed by Opening Doors ([www.homelessed.net](http://www.homelessed.net)), a technical assistance grantee of the Illinois State Board of Education and are available for use by school districts);
- to review and revise any policies, websites, forms and other similar items that may act as barriers to the enrollment, attendance and success of homeless children and youth (and in reviewing and revising any such items, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship);
- to provide outreach to homeless families and youth to ensure that all school-age and pre-school age children not enrolled in school are promptly enrolled in the proper school or pre-school;
- to provide a fair process for resolving disputes between the LEA and any homeless child, parent or youth in accordance with applicable law and as set forth in the Homeless Student Dispute Procedures herein;
- to immediately enroll all homeless students in free breakfast and lunch programs and to waive any of the fees or charges that are subject to waiver under the Illinois fee-waiver rules; and
- to capture data regarding homeless children and youth as required by the Illinois State Board of Education and federal law.

### **Coordination with other Agencies and Resources**

School districts should develop relationships, and coordinate, with agencies providing supportive services to the families of homeless children and youth. Such agencies include domestic violence agencies, shelter operators, transitional housing facilities, runaway and homeless youth centers, transitional living programs for homeless youth, and other public and private social services (e.g., the Illinois Department of Healthcare and Family Services and the Illinois Department of Human Services). All local school

districts should undertake this coordination activity, which can help facilitate access of homeless families to food stamps, Medicaid, employment services and emergency assistance. To provide comprehensive services to homeless children and youth and their families, school districts should endeavor to integrate child development programs, preschool programs, and programs for runaways.

### **Ensuring Privacy**

It is prohibited, under the Illinois School Students Records Act, for any school staff to provide school student records or information therein to any landlord, zoning office, contractor, and municipal official or housing authority.

### **Duties of the Liaison for Homeless Students**

Pursuant to McKinney-Vento, all school districts must have in place a liaison for homeless children and youth who is properly trained on the liaison's duties as set forth below and who is reasonably available to families throughout the school day to implement the requirements of the Act. The school liaison for homeless children and youth must ensure that:

- Homeless children and youth are sensitively identified by school personnel, whether currently enrolled or not yet attending school and, if appropriate, aid such children or youth in accessing the appropriate school;
- Homeless children and youth have a full opportunity to succeed in the district's schools and that homeless families' children and youth receive all educational services for which they are eligible, including Head Start, Even Start, preschool and referrals for healthcare, dental care, mental health and other appropriate services;
- Parents and guardians of homeless children and youth are informed about the district's educational services and opportunities and are given meaningful chances to participate in their child's education;
- Public notice of the educational rights of homeless children and youth is disseminated at locations where homeless families and children are served such as schools, shelters, soup kitchens, public aid offices, city hall, food pantries, public libraries, court houses, and police stations;
- Disputes between the school district and homeless parents are handled in accordance with applicable law and the procedures set forth herein;
- Parents or guardians of a homeless child or youth (and any unaccompanied youth) are fully informed of all transportation services, including transportation to the school of origin and are assisted in accessing transportation to the school that is appropriately selected;
- Staff coordinate and collaborate with, among others, school personnel responsible for the provision of related services to homeless children and youth (such coordination and collaboration may include, for example, the development of training programs on rights of homeless children and youth and their families under applicable law); and,
- Ensure that special attention is given to locating and enrolling homeless children and youth not currently in school.

**The Amboy School District #272 Homeless Liaison is Mrs. Joyce Schamberger.**

### **Homeless Student Dispute Procedures**

Disagreements may occur between a school district and a homeless student or homeless parent regarding, among other things, enrollment or transportation. As soon as such a disagreement arises, the school district liaison should become involved. If the district has legitimate reason to disagree with a parent, guardian or homeless youth regarding an issue related to the rights of homeless students, the district must follow a dispute procedure that includes these steps:

- Immediately enroll the student(s) and arrange for transportation and other services as appropriate.
- With the involvement of the district's liaison, attempt to discuss the issues with the parent/youth to determine if more information can clear up the issues. Failing to accomplish that:
- Issue a letter to the parent/guardian or youth explaining, with a degree of specificity, the district's position as to the homelessness-related dispute. In this letter, the district must also include referrals to free/reduced cost legal help and an outline of the dispute resolution procedure. The district must copy on such letter the applicable regional superintendent of schools and Illinois' Coordinator for the Education of Homeless Children and Youth ("State Coordinator").
- Refer the child or his or her parent or guardian to the fair and impartial ombudsperson appointed by the district's regional superintendent of schools (the "Ombudsperson"). The district's liaison should exercise responsibility for facilitating access to legal help and advocacy and other information and, upon knowledge that legal representation is obtained by a family or youth, the district (through its liaison or otherwise) shall appropriately work with such legal representative throughout the dispute resolution process.
- The Ombudsperson shall: be familiar with the educational rights and needs of homeless children; work with all parties to schedule a meeting, notifying such parties of the meeting's date, time and location; and, to the extent available, provide the parties with any requested resource information in advance of the meeting so as to enable a full and fair presentation of their respective positions in the dispute resolution process. If at all possible, such meeting should occur within 5 school days of the district's letter.
- The Ombudsperson shall, as part of the meeting, allow for a complete presentation of relevant facts by all parties. The child and/or his or her parent or guardian should be allowed to have assistance from a legal representative knowledgeable of federal and state laws pertaining to homeless students' educational rights.

- At the conclusion of the meeting or promptly thereafter, the Ombudsperson shall, in writing, communicate his or her decision to the parties and inform the parties of the ability to have the State Coordinator review compliance with applicable law.

Either party may, within 5 school days of the Ombudsperson's decision, send a written request to the State Coordinator asking the State Coordinator to review such decision for compliance with applicable law. Such request must include any documentation related to the dispute resolution proceeding.

- Upon receiving a request for review, the State Coordinator may request from either party any additional information that he or she deems relevant to determining compliance with applicable law. No later than 10 school days after receiving the request for review, the State Coordinator shall make a recommendation to the State Superintendent of Education regarding the Ombudsperson's decision and the appropriate placement of the student (deferring, in this review, to any and all findings of fact by the Ombudsperson).
- Within 10 days of receiving the State Coordinator's recommendation, the State Superintendent of Education or designee will inform all parties of the final determination.
- If the State Superintendent of Education or designee determines that the district's action giving rise to the dispute is inconsistent with applicable law, he/she may order the district to take any action necessary for such district to be in compliance with applicable law. Should the district not comply with such order, the State Superintendent shall place the district's recognition status on probation in accordance with 23 Ill. Admin. Code 1.20(b).
- Regardless of the decision of the State Superintendent of Education or designee, the State Coordinator will follow-up with the school district within 5 school days after such determination to review the status of the dispute.

## SECTION IV: SPECIAL EDUCATION

A variety of special education programs are available. A student may be tested through the Ogle County Educational Cooperative. After this testing, a staffing is held with the parents to determine the proper placement or program to meet any special needs.

### COMPREHENSIVE NEEDS ASSESSMENT

A Comprehensive Needs Assessment is completed each year by our local special education cooperative. They work cooperatively with our guidance and counseling services as well as our special education students and our regular education students.

### HOME LANGUAGE SURVEY

Each year, the Amboy School District #272 completes a home language survey asking two of the following questions:

1. Does anyone in your home speak another language other than English?
2. Does your son/daughter speak another language other than English?

If either of the above questions is answered "yes," the student will be administered an assessment of their English listening, reading, and writing skills.

## SECTION V: MEDIA CENTER

All students are encouraged to utilize the media center and the wide variety of learning materials readily available. Information available includes daily publications, weekly and monthly periodicals, books and reference texts, audiovisual items, software and the Internet, etc. Students need to be dependable and responsible in using the media center and learn to return materials on or before the due date so that other students and faculty members may use them. Fines may be assessed for any overdue or lost items.

# ARTICLE IV: ACADEMIC INFORMATION

## SECTION I: GRADING SYSTEM

Academic subjects will be reported (semester grades) with the letters A, B, C, D, U, WU, and I. Quarterly (nine weeks) grades will be reported as percentages. Academic grades are given on the basis of standards and expectations for the entire grade level. A grade of pass (P) or fail (U) may be given in any class whose grades are not calculated into the honor roll or grade point average.

- A Indicates excellent performance in a subject.  
90.00 to 100%
- B Indicates above average performance in a subject.  
80.00 to <90.00%
- C Indicates average performance in a subject.  
70.00 to <80.00%
- D Indicates below average, but passing performance in a subject.  
60.00 to <70.00%

U Indicates unsatisfactory performance in a subject.  
Less than 60.00%

W Indicates withdraw.  
**No credit will be issued.**

WU Indicates withdraw and unsatisfactory performance in a subject.  
**No credit will be issued.**

I Indicates incomplete when a grade is being withheld until work is completed. A one-week grace period will be granted at the conclusion of the grading period.

Teachers should notify both the student and parent at least one calendar week prior to the end of each grading period if a failing grade is to be issued. If an end of the grading period failing grade is due to an extremely low semester test grade, failure to take the exam, or failure to complete a major project, which is a requirement of the class, then the parents and the student should be notified as soon as possible.

The following format will be used in calculating the final semester grade:

Semester grade = 4/5 (80%)  
Semester exam = 1/5 (20%)

A teacher has the option to exempt any senior from second semester final exams if he/she has an accumulative C average (70) or better. All books and materials must be returned and fines or damages must be paid before the student will be allowed to take final exams. Failure to do so will result in a zero grade for the final exam(s).

**Seniors will not be allowed to go through the graduation ceremonies unless all course work and academic requirements have been completed.**

#### **TIME LIMIT ON EARNING AN AMBOY HIGH SCHOOL DIPLOMA:**

A student that fails to graduate with his/her class, and does not re-enroll, will have one calendar year from his/her withdrawal date to earn sufficient credits to receive an Amboy High School diploma. The credits must be earned in compliance with the Board policy covering correspondence courses or summer school.

#### **COURSE FAILURE LIMITATION:**

A student will be allowed to retake a failed course once. Should the same course be failed a second time, and that course is required for graduation, the course may only be made up in compliance with the Board policy covering correspondence courses or summer school. **(This policy may be waived by the administration, and the student allowed to repeat the course more than once, if the course is not offered through either correspondence or summer school.)**

#### **GRADE CLASSIFICATION:**

At the beginning of each school year students will be placed in a grade level based on the number of course credits earned. Each grade level is based on the minimum number of credits required each year to allow a student to graduate in four years.

