

**2018 - 2019  
AMBOY HIGH  
SCHOOL  
STUDENT  
HANDBOOK**



# ARTICLE I

Amboy High School  
11 E. Hawley St.  
Amboy, IL 61310  
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Joshua Nichols  
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/FIGHT SONG

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!

## SECTION III:

### Vision Statement

Excellence, Every Day

### Mission Statement

Empowering world-class learners and responsible citizens

### Core Values Statement

Data Driven Decisions

Teamwork

Community Involvement

Visionary Leadership

## Mission Statement

We will communicate the mission, values and goals of the District. We will increase our technological proficiency. We will continue to educate by simplifying the language and not make assumptions. We will work together in order to reach common goals. We will promote goodwill amongst the staff, the buildings and each other. We will continue to find ways to connect with the students. Collectively, we will facilitate, reinforce and thrive in a goal setting environment. We will utilize data, and we will learn something new.

## ARTICLE II: GENERAL INFORMATION

### SECTION III: STAFF DIRECTORY

#### ADMINISTRATION

Mr. Jeff Thake	Superintendent	(815) 857-2164
Mr. Joshua Nichols	Principal	(815) 857-3632
Ms. Janet Crownhart	Dean of Students	(815) 857-3632 x 319
Mr. Rob Wissinger	Guidance Counselor	(815) 857-3632 x 307
Mr. George Schwamberger	Athletic Director	(815) 857-3632 x 317

#### FACULTY                      ASSIGNMENT                      ROOM                      EXTENSION

Mrs. Jessica Arellaon	Math	215	
Mr. James Browne	Math/Science	207	
Ms. Megan Bus	English	201	
Mrs. Cynthia Carlson	Math/Soc. St.	202	
Mrs. Elizabeth Zinke	Modified Ed.	103	
Mrs. Deb Cleary	Art	210	
Mrs. Jeannette Rod	Modified Ed.	102	
Mrs. Amelia Hemmen	English	214	
Mr. Gary Jones	PE	Gym	311
Ms. Deanna Drew	Agriculture	106	305
Mr. Travis Kemmerer	Music	109	349
Ms. Danielle Benesh	Social Studies	216	
Ms. Janet Crownhart	Math	105	
Ms. Melissa Mills	Business	211	
Ms. Emily Rose	Science	204	
Mr. Chris Tidmore	Social Studies	217	
Mr. George Schwamberger	Driver's Ed.	105	319
Ms. Liz Scriven	English	208	
Mr. Eduardo Escatel	Spanish	104	
Mrs. Kelly Whitman	PE/Health	Gym	
Mrs. Amie Wiseman	Computers	209	312
Mrs. Mary Jo Zinke	Librarian	Library	308

#### SECRETARIAL STAFF

Mrs. Lori Bickett	High School Secretary
Mrs. Doris Levan	Attendance Clerk
Ms. Jenny McCoy	Superintendent Secretary
Mrs. Molly Noble	District Bookkeeper
Mrs. Amy Wittenauer	District Payroll Clerk

#### SUPPORT STAFF

Mrs. Connie Hobbs	Head Cook
Mrs. Maureen Harris	Asst. Head Cook
Mr. Brad Metz	Head Custodian
Mr. John Wagner	Custodian
Mrs. Arly Kaecker	Custodian
Ms. Sarah Feith	Cafeteria
Mrs. Dawn Challand	Snack Bar
Ms. Julie Plut	Health Aide

## SECTION IV: TIME SCHEDULE

### Breakfast Served Daily 7:50 – 8:10

<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

1	8:18	8:49
2	8:53	9:24
3	9:28	9:59
4	10:03	10:34
6	10:38	11:09
L1	11:09	11:39
5A	11:13	11:47
L2	11:47	12:17
5B	11:43	12:17
7	12:21	12:52
8	12:54	1:25

## ARTICLE III: 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 is 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. Amboy High School offers electives on a rotating basis that change annually.