Sophomore: 6 credits  
Junior: 12 credits  
Senior: 20 credits

#### **SAUK VALLEY COLLEGE DUAL CREDIT COURSES**

Seniors will be allowed to enroll at Sauk Valley Community College or the University of Illinois Extension Office for two semesters and receive credit on both their Amboy transcript and from the college.

This will be allowed under the following conditions:

1. The student must be enrolled in four classes at Amboy
2. The student must enroll in two daytime courses at Sauk Valley.
3. Both courses must meet either in the morning or the afternoon.
4. The courses taken must be ones that are not offered at Amboy High School.
5. The student must pay the cost of the courses.
6. The student must provide for his/her transportation.

## **Genocide Education**

The elementary and high school program of study will include an additional unit of instruction studying other acts of genocide across the globe, including but not limited to the Armenian Genocide, the Famine Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda and Sudan.

## **SECTION II: GRADUATION REQUIREMENTS**

Total Credits Required: 28

### Subjects and credits required for the Class of 2003 and beyond:

- 4 credits in English (I, II, III, IV) (includes 1 Semester of Speech)
- 3 credits of Mathematics (includes 1 course of Geometry) \*\* all students must successfully complete at least one year of algebra1. This is a graduation requirement.
- 2 credits of Science (One biological and one physical)
- 3 credits of Soc. Studies (Must include 1 1/2 Amer. History and 1/2 U.S. Govt.) no student receives certification of graduation without passing a satisfactory examination upon such subjects as American patriotism and US Government
- 1/2 credit of Consumer Ed. (Business Co-Op, Resource Management or by passing a Consumer Ed. Proficiency test.)
- 1/2 credit of Health
- 1/2 credit of Driver's Ed. (Outside driver's schools may be accepted.)\* Students must pass 8 classes in their previous 2 semesters to be eligible for Drivers Ed.
- 4 years of Physical Education (\* - If requested by the student, a one year, one semester exemption from Physical Education will be allowed while the student is enrolled in either Health or Drivers Education.)
- 2 credits of Vocation Education or Fine Arts
- 1/2 credit of Computers (may be satisfied by passing a Computer proficiency test.)

### Miscellaneous Information:

Business co-op receives 3 credits, two for work credit and the other for classroom work.

W.A.C.C. instruction receives 4 credits per year for instruction.

### Amboy High School Semester Exam Schedule

#### Exam Day I

Period 1 Test	8:18-9:45
Period 2 Test	9:50-11:14
Lunch/Resource	11:19-12:23
Period 3 Test	12:27-1:51
Students dismissed	1:51
H.S. Bus pick-up	3:20

#### Exam Day 2

Period 4 Test	8:18-9:45
Period 5 Test	9:50-11:14
Lunch/Resource	11:19-12:23
Period 6 Test	12:27-1:51
Students dismissed	1:51
H.S. Bus pick-up	3:20

#### Exam Day 3

Period 7 Test	8:18-9:45
Period 8 Test	9:50-11:14
Lunch	11:19-11:49
Make-up exams	12:27-1:51
Students dismissed	11:14
H.S. Bus pick-up	3:20 H.S. Bus Pick-Up

### Semester Exam Information

- Attendance at all exams is very important. Please avoid doctor/dentist and other appointments on these days.
- Students will not be allowed to enter the classroom after the exams have begun.
- In the case of a snow day during exams, the order of the days remains the same and not the dates. For example, if a snow day is called on Thursday, Exam Day II will be Friday and Exam Day III (including the early dismissal) will be Tuesday.
- Whiteside Area Career Center (WACC) students will not attend the vocational school on exam days and will only be required to be in attendance at AHS during their exam periods.
- Seniors exempt from all tests will not attend school on these three days. Seniors exempt from half of their tests should attend only during the four block tests individually chosen in December.
- All other students will attend until dismissal each day and are subject to the regular closed campus.

## SECTION III: HOMEWORK

Students will have the opportunity to view homework assignments at any time online through "PowerSchool," the secure, web-based student information system used at Amboy High School. The AHS PowerSchool link is available anywhere that has an Internet connection. More information about PowerSchool is handed out to students and parents at the beginning of the school year. Homework assignments, as well as grades and attendance are updated in PowerSchool regularly. This will be helpful when a student is absent or if he/she is checking to make certain all assignments are completed. Parents are encouraged to contact teachers with any questions, either by the email links provided in PowerSchool or by calling the teacher's extension, which is listed in the Staff Directory.

## SECTION IV: HONOR ROLL

Honor roll will be calculated on a semester basis according to the following criteria:

Grade point average 4.00 (highest honors)

Grade point average  $\geq$  3.50 (high honors)

Grade point average  $\geq$  3.00 (honors)

Any "D" or "U" or "WU" will disqualify any student from making the honor roll.

## SECTION V: REMEDIATION SERVICES

### Correspondence Courses/Credit Recovery

A student enrolled in a correspondence/credit recovery course may receive up to 3 units of high school credit toward the requirements for high school graduation provided:

1. The course has been approved in advance by 2 of the following: teacher, counselor, and principal.
2. The student needs the course(s) due to credits not being successfully earned at AHS.\*
3. The student successfully passes the course.
4. The student assumes the responsibility for all fees.

Acceptance of more than 3 correspondence course credits must be made by the Board of Education prior to enrollment in any classes.

### SUMMER SCHOOL COURSES

A student enrolled in a summer school course(s) may receive up to 3 units of high school credit toward the requirements for high school graduation provided:

1. The course has been approved in advance by 2 of the following: teacher, counselor, and principal.
2. The student needs the course due to credits not being successfully earned at AHS.\*
3. The student successfully passes the course.
4. The student assumes the responsibility for all fees.

Acceptance of more than 3 correspondence course credits must be made by the Board of Education prior to the enrollment in any classes.

\*An exception to this policy would be that students could take Driver's Education through an outside facility, at the parent's expense, and thus meet the AHS requirement.

### BOARD POLICY ADDITION:

#### Illinois Virtual High School Course

1. If the student enrolls students in the Illinois Virtual High School due to the inability of the school to offer the course as part of AHS in-house curriculum the school will be responsible for all fees. The credit(s) earned will become part of the AHS credits for graduation and will be included on the student's official transcript.
2. A student that wishes to enroll in the Illinois Virtual High School as an enrichment activity to his/her education must have approval in advance by the administration and the student will be responsible for all fees. The credits earned will not replace AHS requirements but they will be included on the student's official transcript.

REVISED AND ADPOTED: APRIL 24, 2002

## SECTION VI: PHYSICAL EDUCATION

All students are required to complete four years of physical education.

All students are required to wear PE uniforms, which will be purchased, through the school.

Exemptions will only be granted for the following reasons:

1. Any 11th or 12th grade student may be exempt for the length of the inter-scholastic season in which they participate.
2. Any 11th or 12th grade student, who in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards. Exemptions cannot be given for general college prep coursework, accelerated courses, etc.
3. Any 11th or 12th grade student who lacks sufficient course credit or lacks one or more specific courses and must enroll in a class other than physical education in order to meet state and/or local graduation requirements.
4. Any 11th or 12th grade student active in marching band.
5. Any student with a medical exemption for a physical limitation will still be required to complete the physical education requirement. Such student must complete an alternative physical education academic program. A doctor's note to verify the physical limitation will be required.

### DRIVER'S EDUCATION

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

## SECTION VII: PLAGIARISM/CHEATING

Cheating is defined as: Intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data. This will include:

- Intentionally and knowingly helping or attempting to help another to commit an infraction.
- Intentionally and knowingly representing the words or ideas of another as one's own.
- Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance. This includes a student conspiring with another person who then takes the action on behalf of the student.
- Use of the Internet for inappropriate completion of academic assignments. (This includes such things as: using reports, all or in part, from the Internet, foreign language translations from the Internet, etc.)

If a student is caught cheating in a class, the following consequence will be issued:

1. The student will receive a zero on the assignment (i.e., test, report, homework, quiz, semester test, etc.) and parent contacted.
2. Second offense student will receive a zero on the assignment, receive an ISS, and a parent meeting will be conducted.
3. Repeat offenses will receive out of school suspension and a parent meeting will be conducted.

## SECTION VIII: STUDENT SCHEDULE CHANGES

Careful and conscientious selection of courses at pre-registration time should alleviate the need for course changes. Schedule changes will NOT be made after the second week of the semester. Students need permission from parents and approval from guidance to make ANY schedule changes.

### A. Student Initiated Transfers

1. Students and/or parents must discuss a proposed change or transfer with the counselor.
2. A transfer slip must be filled out by the counselor, signed by the parents, the teacher(s) involved, the counselor, and the principal.
3. Transfers from one class to another shall be made no later than the end of the second week of the semester.

### B. Withdrawal or Drops

Students must withdraw or drop a class according to the following:

1. A student wishing to withdraw or drop from any course must do so through the guidance office.
2. If a withdrawal is made by August 29 of the first semester and January 16 of the second semester and is approved by parents, teachers, counselors and the administration, the student will receive nothing on his/her records.
3. When a withdrawal is made before week four of a course, the student will receive a "W" on his/her report card and permanent record.
4. When a withdrawal is made after the fourth week of the course, the student will receive a "WU" (withdraw failure) or "U" (failure) on his/her report card and permanent record.
5. If a student is removed from a class at any time because of misconduct, it will be recorded as a "U" on his/her record card.

## SECTION IX: SUMMA CUM LAUDE/MAGNA CUM LAUDE

AHS will honor the top academic students from each graduating class. All students who earn a 3.9 GPA or higher will be recognized with the honor of Summa Cum Laude. All students who earn a 3.7-3.89 will earn the honor of Magna Cum Laude. All students who earn a 3.5-3.69 will earn the honor of Cum Laude.

## SECTION X: EARLY GRADUATION

Students who will earn the required 28 credits for graduation at the end of the first semester of their senior year are eligible for early graduation subject to the following conditions.

- The student must submit, to the Guidance office, during the Spring Semester of their junior year a written request to graduate early. The request must explain why the student desires to graduate early and provide specific detail on the student's plans for after graduation. Specific detail refers to the name of college the student plans to attend or the employer where the student expects to be employed.
- The student needs to secure two letters of recommendation, from members of the faculty or administration of Amboy High School, explaining what qualities the student possesses that qualify him or her for early graduation. These letters must be turned into the guidance office during the spring semester of the student's junior year.
- A student may not use Correspondence School Classes, Credit Recovery, or summer school courses to meet the requirements for early graduation.
- By October of the student's senior year evidence of the actual applications to the specific college the student will attend or the name of the employer who will be providing employment for the student must be provided to the guidance office.
- Upon the timely receipt of all the information indicated above, the Dean of Student Affairs will recommend to the Superintendent and the School Board whether to approve or deny the application. The decision of the Board will be final.
- If the student is approved for early graduation, then the student will need to complete only one semester of Physical Education in the senior year.
- Students choosing to graduate early will be ineligible for participation in any athletic activities as well as all musical and other extra curricular activities, including but not limited to the prom. They are eligible however to participate in baccalaureate and graduation, including any graduation honors.

## ARTICLE V: MISCELLANEOUS INFORMATION

### SECTION I: ACCIDENT & INSURANCE CLAIMS

Any school injury must be reported immediately to the teacher or sponsor in charge who should complete an accident report. If parents have paid for student accident insurance and need to make a claim thereon, the school may be requested to furnish a copy of the accident report.

### SECTION II: ADMINISTERING MEDICINE TO STUDENTS

Parent(s) or guardian(s) have the primary responsibility for administering medication to their children. A parent or guardian may authorize their child to self-administer a medication according to District's procedures for self-administration of medication. Student medication must be kept in the school office at all times. **No medication of any kind (including aspirin) can be kept in student lockers.** Medication prescribed by a doctor, which must be taken several times a day, should be reported to the high school office by the parents prior to the student bringing such medicine to school.

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by the Illinois Department of Public Health, a diabetes screening must be included as a required part of each health examination; diabetes testing is not required. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

Parents/guardians are encouraged to have their children undergo a vision examination whenever health examinations are required. Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from:

- This policy's requirements on religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection.
- The health examination or immunization requirements on medical grounds if a physician provides written verification, or
- The dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

### **Standards for Managing Buildings and Grounds**

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior School Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

### **Standards for Facility Construction and Building Programs**

As appropriate, the School Board will authorize the production of a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. School Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the School Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.

5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

### **Naming Buildings and Facilities**

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the School Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

## **SECTION III: COLLEGE DAYS**

1. All requests must be approved in advance by the counselor.
2. Juniors and Seniors will be allowed to take up to four college visits during school time.
3. A limit of only two students may be allowed to visit the same school on the same day.
4. No more than five total students may be allowed to go on any day.
5. No college days may be taken after May 1.

## **SECTION IV: DANCES**

Any outside guests of Amboy students attending a dance must receive approval from the principal. A completed permission form must be filled out in advance by the current Amboy student. All Amboy High School students must be prepared to present a valid school ID for admission to all dances.

## **SECTION V: ELECTRONIC DEVICES**

### **Cell Phones and Other Electronics Devices**

The school administration is authorized to discipline students for using or possession of an electronic paging device or using a cellular telephone, personal digital assistants (PDAs), or any other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. All electronic devices must be kept off and out of sight from 8:20-3:20. Special exceptions may be made by administration to allow a student to use phone during school. Students caught using their cell phones during the school day will have the phone taken away and will not be returned until a parent comes in to pick it up AFTER school that day or any time during the next school day. The School District is not responsible for the loss or theft of any electronic device brought to school.

## **SECTION VI: FEES**

Replacement of Planner	\$6.00.	Replacement of Lock	\$5.00
Replacement of Student ID	\$5.00		

See district fee schedule for all other fees. **All student fees must be paid in full before any student will receive their diploma.**

## **SECTION VII: FIRE & DISASTER DRILLS**

Fire and disaster drills will be held from time to time at different periods of the day to enable students and staff to become better prepared for real disasters. It is very important that students follow the instructions provided by the teachers. Parents should be advised that in the event of severe weather, students may not be released from school, but relocated to designated safety areas inside the building.

### **CRISIS PLAN**

The Amboy School District #272 has adopted a district wide Crisis Plan in compliance with the ISBE rules and regulations. This Crisis Plan will be implemented in the event of any school crisis.

## **SECTION VIII: LOCKERS**

Lockers are the property of Amboy High School. School authorities may conduct inspections of lockers at any time. Students must use only their own locker and only the lock provided by AHS, keep their lockers locked to prevent theft and keep their combination confidential.

## SECTION IX: PHYSICAL EXAMINATIONS

All freshmen and transfer students are required by Illinois law to submit a physical exam before being allowed to enroll in high school. This medical exam will also count as the required athletic exam, but an athletic exam does not count as the required school exam.

## SECTION X: REGISTRATION OF NEW STUDENTS

Transfer students and incoming students will not be officially registered or allowed to participate in any extra-curricular activities until the following items are submitted and are on file in the office:

1. ISBE Good Student Standing Form completed from previous school.
2. Certified copy of birth certificate.
3. Proof of Residency.
4. An official transcript from the previous school.
5. Proof of graduation or promotion from 8th grade (incoming Freshmen only).

Incoming students will be placed at the appropriate grade level after previous transcripts have been reviewed and matched with Amboy High School. Generally, a sophomore needs at least 6 credits, a junior needs at least 12 credits and a senior needs at least 20 credits.

## SECTION XI: STUDENT VALUABLES

Students are given a locker for safekeeping of their valuables and books. This locker has a combination only the student knows. Therefore, others cannot get into lockers unless the student gives out his/her combination to friends. In order to protect one's property, it is wise to keep the combination confidential. The school cannot be responsible for students who leave lockers open, give out combinations, or fail to report locker problems. Amboy High School **strongly** discourages students from bringing valuable items to school, as we are not responsible for the loss or theft of such items.

**AMBOY HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS THAT WERE NOT PROPERLY SECURED. THIS INCLUDES STUDENTS WHO FAIL TO KEEP THEIR LOCKER COMBINATIONS CONFIDENTIAL. IF IT IS VALUABLE, IT DOES NOT BELONG IN SCHOOL. CARRY IT AT YOUR OWN RISK. BE RESPONSIBLE FOR IT. DO NOT EXPECT CLASSES TO BE INTERRUPTED TO FIND IT IF IT IS LOST OR STOLEN.**

## SECTION XII: TELEPHONE

A pay phone is available in the mall for students to use. This phone should not be used during class time. In an emergency situation, and with staff permission, a student may be allowed to use the office phone. Students will not be allowed to take incoming calls unless it involves a family emergency.

## SECTION XIII: TRANSFER & WITHDRAW

When a student transfers to another school or withdraws from Amboy High School, he/she must follow a prescribed procedure. The student must first meet with the counselor or principal to discuss the reasons for leaving as well as plans for the future. All school property and materials must be returned and all unpaid fees must be paid before a student's records will be released by AHS. Any refund of school fees will be issued by check and mailed to the student's parent or legal guardian.

### **TRANSFERS TO AMBOY HIGH SCHOOL:**

#### **Beginning of the year or semester transfers to Amboy:**

When a student transfers to Amboy High School at the beginning of a semester, or a year, his/her previous course work will be taken into account. Students will be given credit for classes passed and held accountable for classes failed, prior to entering AHS. (i.e. If a student transfers to AHS at the beginning of his/her Junior year he/she would be given sixteen (16) credits to start, which is what he/she would have earned in two years at Amboy. Any classes the student failed at his/her previous school would be subtracted from the sixteen credits at 1/2 credit per semester failed. The student would then be expected to follow Amboy's graduation requirements. The student would need to make up deficiencies towards graduation through correspondence courses, Internet courses, etc.)

#### **Mid-term transfers to Amboy:**

If the transfer takes place after the mid-term of the first grading period of the semester the student may be able to enroll in the same or a matching course at Amboy in order to receive credit in the class. The inability to enroll in the same or matching class will result in the transferring student auditing the class, but not receiving any credit towards graduation.

## SECTION XIV: VISITORS TO AMBOY HIGH

Students are not allowed to bring guests to school.

## SECTION XV: WEATHER CONDITIONS

If it becomes necessary to close the school because of snow, icing conditions, or any other emergency, the school closing announcements will be carried by the following radio stations: DIXON WIXN AM-1460; MENDOTA WGLC AM-1090; STERLING WSDR AM-1240; ROCHELLE WRHL AM-1060; AND DIXON WLLT FM 107.7.

Remember, if it is necessary that school be closed for more than one day, the announcement will be repeated each day. In other words, if there is not announcement, the school will be open.

If school is dismissed early due to weather, ALL extra-curricular activities (practices, games, etc.) are cancelled. An exception will be IHSA scheduled events.

## SECTION XVI: SEXUAL HARASSMENT POLICY

District Policy Against Harassment: Everyone at Amboy High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, color, ethnicity, national origin, sexual orientation, marital status, religion and disability.

It is illegal and against Board of Education policy for any employee, male or female, to sexually harass a student, or for any student to sexually harass an employee or another student by:

1. Making unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature as a condition of a student's academic status; or
2. Making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
3. Creating an intimidating, hostile or offensive working or educational environment by such conduct.

An employee engaging in sexual harassment will be subject to potential discipline, up to and including termination. A student engaging in sexual harassment will be subject to potential discipline, up to and including expulsion.

If a student believes that he or she has been sexually harassed, the student (or parent of the student) should report the alleged act immediately to the Building Principal, Guidance Counselor, or faculty member of the same sex, who will report the incident appropriately.

# ARTICLE VI: RULES & REGULATIONS

### SPECIAL NOTE

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT AMBOY HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL. AMBOY HIGH SCHOOL HAS THE AUTHORITY TO DISCIPLINE FOR ACTIVITIES WHICH TAKE PLACE AT ANY TIME OF THE YEAR IN ANY PLACE IN THE WORLD IF IT CAN BE ESTABLISHED THAT THERE IS A DETRIMENTAL EFFECT ON THE EDUCATIONAL ATMOSPHERE'S SAFETY AND GOOD ORDER.