### **SECTION III: CLASS OFFERINGS**

1. Advanced Placement Courses are weighted with a 5-point scale.
2. The 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

### **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%
- I Indicates incomplete when a grade is being withheld until work is completed in accordance with a plan approved by administration

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 and has 5 or less excused absences.

**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 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 student must pay the cost of the courses.
5. The student must provide for his/her transportation.
6. If a student is dropped from first semester they will be removed from the program for second semester.

### **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:**

- 4 credits in English (I, II, III, IV) (Juniors and Seniors need 1 Semester of Speech)
  - 3 credits of Mathematics Algebra I and Geometry or Integrated Math 1 and 2 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. Graduating Classes 2016, 2017, 2018 have a one semester Speech Requirement.

### **Amboy High School Semester Sample Exam Schedule**

#### **Exam Day**

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

### **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: TeacherEase**

Students will have the opportunity to view graded assignments at any time online through "TeacherEase" the secure, web-based student information system used at Amboy High School. The AHS TeacherEase link is available anywhere that has an Internet connection. More information about TeacherEase 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 TeacherEase 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 TeacherEase 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" will disqualify any student from making the honor roll.

## **SECTION V: REMEDIATION SERVICES**

### **Correspondence Courses/Credit Recovery/Summer School**

**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, or 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.**

## **SECTION VI: PHYSICAL EDUCATION**

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

All students are required to wear PE uniforms. Uniforms are available for purchase 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.

**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.

**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:

- The student will receive a zero on the assignment (i.e., test, report, homework, quiz, semester test, etc.) and parent contacted. A 60-minute instructional component will be arranged with teacher and student. Subsequent offense, student will receive a zero on the assignment, receive an ISS, 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 first 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. Transfers from one class to another shall be made no later than the end of the 5th school day 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 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. A student who earns a 3.5-3.69 GPA will be recognized with 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 Counselor 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: Medical and Health Guidelines**

#### **ADMINISTERING MEDICINE TO STUDENTS**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Student medication must be kept in the nurse's office at all times. **No medication of any kind (including aspirin) can be kept in student lockers.**

## **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases 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 for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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 school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 an appropriate medical professional.

**Nurse/Health Guidelines** – All of these guidelines are guidelines and each case will be handled on a case-by-case basis.

Student Fever - A student with an oral temperature measuring 100 degrees or greater will be sent home from school. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home. The student must remain fever free for twenty-four (24) hours before returning to school.

Student Vomiting – Any student who has vomited due to illness must stay home from school. The student must be vomit free for twenty-four (24) hours before returning to school. Any student who has vomited while at school or on a school sponsored field trip will be evaluated by the school nurse, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school sponsored field trip. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home.

Injury/Illness – When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to specify the dates the restrictions apply (i.e., start and stop dates).

## **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the high school office.

## **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information please contact the Building Principal.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **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 or eye examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Section III 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.

### **Section IV Buildings and Grounds**

#### **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 V: 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 VI: DANCES**

Any outside guests of Amboy students attending a dance must receive approval from the principal. A completed permission form must be filled out a week 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. Students are allowed to leave early. They will be signed out and not permitted reentry to the dance. Before being allowed to attend Prom all student fees must be paid and detentions served.

## **SECTION VII: ELECTRONIC DEVICES**

### **Electronic Signaling Devices**

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

### **Cell Phones and Other Electronic Devices**

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency. Classroom use of any electronic device is at the discretion of the teacher in the classroom.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies.

## Access to Student Social Networking Passwords & Websites

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

## SECTION VIII: FEES

Replacement of Lock	\$6.00
Replacement of Student ID	\$5.00
Chromebook	\$265.00
Chromebook adapter	\$ 35.00

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

## SECTION IX: 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 X: 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 District 272, keep their lockers locked to prevent theft and keep their combination confidential. **No medication of any kind (including aspirin) can be kept in student lockers.**

## SECTION XI: 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 XII: 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 if applicable.
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 XIII: 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 XIV: TELEPHONE**

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 XV: 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 official transcript 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. A transferring student at senior status must complete one full semester of coursework at Amboy High School to receive an Amboy High School diploma.