### Student Incident Reporting System (SIRS)

The Amboy School District reports all incidents of

1. battery committed against teachers, etc,
2. persons with a firearm
3. drug related incidents to the local law enforcement authorities and through the ISBE SIRS program (on IWAS).

### REASONABLE FORCE

Amboy High School staff may use reasonable force in the event of a student threatening the safety of himself, others, or school property.

### INTERVIEW BY LAW ENFORCEMENT OFFICERS

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigations of a student who is a minor, school officials will make every reasonable effort to notify the parent and/or legal guardian of the requested interview by telephone. If the student is taken into custody, school officials must be notified and the parents will be informed by telephone. All reasonable attempts to reach the parents will be used.

## SECTION I: ATTENDANCE REGULATIONS

The Purpose of the following attendance policy is to afford the Amboy students an opportunity to develop habits of punctuality, self-discipline, and responsibility in preparation for continuing education and the world of work while providing the parent/legal guardian with student attendance information. Students cannot learn effectively if they are not present and do not participate in classroom learning activities.

Eight semesters of attendance are required unless otherwise determined by the Board of Education. Teachers are responsible for keeping accurate attendance and tardy records in each class. **The building principal shall determine the validity of reasons given for absences.**

The Illinois School Code (Section 26-1) states: *Whoever has custody or control of a child between the ages of 7 and 16 years shall cause such child to attend some public school within the district wherein the child resides the entire time it is in session during the regular school year.* This same statute further requires that the student over the age of 16 enrolled in a public school is to maintain regular attendance. Therefore, parents/guardians have a responsibility under State Law to ensure attendance.

**ONLY SCHOOL OFFICIALS, PARENTS, LEGAL GUARDIANS OR LEGAL CUSTODIANS have the authority to fully verify a child's absence.**

For purposes of this Attendance Policy parents, legal guardians or legal custodians may designate, in writing, a responsible adult who shall have authority to verify the child's absences provided the responsible adult's name, address and phone number are provided to the District prior to the date of any absences.

### EXCUSED ABSENCES:

Excused Absences according to the Illinois School Code

*Section 26-2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:*

- *Significant illness*
  - *Family emergency*
  - *Observance of a religious holiday*
  - *Death in the immediate family*
  - *Circumstances which cause the parent concern for the safety or health of their child*

**The School Principal has the right to determine what constitutes an excused absence.**

Students receiving an excused absence will have the opportunity to make up assignments missed according to the handbook policy. Make-up work for excused absences will be done at the classroom teacher's convenience, preferably outside the regular class period. Students and their parents/guardians/legal custodians have the responsibility for getting assignments and making sure work is completed.

### Medical Excuse

**All absences must be accompanied by a phone call from a parent within 24-hours of an absence whether the absence is excused or unexcused. The attendance number is 815-857-3631.**

- Failure of parents to call in will result in the student being truant.
- Students will be allowed only 5-days per semester to be considered excused with a parental phone call to the school.
- A doctor's verification note provided for the absence will not count against the 5-days.
- After five absences whether excused or unexcused, the student must provide a doctor's verification note stating the specific reason for the absence with the dates the student is excused.
- If a student leaves school sick at any point during the day without returning, even if they have been at school for at least half a day (150 Minutes), will not be allowed to participate or practice that evening in an athletic event.
- If a student leaves school sick and comes back, that student will not be allowed to participate or practice unless a doctor's note is provided and have been cleared to participate by their doctor.
- If a student leaves school because of a doctor's appointment, the student must provide a doctor's note to school that day or at the very least to the coach that evening in order for the student to be allowed to participate or practice.
- If a student is sick during the morning and comes back for at least half a day (150 minutes), the student will be allowed to participate with a parental phone call.

If a student becomes ill during the school day, he/she needs to report to a staff member or the main office. **Students must be cleared through the main office before they can leave school.** Parent contact will be required.

If a student is present for less than half of the day (150 Minutes), participation in extra-curricular activities that day will not be allowed. Unexcused absence during the day may result in the student not being eligible to practice or participate in all extra-curricular activities. The final decision will be made by the administration.

### PRE-ARRANGED ABSENCE:

Pre-arranged absences permit the student to make prior arrangements to get assignments and have them completed before or upon returning to class. When a student knows in advance of an absence, a parental form is to be brought to the school no later than the day before the absence. This form (signed by the parent/guardian/custodian) may be picked up in the main office, and then taken to each of the student's teachers so that arrangements can be made for work assignments missed.

Written documentation may be requested by school officials to verify any of the above absences.

Except for emergency situations, failure to notify the school a day in advance may result in an unexcused absence or in the case of a field trip or other approved outing, the student will not be allowed to participate.

Students are to miss only the time required to be at a medical appointment. Verification of medical or dental appointments must be made with slips from the doctor or dentist. Students will be excused for medical purposes that require the entire day if they bring in a slip verifying the date and time they were at a doctor's office. **Note: On the third (3rd) day of consecutive absence a doctor's note or contact with the principal will be required by the school.**

### **UNEXCUSED ABSENCES:**

An absence due to truancy or other cause which the administration cannot approve as excused is classified as unexcused.

Some examples of unexcused absences are:

1. Truancy
  - (a) **Truant** - a student subject to compulsory school attendance and who is absent without excuse from such attendance for a school day or portion thereof.
  - (b) **Chronic or habitual truant** - a student who is subject to compulsory school attendance and who is absent without excuse from such attendance for ten percent (10%) or more of the previous 180 regular attendance days.
2. Skipping school
3. Unapproved vacations

### **Unexcused Absences for Failure to Call**

*Any full-day or partial day absence, which is not called in by a parent within two hours of the beginning of the school day for, the reasons identified as "excused absences" will be termed "unexcused." A parent's call does not make the absence excused if the reason for the absence is not excusable (e.g., shopping, sleep, hunting, babysitting, car problems, etc.).*

### **Vacation Policy**

*Family trips/vacations will be excused for a maximum of five (5) days per school year. More than five (5) days will be considered unexcused. Notification of family trips must be made at least two (2) days in advance.*

The school will phone or otherwise notify the student and the parents/guardians/custodians within 24 hours if any student is absent without a prior excused absence.

Students will be allowed to make up work missed during an unexcused absence. However, disciplinary action such as after school detention, In-School Suspension, and a class participation grade deduction may be administered.

If a student is suspended all assignments will be due the day the student returns to school and full credit will be given for such assignments. It is the student's responsibility to obtain those assignments. Tests will be made up at a time convenient to the teacher.

**TWO UNEXCUSED TARDIES EQUAL ONE (1) UNEXCUSED ABSENCE. STUDENTS WITH EXCESSIVE TARDIES OR ABSENCES WILL BE REFERRED TO THE LEE/OGLE ROE/LODIS TRUANCY INTERVENTION/PREVENTION PROGRAM FOR ASSISTANCE.**

### **Leaving school without permission**

- In school suspension for first offense
- Out of school suspension for subsequent offenses

### **Sign In/Out**

- All students must sign in and out upon entering school late or having to leave school early.
- Students that are to leave school early for any reason must receive a pass from the office before they are allowed to leave.
- Failure to do so results in a detention, ISS, or OSS.

### **EXCESSIVE ABSENCE PROCEDURE:**

When considering excessive absence, all days absent may be considered:

- Step 1:** When a student has been absent a total of THREE (3) unexcused days in a particular class during the semester, an attendance report with the dates of each absence (both excused and unexcused) will be sent to the parents or legal guardians by certified mail. The counselor will meet with the student and the parent/guardian/custodian as soon as possible.

**Step 2:** When a student has been absent a total of FIVE (5) unexcused days during a semester, his/her absence shall be reported to LEE/OGLE ROE/LODIS TRUANCY INTERVENTION/PREVENTION PROGRAM further reported for each unexcused absence thereafter. A complaint may be filed with the Illinois State Board of Education (ISBE) by the Board or Administration if no action is taken on truancy reports by the Lee County Truant Officer. Chronic truants shall be subject to the District's Truant Policy.

#### **FIRST PERIOD ABSENCE/TARDY POLICY:**

Students that come to first block after the last bell, without a pass from other school personnel, should be sent to the office for a pass. **All students must sign in at the main office.**

If the student is less than twenty minutes late for the first block he/she will be considered tardy. (See tardy penalties that follow)

A student late more than twenty minutes for the first block will be considered absent for that block. The absence will then be determined by the administration to be either excused or unexcused. (See unexcused penalties that follow)

TARDY: (Less than twenty minutes late to the first block)

- Student will be allowed three tardies per quarter
- On the third tardy, written notification will be sent to parents.
- 4<sup>th</sup> tardy will be 60 minute detention.
- 5<sup>th</sup> tardy and subsequent tardies will result in ISS.
- 10 tardies for the school year will result in referral to LODIS.
- Tardies to all other classes will be dealt with by the classroom teacher.

UNEXCUSED ABSENCE: (Late more than twenty minutes to the first block.)

Student will serve a sixty-minute after school detention.

STUDENTS WITH 10 TARDIES, IN COMPLIANCE WITH THE ATTENDANCE POLICY, WILL BE REFERRED TO THE LEE/OGLE ROE/LODIS TRUANCY INTERVENTION/PREVENTION PROGRAM. Ten (10) tardies is equal to FIVE (5) unexcused absences.

Tardiness to all other blocks will be dealt with by the individual classroom teachers.

#### **PHYSICAL EDUCATION ABSENCES:**

Students enrolled in physical education are expected to be in class each day unless they provide the teacher with a medical excuse. A parent may excuse a child with a phone call to the school for one day's absence for physical education.

#### **DEER-HUNTING GUIDELINES**

A student wishing to deer hunt will be excused for 1/2 day of school on both the 1st and 2nd season of deer hunting provided:

1. They bring in a deer-hunting permit in advance.
2. They complete a pre-approval absence form in advance.
3. They have their parent or guardian call the school the night before or the morning of the day the student will be gone.
4. They return to school for the first period after lunch.

If either of the seasons takes place over two school days (Thursday and Friday) the student will only be allowed to be gone one of the two 1/2 days. If a student fails to follow the above guidelines, his/her absence will be considered unexcused and will result in an unexcused absence.

#### **NOTES:**

- Any student failing two or more classes on the weekly failing list will not be allowed to take advantage of this policy.
- Any student that has missed enough school that a doctor's note is required when he/she is absent will not be allowed to take advantage of this policy.

## **SECTION II: AUTOMOBILE REGULATIONS**

Students may bring automobiles to school but should park in the west parking area in the spaces provided. Cars are not to be parked near the building because of fire regulations and bus loading regulations. Cars should be locked. If damage occurs to a car, it should be reported to the principal and the local police. Rules of the road must be adhered to for the protection of those walking in the parking lot and on nearby streets. Those endangering the property or lives of others will be reported to the police. **THERE IS TO BE NO SPEEDING, OR RECKLESS DRIVING IN THE SCHOOL PARKING LOT OR WHILE APPROACHING OR LEAVING SCHOOL GROUNDS. SUCH VIOLATORS WILL LOSE THEIR DRIVING PRIVILEGES!**

Students will not be allowed access to the parking lots during lunch periods except by permission of the office.

Only licensed cars, pick up trucks, or motorcycles may be parked in the parking lot.

**Any student parking in restricted spaces (handicap, faculty, reserved, etc.) will be towed. Students will be liable for any**

towing and/or storage charges.

**ALL students who drive to school will be required to obtain a parking sticker. All vehicles parked on and around school grounds are subject to search.**

### SECTION III: BUS CONDUCT RULES & POLICIES

Students riding on a school bus are governed by the same rules that apply in the school building. Violations will be reported to the principal by the driver and dealt with according to school policy. Repeated offenses may mean the loss of bus riding privileges.

1. Wait until the bus comes to a complete stop before boarding.
2. Be careful in approaching all bus stops. There should be absolutely no horseplay at the bus stop.
3. Sit in assigned seat if one is designated by the bus driver, otherwise get a seat and remain seated until the bus reaches your destination. Do not move from seat to seat while the bus is moving.
4. Keep head and hands inside the bus. Do not open the windows unless instructed to do so by the driver.
5. Do not take pop or other liquids on the bus. Help keep the bus clean by putting waste papers in the trash box at front of the bus.
6. Loud talking or playing electronic equipment at high volume is not permitted.
7. Do not tamper with bus equipment.
8. Be careful not to damage the bus seats. If you notice any damage report it to the driver immediately.
9. Keep feet, books, packages, etc., out of the aisles.
10. Help look after the safety and comfort of smaller children.
11. At no time should a student argue with a bus driver. If you feel you are being treated unfairly, report it to your principal.
12. Be courteous to other passengers as well as the driver.
13. Fighting, smoking, or profanity on the bus is not allowed. Those who are guilty of these violations will be punished.
14. Be very quiet when approaching a railroad track.
15. Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
16. At a discharge point where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
17. Do not ask the driver to stop at places other than the regular bus stop.

**ALL SCHOOL RULES APPLY WHILE STUDENTS ARE WAITING FOR, RIDING, AND LEAVING THE BUS.**

### SECTION IV: CAFETERIA REGULATIONS

1. Students can put money on their account in the office or in the cafeteria during lunch. Students must use their Lunch I.D. card when purchasing any items during lunch. Replacement of lost cards is \$5.00
2. Students eating hot lunches should line up single file along the gymnasium wall near the west kitchen door.
3. Students should use rules of courtesy in the lunch line while waiting to be served.
4. Plates and silverware are to be returned to the east kitchen window area and garbage put in proper containers provided.
5. Students are reminded to pick up all trash from around their eating area before leaving, and to push their chair in to the table.
6. When students are finished eating, they may stay in the cafeteria or the mall area or go outside. Students are not to go upstairs or enter the north lower hallway as classes are going on. Students are not allowed to be in the parking lot during lunch hours.
7. Any student violating lunchroom rules will face lunch hour restrictions or other disciplinary measures.

### SECTION V: DISCIPLINE PROCEDURES

#### DETENTIONS

May be issued at any time by any teacher. The student will be given at least a 24-hour notification and the detention will be served either from 3:25 to 4:30 P.M. OR 7:15 to 8:15 A.M. It is the student's responsibility to make any transportation arrangements. **SKIPPING A DETENTION WILL RESULT IN TWO DETENTIONS, IN-SCHOOL SUSPENSION, COMMUNITY SERVICE, OR OUT OF SCHOOL SUSPENSION!**

#### IN-SCHOOL SUSPENSIONS

A student may be assigned an in- school suspension. During this time the student will work on material supplied by the teachers. Students will be brought back to the High School for lunch.

#### COMMUNITY SERVICE

Community service may be an option for students instead of an In-School Detention. The students will volunteer their services during hours that are not school time or on weekends. Specific details will be worked out with the Principal.

### **OUT OF SCHOOL SUSPENSIONS**

This is a temporary exclusion (up to ten days) of a student from school, riding a bus, or participating in any extra-curricular activities. Students will be encouraged to keep up with the class assignments and all assignments are due upon return. Students who continue to exhibit disruptive behavior problems may be placed on an increasing suspension system. Amboy High School is allowed by State Code to suspend any student for up to a ten-day period. Students who are suspended out of school are NOT permitted to be on school grounds during their suspension.

### **EXPULSION**

This is the complete removal of a student from the school system. Board policy stipulates the procedures to follow in a student expulsion hearing.

## **SECTION VI: GENERAL RULES OF CONDUCT AT AMBOY HIGH SCHOOL**

Proper behavior of Amboy students is expected at school and at all school sponsored events, whether home or away. Following is a list of some of the types of conduct, which will not be tolerated. The administration has the right to use its judgment to deal with other behaviors not mentioned should that behavior reflect inappropriately on Amboy High School.

1. Pushing, shoving, fighting, or running.
2. Loud noises and yelling.
3. The use of profanity on school property.
4. Objectionable literature on school property.
5. Possession of firearms, knives, dangerous weapons or substances.
6. Possession of controlled substances, tobacco products, lighters, and matches.
7. Throwing of objects.
8. Harassment or intimidate of any student.
9. Pop/chips/snacks in the classroom.
10. Students are **not** permitted to have purses or book bags in the classroom; they are to remain in their locker.
11. Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.

Some of these actions are discussed in following sections. All of these could result in penalties ranging from warnings through further disciplinary action.

## **SECTION VII: GANG AND UNAUTHORIZED GROUP POLICIES**

Participation in an unauthorized group, gang or cult activity is prohibited. Gang activity is any behavior, which displays evidence of membership in or affiliation with any gang including the wearing of symbols, emblems, tattoos, jewelry associated with a gang, or engaging in gestures, handshakes, graffiti, or various other gang identifiers. Gang activity includes any effort to recruit for, or further the interests of, a gang, intimidate any other student on behalf of a gang. Students who engage in gang activity are subject to possible suspension and/or possible recommendation for expulsion, and referral to the local police.

**1st offense** - parent conference and five (5) day out-of-school suspension.

**2nd offense** - parent conference and a ten (10) day out of school suspension.

**3rd offense** - out of school suspension and recommendation to the Board of Education for expulsion.

## **SECTION VIII: DRUGS AND ALCOHOL**

The use of illicit drugs and the unlawful possession and use of alcohol by students is wrong and harmful. It is the policy of the Board of Education to clearly prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of school activities. This Student Behavior Code is intended to comply with the Federal Drug Free School and Community Act Amendments of 1989, P.L. 101-226. Violations may be referred for prosecution.

### **Consequences are as follows:**

**1st offense** - ten (10) day out-of-school suspension/Police referral; subject to arrest.

The parent(s) of students who are being suspended for a first offense relating to drugs and/or alcohol will be given the following option which, if accepted, will reduce the length of the out-of-school suspension from ten (10) to five (5) days:

**Option** - The student and his/her parent(s) (guardian) will participate in a counseling program approved by the school district. Any cost incurred by participation in this program shall be assumed by the parent or legal guardian. Students failing to participate in

and/or complete the program(s) will be suspended for the full ten (10) day out-of-school suspension.

**2nd offense** - ten (10) day out-of-school suspension.

**3rd offense** - out-of-school suspension and recommendation to the Board of Education for expulsion.

## SECTION IX: SMOKING OR POSSESSION OF TOBACCO PRODUCTS

Smoking or possession of tobacco products on school property or at school-sponsored events is prohibited under Illinois State law. This applies to AHS students even if they are 18 years old or older. Consequences will be as follows:

**1st offense** - ISS or enrollment in an approved smoking education program.

**2nd offense** - Two Day OSS; police referral/citation

**3rd offense** - a five (5) day out-of-school suspension; police referral/citation.

**4th & Additional** - TEN (10) day out-of-school suspension; police referral/citation.

## SECTION X: STUDENT CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Participants will follow the guidelines as set forward in the Activity Code as well as:

1. Show respect for opponents before, during, and after matches.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Encourage other players and fans to SPORT A WINNING ATTITUDE!

Spectators will:

1. Show respect for opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding plays by either team.
6. Use only cheers that are positive in support of their team.
7. Encourage coaches, players, and other fans to SPORT A WINNING ATTITUDE!

**\*\*8. ANY STUDENT WHO HAS UNSERVED DETENTIONS WILL NOT BE ADMITTED INTO THE EXTRA CURRICULAR ACTIVITY UNTIL THE DETENTIONS ARE SERVED!**

### ACCEPTABLE BEHAVIOR. . .

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of game officials.
- Cheerleaders lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance and coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

### UNACCEPTABLE BEHAVIOR. . .

- Yelling or waving arms during opponent free throws, etc.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.

- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of cheerleaders.
- In the best interest of the health and safety of all students, any students junior high school age or younger, should be accompanied by a parent/guardian or other supervisory adult at any Amboy High school extra-curricular event.
- Attending extra-curricular activities is a privilege. If an official or referee asks students to leave for any reason, they will not be permitted to return to the game. Upon a second ejection, the student will permanently be barred.

## SECTION XI: PUBLIC DISPLAY OF AFFECTION

Public display of affection between students is discouraged and will not be tolerated. This type of activity often offends others. Students engaging in such activity will be warned the first time and referred to the principal if further activity exists.