## **SECTION XVI: STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to

copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian 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, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**<sup>2</sup>

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA..**

## **SECTION XVII: VISITORS TO AMBOY HIGH**

All Visitors are required to check in at the office first. Students are not allowed to bring guests to school.

## **SECTION XVIII: WEATHER CONDITIONS**

District #272 uses the Black Board Connect Emergency Notification System to contact families regarding school closings and cancellations as well as event cancellations and other important messages. This automated calling system will call up to three numbers that you would like to receive notifications at. Please make sure you have provided three numbers to the school office for use with Global Connect and notify the school if you have changes to these numbers. Please note: the system cannot call extensions. School closing announcements will also 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 an announcement, the school will be open.

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

## **SECTION XIX: 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.

### **SEARCH and SEIZURE**

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

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

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

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

## Students

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

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

## Seizure of Property

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

# 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 School Administration 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 17 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 17 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**
- **Parent/Guardian military deployment**

**The School Administration 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 815-857-3632 x301.**

- 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.

#### **Absence due to Suspension**

Students will be allowed to make up work missed during an unexcused absence. 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.

#### **LEAVING SCHOOL WITHOUT PERMISSION / SKIPPING CLASS**

- Lunch detention for first offense.
- After school detention for second offense.
- In school suspension for third offense.
- Out of school suspension for subsequent offenses.
- Administration reserves the right to administer appropriate discipline on a case-by-case basis.

#### **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. Administration reserves the right to administer appropriate discipline on a case-by-case basis.

#### **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. School staff will meet with the student and the parent/guardian/custodian as soon as possible a referral will be made to the Lee County Truancy Officer.
- Step 2:** When a student has been absent a total of FIVE (5) unexcused days during a semester, a second referral will be made to the Lee County Truancy Officer. 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.

#### **TARDY POLICY:**

Students that come to first period after the starting 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 period he/she will be considered tardy. (See tardy penalties that follow)

A student late more than twenty minutes for the first period will be considered absent for that period. 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 period)

##### **Tardy to class (second period to resource)**

Tardies 1 through 4 are handled by the classroom teacher

Tardies 5 and up are handled by the office, upon teacher referral

Tardy # 5 – Lunch Detention and office warning

Tardy # 6 and up - one hour after school detention for each offense

##### **Tardy to School**

**All students must sign in at the main office.**

First tardy – warning

Tardies 2, 3 and 4 -lunch detention

Tardies 5 and up - one hour after school detention for each offense

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act

- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **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 vehicles parked on and around school grounds are subject to search.**

## **SECTION III: Bullying**

### Prevention of and Response to Bullying, Intimidation, and Harassment<sup>1</sup>

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:<sup>2</sup>**

- \_\_\_\_\_  
Name
- \_\_\_\_\_  
Address
- \_\_\_\_\_  
Phone Number
- \_\_\_\_\_  
Email Address
  
- \_\_\_\_\_  
Name
- \_\_\_\_\_  
Address
- \_\_\_\_\_  
Phone Number
- \_\_\_\_\_  
Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>3</sup>

**Hazing Prohibited**

Soliciting,

encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

**SECTION IV: 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 V: 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 VI: DISCIPLINE PROCEDURES**

### **DETENTIONS**

May be issued at any time by any teacher. The student will be given at least a 24-hour notification. 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.**

### **COMMUNITY SERVICE**

Community service may be an option for students instead of an In-School Suspension. 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. 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.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a

period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **SECTION VII: 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. Throwing of objects.
6. Pop/chips/snacks in the classroom unless approved by the classroom teacher.
7. Students are **not** permitted to have purses or book bags in the classroom; they are to remain in their locker. Students are permitted to carry a small bag that will hold their ChromeBook and charger.
8. 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 VIII: STUDENT CONDUCT**

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.



- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **SECTION IX: 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:**

Suspension, police referral; subject to arrest, or suspension and recommendation to the Board of Education for expulsion

**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.

## **SECTION X: SMOKING OR POSSESSION OF TOBACCO PRODUCTS**

Smoking or possession of tobacco products or electronic / e-cigarette 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 XI: 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 XII: 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 XIII: 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. Hoods will not be worn in the building during school hours (from 1<sup>st</sup> period until dismissal).
4. Clothing which would distract 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 approved by the Administration.
6. No clothing shall be worn which exposes a student's bare midriff. All tops must meet the bottoms.
7. Shirt straps must be two finger widths wide.
8. Skirts, shorts, and dresses must reach at the length of the fingertips held straight to the side.
9. Students in class such as Ag shop, landscaping, and foods must wear closed toe shoes.
10. No Chains.
11. Students whose appearance is disruptive to the educational process are in violation of the dress/grooming guidelines may be excluded.

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 XIV: 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 XV: CLOSED CAMPUS**

Amboy High School has a **CLOSED** campus. Students will not be allowed to leave the AHS campus from 1<sup>st</sup> hour until dismissal, including lunch hours. Students will only be allowed to leave for doctor's appointments, court appearances, etc. 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.

# **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.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **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.

Each high school athletic coach must complete an IHSA developed program on the prevention of performance-enhancing substances. Coaches will have to complete an IHSA developed exam and demonstrate a minimum proficiency level of understanding in the methods to prevent the abuse of performance enhancing substances by students."

#### **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 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, **receipt of convincing evidence (including but not limited to pictures, video, etc.)** 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 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:

**FOOTBALL** 1st offense is suspension for 1/4 of season or 2 1/4 consecutive individual contests, including the state series.

**VOLLEYBALL** 1st offense is suspension for 1/4 of season or 5 consecutive individual contests, including the state series.

**GOLF** 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.

**CROSS COUNTRY** 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.

**WRESTLING** 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.

**MAT MANAGERS** 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.

**BASKETBALL** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.

**CHEERLEADER** 1st offense is suspension for 1/4 of season or: Football-2 1/4 consecutive individual events including the states series,

**BASKETBALL** 6 consecutive individual events including the state series

**DRILL TEAM** 1st offense is suspension for 1/4 of season or:

**FOOTBALL** 2 1/4 consecutive events including the state series.

**BASKETBALL** 6 consecutive individual events including the state series

**TRACK & FIELD** 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.

**BASEBALL/SOFTBALL** 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.
- SCHOLASTIC BOWL** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.
- MUSICAL & FALL PLAY** 1st offense student will sit out one performance. 2nd offense said student will be removed and replaced.
- SPEECH** 1st offense is suspension for 1/4 of season or 2 consecutive individual contests, including the state series.
- DRAMA CLUB** 21-day suspension from all club activities.
- FFA** 21-day suspension from all chapter activities
- STUDENT COUNCIL** 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 maintain a cumulative grade point average of 3.50 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 (4 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. WACC students who are leaving early for an Extra-Curricular event need to stay at Amboy High School and check in each period to the library.
- B. Any student with a half-day (4 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. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. An athlete who goes to the doctor for an injury must obtain a written release from the doctor before returning to participate.
- K. 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.
- L. 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)
- M. 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.
- N. 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)
- O. 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.
- P. Students who are ineligible will not be allowed to participate in benefit or exhibition games or matches.
- Q. 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 freshman 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 coaches' 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 a 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 who 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.

# **AMBOY COMMUNITY UNIT SCHOOL DISTRICT #272**

Student Handbook Acknowledgment and Pledge

Name of Student: \_\_\_\_\_

## **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent 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 REVISÉD 06/17/97 REVISÉD 02/27/03  
REVISÉD 05/09/90 REVISÉD 05/20/96  
REVISÉD 05/29/91 REVISÉD 08/11/95  
REVISÉD 05/20/93 REVISÉD 05/21/98  
REVISÉD 05/25/94 REVISÉD 05/27/99

**AMBOY COMMUNITY UNIT  
SCHOOL DISTRICT #272**