## SECTION XII: STUDENT DRESS/HATS

The product that Amboy High School produces for society is "you", the student. The respectful manner of dress our students display in school and in public will reflect not only upon the student, but the school, community, and the individual's family. Students are encouraged to wear clothing that is DECENT, NEAT, and CLEAN while attending Amboy High School. The following guidelines will help the students dress in a manner becoming to first-rate students who are concerned more with learning than with making any type of fashion statement:

1. No suggestive or profane language, nor messages promoting illegal drugs OR ALCOHOL should be displayed on any of the student's clothing.
2. Articles of clothing, which are specifically designed to be worn as underclothing should not be worn as outer clothing.
3. Hats, caps or bandannas will not be worn in the building during school hours (8:15 – 3:20).
4. Clothing which would detract other students from their studies or pose a threat to the reputation of the student body of Amboy High School should not be worn during school hours.
5. Dress-up days may be designated throughout the school year with exact announcements made in advance as to the specific dress determined by the Student Council and approved by the Administration.
6. No clothing shall be worn which exposes a student's bare midriff.
7. No Chains.
8. Students whose appearance is disruptive to the educational process are in violation of the dress/grooming guidelines may be excluded.

### Examples of Inappropriate Attire:

No backless or strapless tops or tops which expose a large portion of the back. (i.e. Halter tops.)

No bare midriffs. (Caused by either short tops or excessively low riding pants)

No low cut tops.

All tops must meet the bottoms.

No muscle shirts.

No athletic bras are to be seen.

No hat, hoodies, headbands, sunglasses or other headgear from 8:20-3:20.

No slippers.

Students in class such as Ag shop, landscaping, and foods must wear closed toe shoes.

No jackets/coats.

No sagging pants or chains.

No see through clothing.

Skirts and shorts must be mid thigh.

**The school administration has the final say on the definition of the terms contained in the above policies dealing with what is appropriate for students to wear to school.**

## SECTION XIII: VANDALISM

Damage to the school property will be dealt with severely. Those responsible will be suspended and will make reimbursements. If the guilty parties cannot be found, each class will be assessed part of the cost until the parties are found. Monies will be deducted from class treasuries until reimbursement is made by the offenders for the damages.

## SECTION XIV: RESOURCE REGULATIONS

1. Assigned seating may be required.
2. Give passes to the teacher at the BEGINNING of the hour to leave.
3. Students may be dismissed for meetings after roll is taken and passes are collected.
4. NO TALKING.
5. No one will be allowed to bring anything to drink or eat.
6. Students should bring work with them.
7. Students should be marked as unexcused if they do not show up for assigned meetings.
8. Students who fall behind in their course work will be directed to specific resources for remedial services.

## SECTION XV: CLOSED CAMPUS

Amboy High School has a **CLOSED** campus. Students will not be allowed to leave the AHS campus during the day, including lunch hours. Students will only be allowed to leave for doctor's appointments, court appearances, etc. If a student wishes to leave the campus for lunch, he/she must be signed out by a **PARENT**. Students will be allowed to use the East Campus lawn area and mall during the lunch periods. Students will not be allowed in the parking lot or any other unauthorized area without permission. If a student must leave campus for any reason, he/she must secure permission through the main office. Parent contact and permission must be obtained **before** a student can leave school grounds.

Any violation of this policy will result in disciplinary action!

## SECTION XVI: APPEAL CLAUSE

This handbook is designed to address some of the most common examples and situations of student conduct at Amboy High School. All possible incidents involving student conduct cannot be outlined in this handbook. Extraordinary circumstances will most likely make each discipline case fairly unique. Therefore, when new or uncommon situations or violations occur, a firm, fair and consistent action will be taken by the administration.

Any student who believes that a decision made by the school district has violated his/her civil rights may appeal to the Board of Education through the established grievance procedure.

Students have both the right and the responsibility to express school-related concerns and grievances to the Administration. Student complaints and grievances are to be resolved through orderly processes and at the lowest possible level, therefore:

1. Any student or parent(s) shall be provided the opportunity to discuss with his/her teacher a decision or situation that he/she considers unjust or unfair.
2. If the incident remains unresolved, the student, the student's parents, or the teacher may bring the matter to the principal's attention for his consideration and action.
3. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent of Schools for his consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

## Section XVII: Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

These rights are:

1. **The right to inspect and review the student's education records** within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the

parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Amboy Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The school principal, or his/her designee, is responsible for the collection of information; the recording, maintenance, and security of data; and the access and control of dissemination of information from the records. Periodic evaluations of student records occur and data no longer pertinent is removed. This is accomplished after the last year the student is in elementary, middle and high school. Destruction of school records is done annually in compliance with state regulations.

#### **Release of Directory Information**

Amboy Schools may disclose, without consent "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities and sports, weight, and height as a member of an athletic team, and dates and places of attendance. Parents and eligible students have the right to refuse to let the school designate this type of information about the student as directory information. To exercise this right, parents and eligible students need to notify the school within 15 days of receipt of this notice that they do not want certain parts or all of the information designated as directory information released without consent.

## **ARTICLE VII: EXTRA-CURRICULAR ELIGIBILITY**

### **SECTION I: AMBOY ELIGIBILITY RULES**

#### **EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS**

1. The student shall be doing passing work in at least seven (7) of his/her eight (8) classes of cumulative semester high school work per week. Passing work is defined as a letter grade of **D** or higher.
2. The student shall, unless entering high school for the first time, have passed at least seven (7) subjects during the previous semester in order to be eligible for participation in extra-curricular activities during the following semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of education and for which graduation credit is received. A student who has not passed at least seven (7) classes will be ineligible to participate in extracurricular activities for the next semester.
3. The student shall not have graduated from any four-year high school or its equivalent.
4. Passing work shall be defined as work of such a grade (**D**) that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
5. Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted toward graduation from high school by the local Board of Education.
6. Eligibility lists are turned in by the teachers each Monday. Grades are then checked and recorded. The coaching staff is then notified of student's grades and any students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday).
7. The grading scale for Amboy High School is the following: 90-100% **A**, 80-89% **B**, 70-79% **C**, 60-69% **D**, and less than 60% is an **F**.

Final Semester grades are determined by the following formula:

Semester grade is 4/5 (80%), and the semester exam is 1/5 (20%) of the semester grade.

# ARTICLE VIII: ACTIVITY CODE

## SECTION I: AMBOY HIGH SCHOOL ACTIVITY CODE

The purpose of this code is to establish a uniform policy regarding eligibility, training, and other items relating to activities at Amboy High School. The items placed in this code should be reexamined yearly by the Principal, Athletic Director, coaches, and sponsors of the school with the purpose of making changes as required by new circumstances and conditions. Students involved in all school sponsored extra-curricular activities will be required to sign an activity code. Coaches/Sponsors of all activities shall provide the Athletic Director with a list of all participants and a schedule of events.

### PREAMBLE

- A. In order to instill the ideals of good sportsmanship and respect for rules and authority; in order to establish leadership, pride, teamwork, and discipline; in order to eliminate disruptive influences in the locker room, on the playing fields, and both on and off the school grounds, the following principles are established.

### PRINCIPLE 1. Eligibility

- A. There are two types to eligibility: academic eligibility, which deals with grades, and activity code eligibility, which deals with citizenship and conduct. To participate in extra-curricular activities, a student must be eligible under both sets of standards.

### PRINCIPLE 2. Grooming and Clothing

- A. All students must comply with IHSA requirements pertaining to hair, clothing, jewelry, etc., for the activity in which they are participating.
- B. Amboy High School equipment and uniforms will not be worn in gym classes or elsewhere other than regular activities and with special permission.
- C. Coaches and sponsors may add additional requirements for their activities for students who wish to participate in the activities.
- D. Principle 2 governs in-seasons students only.

### PRINCIPLE 3. Curfew

- A. Sunday - Thursday be home by 10:00
- B. Fridays & Saturdays be home by 12:00
- C. Night before event be home by 10:00
- D. Principle 3 governs in-season students only. (These are recommended times and may be extended for homework, work, and studying for tests. An extension of the curfew may be granted by the sponsor.)

### PRINCIPLE 4. Citizenship

- A. A student representing A.H.S. must exemplify the highest standards of moral integrity and good citizenship, both in and out of school and in the community therefore; students shall refrain from activities that could lead to charges or conviction of a misdemeanor offense. Traffic violations are not a violation of this principle of the Activity Code.

### PRINCIPLE 5. (Applies to Principles 2,3, and 4)

- A. **First** offense: Subject to disciplinary action by the coach/sponsor of the respective activity.
- B. **Second** offense: Upon request, the Activities Committee will review a case in question; otherwise disciplinary action will be taken by the coach/sponsor.
- The recommended discipline shall be discussed and approved by the Athletic Director to ensure equity between activities.

### PRINCIPLE 6. Code Rules

- A. The Activity Code will be distributed to all students during the first week of school. All students will be governed by the Activity Code rules from their first day of high school through graduation, including summer vacation periods, and for the duration of the activity, even if that activity extends beyond the school year.
- B. A student is found guilty of violating code under Principle 6 IF: he/she is observed by a coach/sponsor or a reasonable adult (as determined by the Principal, Athletic Director, or head coach/sponsor), or upon the report of a law enforcement officer, court officer, a newspaper account, or by the admittance of the student involved to a Principal, Athletic Director, or head coach/sponsor, or a reasonable adult as determined by the Principal, Athletic Director, or head coach/sponsor.
- C. The physical possession and/or use of tobacco in any form, drugs, drug paraphernalia or alcohol (including near beer and nonalcoholic beer) is a violation of this Activity Code.
- D. Tobacco in any form, drugs, drug paraphernalia or alcohol (including near beer and nonalcoholic beer) in a motor vehicle would also be considered the physical possession and is a violation of this Activity Code.
- E. Theft, either in school or out of school, is a violation of this Activity Code.

F Being charged or convicted or being placed under court supervision by law enforcement officials for a felony is a violation of the code.

G. All known code violations shall be given in writing to the Athletic Director by the coach/sponsor, Principal, or reasonable adult including a parent.

H. Any known code violation after the signing of the code or the first day of school or the first day of an activity will result in an immediate suspension of activities. The Athletic Director will be responsible for informing the student in writing about the suspension. Copies will be given to the Athletic Director, coach/sponsors, Principal and high school secretary

I. **Violations of the Activity Code shall be considered cumulative throughout a student's career at Amboy High School.**

**First Offense: Violators of this code must serve a suspension of at least one athletic and one non-athletic activity for each violation.**

#### **Athletic activities:**

**Football, Cheerleaders, Volleyball, Golf, Cross Country, Flags, Drill Team, Wrestling, Mat Managers, Basketball, Track, Baseball and Softball:**

Any student violating this code shall serve a suspension of one quarter (1/4) of the athletic season in which he/she is currently participating. The number of games/matches/performances that constitute one quarter (1/4) of each athletic season is specified in Paragraph "N" of Principle 6. If a student is serving a suspension period during a sports season and he/she quits the team or is removed by the coach/sponsor (injuries and illnesses are an exception) the athlete will be considered to not have served any portion of his/her suspension during that sports season. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next athletic season in which the student participates. The Suspension from the next athletic season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. Should the violation occur when school is out for the summer or any other time when the student is not an active member of an athletic team the penalty will begin with the first week of the next athletic season in which the student takes part.

#### **Non-athletic activities:**

**Scholastic Bowl, Fall Play, Musical and Speech:**

Any student violating this code shall serve a suspension of one quarter (1/4) of the activity season in which he/she is currently participating. The number of matches/performances that constitute one quarter (1/4) of each activity season is specified in Paragraph "N" of Principle 6. If a student is serving a suspension period during an activity and he/she quits the activity or is removed by the sponsor (illnesses are an exception) the student will be considered not to have served any portion of his/her suspension during that activity. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next activity season in which the student participates. The suspension from the next activity season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. Should the violation occur when school is out for the summer or any other time when the student is not active member of an activity the penalty will begin with the first week of the next activity season in which the student take part.

#### **FFA, Student Council and Drama Club:**

Any student violating this code shall serve a 21-day suspension from the activity in which he/she is currently participating. If a student is serving a suspension period during an activity and he/she quits the activity or is removed by the sponsor (illness is an exception) the student will be considered to not have served any portion of his/her suspension during that activity. If an insufficient number of days remain in the activity to meet the 21-day requirement the suspension shall be continued to the next activity in which the student participates. The suspension from the next activity season will be for whatever "percentage" of a suspension was not fulfilled in the previous activity. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. Should the violation occur when the school is out for the summer or any other time when the student is not an active member of an activity the penalty will begin with the first week of the next activity in which the student participates.

**Second Offense:** Anyone violating the code a second time shall serve a suspension as stated in Paragraph N of Principle 6 of this code in each athletic and non-athletic activity in which the student is currently involved, beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year, These suspensions shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail.

**Third Offense:** Students violating the code a third time shall be suspended immediately from ALL extra-curricular activities (Athletic and Non-Athletic) for the remainder of their high school career. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have successfully completed the components

of Item "K" of this code and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities the student plans to participate. A letter of recommendation from a High School teacher or administrator shall accompany the request for reinstatement.

Once the Athletic Director verifies that the above conditions have been met he shall convene the Activities Committee to vote on the request. If the majority of the Committee present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her High School career

J. If a student is currently academically ineligible for the semester, the code suspension will begin when the student becomes academically eligible.

K. The suspended student will automatically enter into the student assistance program offered by AHS. This is NOT optional; it is mandatory. This will be an after school class under the direction of the counselors' office. Verification of enrollment into the student assistance program must be received by the counselor within thirty days of the date that the certified letter was sent or the suspension will start immediately. Parents will assume the cost of the program.

L. While on suspension, a student will NOT wear the school issued team uniform at school, competitions, or events.

M. In an emergency situation, when the Activities Committee does not have time to meet, a decision can be made by the Athletic Director and/or Principal.

N. Athletic and non-athletic Penalty Specifics:

<b>FOOTBALL</b>	1st offense is suspension for 1/4 of season or 2 1/4 consecutive individual contests, including the state series.
<b>VOLLEYBALL</b>	1st offense is suspension for 1/4 of season or 5 consecutive individual contests, including the state series.
<b>GOLF</b>	1st offense is suspension for 1/4 of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
<b>CROSS COUNTRY</b>	1st offense is suspension for 1/4 of season or 4 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
<b>WRESTLING</b>	1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
<b>MAT MANAGERS</b>	1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
<b>BASKETBALL</b>	1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.
<b>CHEERLEADER</b>	1st offense is suspension for 1/4 of season or: Football-2 1/4 consecutive individual events including the states series,
<b>BASKETBALL</b>	6 consecutive individual events including the state series
<b>DRILL TEAM</b>	1st offense is suspension for 1/4 of season or:
<b>FOOTBALL</b>	2 1/4 consecutive events including the state series.
<b>BASKETBALL</b>	6 consecutive individual events including the state series
<b>TRACK &amp; FIELD</b>	1st offense is suspension for 1/4 of season or 4 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
<b>BASEBALL/SOFTBALL</b>	1st offense is suspension for 1/4 of the season or 6 consecutive individual contests, including the state series. A regular season tournament will count as two individual contests.
<b>SCHOLASTIC BOWL</b>	1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.
<b>MUSICAL &amp; FALL PLAY</b>	1st offense student will sit out one performance. 2nd offense said student will be removed and replaced.
<b>SPEECH</b>	1st offense is suspension for 1/4 of season or 2 consecutive individual contests, including the state series.
<b>DRAMA CLUB</b>	21-day suspension from all club activities.
<b>FFA</b>	21-day suspension from all chapter activities
<b>STUDENT COUNCIL</b>	21-day suspension from all council activities.

#### **NATIONAL HONOR SOCIETY**

1. From national handbook-a member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for

their selection. They are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. (For minor offenses, the advisor may suspend certain chapter privileges.)

2. The advisor will review the standing of members for compliance with NHS standards. The advisor should inform the errant member in writing the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.

3. If the faculty council decides that dismissal may be warranted, the member is allowed to present a case before the council.

4. If a member is dismissed, written notice of the decision should be sent to both the member and parents. The member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

5. Membership criteria-for membership in the NHS, a student (sophomore or higher) must be maintain a cumulative grade point average of 3.25 or better, excel in leadership and service, and be judged worthy in character by the faculty council.

### **PRINCIPLE 7. Appeals**

A. If a student or parent disagrees with the initial suspension, they may request a hearing with the Activities Committee. Appeals must be made, within ten (10) school working days after the certified letter of the violation is received, in writing to the Athletic Director. The Athletic Director shall assemble all known facts and information and set a date for the Activities Committee to make a determination based on any evidence.

B. When an appeal is requested in writing, the Activity Committee shall meet within five (5) school working days for the hearing procedure. A majority of those committee members attending a duly announced meeting must hear the appeal and approve any suspension changes.

C. All disciplinary action taken by the Activities Committee shall be submitted to the Principal for final approval.

### **PRINCIPLE 8. Transportation**

A. The district shall furnish transportation from the high school to an event and back to the high school. Students must furnish their own way to and from the high school. All participants must ride the school transportation to and from events, unless a written permission is received from the parent designating those people that the parents will let the child ride with. This release and hold harmless agreement must be filed by the parent with the coach/sponsor by the coach/sponsor's deadline for a student to be allowed to leave with a parent or designee. Before leaving the event, the parent or parent designee must sign the student out with the coach/sponsor.

### **PRINCIPLE 9. Physical Examination**

A. A complete physical examination is required of all individuals before they may begin participating in an athletic activity.

### **PRINCIPLE 10. Insurance**

A. All participants in athletics must be covered by insurance prior to their first practice. They may purchase school insurance or show proof they are covered by their own means. Students and parents must sign the proof of insurance form which is part of this code. Football coverage will not be provided by the school.

### **PRINCIPLE 11. Academic Eligibility**

A. Student must pass twenty (20) credit hours of high school work each week as figured on a cumulative average for the present quarter. (IHSA)

B. Student must pass twenty (20) credit hours of high school work as figured on a cumulative average for the previous semester. (IHSA)

C. Students who are failing 2 courses, regardless of the number of courses taken, will be ineligible for all activities for that week (Tues. - Monday) until they are no longer failing two classes. (AHS). Eligibility is reviewed every Monday.

D. For additional requirements see Article 7, Sections 1 and 2 of the Student Handbook.

### **PRINCIPLE 12. Amboy Rules**

A. Any student unexcused for at least a half day (2 periods) will not be allowed to participate in an event that day (including a practice) or at the next activity after the absence has been determined to be unexcused.

B. Any student with a half-day (2 periods) or more unexcused absence will not be allowed to participate the day following the absence (or at the next regularly scheduled practice or contest) during a vacation period. Circumstances, which are in the gray area) will be decided upon by the Athletic Director and/or Principal.

C. A student who is legitimately absent, excused with a proper phone call to the school office on the day of the absence, may participate the following day or during a vacation period.

D. If a student has an excused absence for more than 4 periods, then that student may attend a banquet night and/or honors program.

E. Permission to miss any scheduled practice should be secured from the head coach/sponsor in advance, if possible. An unexcused absence may cause dismissal from the squad.

- F. An athlete who goes to the doctor for an injury must obtain a written release from the doctor before returning to participate.
- G. Bringing underclassmen (freshman or sophomore) up to a higher squad may be done only on approval of the head coach and only after consultation with other coaches involved. The underclassmen must play one-half of the quarters when moved to a higher squad.
- H. Changing activities within a season is subject to agreement by the coaches and/or sponsors involved and may not take place after the first interscholastic contest in that season. (Includes Drill Team squad)
- I. If a student is participating in more than one school related activity and there is a scheduling conflict, it is the responsibility of the coaches and the student to exhibit the utmost flexibility and communicate regularly.
- J. Quitting an activity is permitted, however, a student will be ineligible to participate in another sport during that same season. A student is automatically ineligible for the next sports season until the current season officially ends. (Includes Drill Team squad)
- K. Students who are ineligible will be allowed to go on a course field trip, but will not be allowed to participate in any organizational trip or activity.
- L. Students who are ineligible will not be allowed to participate in benefit or exhibition games or matches.
- M. These following rules apply only to cases where IHSA rules are not in force. In a case where students are involved in a class where they are receiving a grade for their participation in extra curricular activities and are either academically ineligible or in violation of the activity code, those students will be able to participate in said activities with reduction in participation of 1/4 of the activity per violation with their grades impacted by their lack of full participation.

### **PRINCIPLE 13. Training Room Procedures**

- A. Students should report all injuries, no matter how trivial they seem, to their coach/sponsor and trainer. Prompt treatment prevents infection, hastens recovery, and is necessary for insurance purposes.

### **PRINCIPLE 14. Uniforms**

- A. All uniforms and equipment issued will be the responsibility of each individual member with regard to care and maintenance.
  - B. If a student is unable to account for all equipment or uniforms, which have been issued, then that student shall be held financially responsible for equipment or uniforms.

### **PRINCIPLE 15. Award Criteria**

- A. Awards will be made in all activities for those meeting the requirements of that activity. Awards are to be worn only by those who have earned the awards. If any other person is permitted to wear the award, it can be recalled by the Athletic Director and/or Principal.
  - B. If a student does not attend the awards banquet for the activity, said student will not receive recognition or an award for the activity, unless said student has prior permission from head coach/sponsor.
  - C. A plaque and insert are awarded to seniors who have participated for four years in the same activity recognized by the I.H.S.A. or associated with an I.H.S.A. activity or earned a varsity letter as a junior and as a senior
  - D. A three-sport patch will be awarded to athletes that complete three sports in one school year.
  - E. In FOOTBALL, VOLLEYBALL, and BASKETBALL...To earn a varsity letter and insert a student must play half the quarters (games in volleyball) of the regular season.
  - F. All regular members of a squad earn a varsity letter if the squad wins the conference.
  - G. A junior varsity letter goes to all varsity members who do not earn a varsity letter.
  - H. Sophomore letter to all sophomores that attend every practice-coach's discretion. Freshman numerals to all freshmen that attend every practice-coach's discretion.
  - I. Student may only be awarded one (1) award per category per year.
  - J. Any unexcused absence from a 3 Rivers or state series event will result in forfeiture of any award earned. An unexcused absence is up to the coach's discretion.
  - K. In WRESTLING, the following point system will be used:
    1. One (1) point for each attended practice. Minus three (3) points for each missed practice. (If an AHS student is participating in the state series, then ALL are expected to be at practice and will have points deducted for missing practice.)
    2. Two (2) points for each match where weight is made. Minus two (2) points for each match where weight is not made.
    3. Minus five (5) points for every unexcused absence (including holidays) at practice or match unless pre-approved by the head coach.
    4. Minus fifteen (15) points for the loss of team points due to misconduct or disqualification.
    5. 50% of all weigh-ins must be made at the varsity level to earn a varsity letter or plaque. All other weigh-ins will count toward a JV letter or numerals.
    6. 80% of all points must be earned to receive any award.

- L. In MAT MANAGERS, the following point system will be used:
1. One (1) point is awarded for each home meet, tournament, and away meet or tournament attended.
  2. Two (2) points for setting up and putting away for home meets and/or tournaments.
  3. Three (3) points for keeping score, timing, announcing or working home meets.
  4. Three (3) points for keeping score, timing, announcing or working away meets.
  5. Five (5) points for keeping score, timing, announcing or working a tournament.
  6. 80% of total points for varsity award. 60% of total points for JV award. 60% of total points for sophomore award. 60% of total points for freshman award.
- M. In CROSS COUNTRY & TRACK AND FIELD the following point system will be used:
1. One (1) point for participation in each practice;  
One (1) point for attending each meet; or  
Two (2) points for participating in each meet; or  
Three (3) points for scoring in each meet.
  2. Minus two (2) points for an unexcused absence at a practice. Minus ten (10) points for an unexcused absence at a meet.
  3. A Freshman who earns 70% of the total points will receive freshman numerals.
  4. A Freshman or sophomore who earns 70% of the total points will receive a sophomore letter.
  5. A Freshman, sophomore, Junior or Senior who earns 75% of the total points will receive a JV letter.
  6. A Freshman, sophomore, Junior or Senior who earns 85% of the total points will receive a varsity letter.
  7. The total points are equal to one point per practice and three points per meet.
- N. In GOLF the following point system will be used:
1. Varsity letter = must participate in 500/a of varsity matches.
  2. JV letter = varsity player that participates in less than 50% of varsity matches.
  3. Sophomore letter = attending all practices.
  4. Numerals for a freshman = attending all practices.
- O. In Baseball and softball the following criteria will be used:
1. Varsity Letter = playing in half or more of the team's total innings
  2. JV Letter = any varsity member who did not receive a varsity letter
  3. Sophomore letter = athlete attends all practices/coach's discretion
  4. Freshmen numerals = athlete attends all practices/coach's discretion
  5. Any excused absence from a 3 River's or state series event will result in the forfeiture of any award earned. An unexcused absence is up to coach's discretion.
- P. In FFA, the following point system will be used:
1. See FFA Manual for all criteria.
- Q. In NATIONAL HONOR SOCIETY, the following system will be used:
1. The Alan Spratt Memorial Scholarship is awarded annually to the NHS senior member who best exemplifies the qualities of scholarship, leadership, service, and character. Students must submit letters of application for this award. The winner will be chosen by a committee consisting of the NHS advisor, a guidance counselor, and the high school principal.
- R. In YEARBOOK, the following system will be used:
1. Awards are given for outstanding artistic ability or business ability in the production of the annual.
  2. Awards are based on attendance at group meetings, participating in fund-raising activities, creativity, responsibility, and the quality of the pages completed.
  3. Leadership positions will also be recognized with an award.
- S. In SCHOLASTIC BOWL, the following system will be used:
1. Varsity letter for any student who participates in 3/4 of all varsity meets or coach's discretion.
  2. JV letter is awarded sophomores through seniors who don't participate in 3/4 of all varsity meets, but attend each meet or coach's discretion.
  3. Numerals will be awarded freshmen that don't participate in 3/4 of all varsity meets, but attend each meet or coach's discretion.
- T. In SPEECH TEAM, the following system will be used:

1. Varsity letter for any student who participates in 3/4 of all varsity meets or coach's discretion.
2. JV letter is awarded sophomores through seniors who don't participate in 3/4 of all varsity meets, but attend a majority of the meets or coach's discretion.
3. Numerals will be awarded freshmen who don't participate in 3/4 of all varsity meets, but attend a majority of the meets or coaches discretion.

**PRINCIPLE 16. Activities Committee**

- A. The purpose of the Activities Committee is to help foster better communication between coaches/sponsors and the students and to aid in governing the activities programs, and to serve as the hearing board for appeals of the code.
- B. The committee shall consist of a coach or sponsor from all activities, one student chosen from each activity, and no more than five (5) adult community members. The community members must be 21 years of age and live in District 272. They will be chosen by lottery from a letter stating their interest in the position. Letters should be sent to the Athletic Director at Amboy High School, 11 East Hawley, Amboy, Illinois, 61310. The position will last from August 1 to June 30. The Athletic Director is the President (Administrator) of the Activities Committee.
- C. The Athletic Director will publish an article in the local newspaper stating that letters should be postmarked by July 15 to be eligible for the lottery drawing.
- D. No student member on code suspension shall be eligible for serve on the committee. If a student serving on the committee is placed on suspension, he/she will be permanently removed and replaced by the sponsor and Athletic Director.
- E. Meetings shall be held on the second Thursday of each quarter and when necessary to meet in cases of appeals to the code.

**PARENT/TEACHER NOTIFICATION LETTER**

**DATE: AUGUST 1, 2007**  
**TO: PARENTS AND STAFF**  
**RE; ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE**  
**FROM: QUINTIN SHEPHERD, SUPERINTENDENT**

This is to inform you of the status of Amboy Community Unit School District #272 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building(s) was/were initially inspected for asbestos. Our inspection was conducted in October 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management Plan as required.

The Inspection/Management Plan is available for public review in the Administration Office Amboy Community unit School District #272. Should you wish to review the plans, please call to make an appointment between 8:00 A.M. and 4:30 P.M.

Any concerns relative to asbestos containing materials should be directed to Kevin Schultz, Maintenance Director, at 11 East Hawley, Amboy, Illinois 61310. (815) 857-2346

**ACKNOWLEDGMENT OF RECEIPT**

The undersigned student acknowledges that he/she was given a copy of the Amboy High School Student Handbook on the date indicated below. The student has been informed that this book contains a copy of the Amboy High School Activity Code and other rules and regulations. Each student has the opportunity to have any questions about the Student Handbook or Activity Code answered by a teacher or an administrator.

Student's Signature

Date

Parent's Signature

Date

# AMBOY COMMUNITY UNIT SCHOOL DISTRICT #272

## INSURANCE WAIVER

We \_\_\_\_\_ the parents of \_\_\_\_\_  
(parent/guardian) (athlete/student)

give our permission for him/her to participate in interscholastic \_\_\_\_\_  
(activity)

Please mark the proper response below.

1. He/she has extended coverage insurance through the District #272 insurance carrier for protection to play FOOTBALL.
2. He/she has the 24-hour coverage insurance provided by the District #272 insurance carrier.
3. He/she does not have coverage with the District #272 insurance carrier, but we are satisfied that the insurance policy we carry is sufficient for our protection.

Our Insurance Company is:

Our Insurance Policy Number is:

## INSURANCE WAIVER & ACTIVITY CODE OF CONDUCT AGREEMENT

We agree that in the case of an accident or injury, we will not hold the Board of Education of Amboy Community Unit District #272 or its designated representatives responsible. We certify that the above insurance information is accurate to date.

We have received, read and discussed the Amboy High School Activity Code of Conduct and intend to abide by it.

DATE ATHLETE

PARENTS/GUARDIANS

ADOPTED 09/01/88 REVISED 06/17/97 REVISED 02/27/03  
REVISED 05/09/90 REVISED 05/20/96  
REVISED 05/29/91 REVISED 08/11/95  
REVISED 05/20/93 REVISED 05/21/98  
REVISED 05/25/94 REVISED 05/27/99

AMBOY COMMUNITY UNIT  
SCHOOL DISTRICT #272