

**2022-2023  
AMBOY  
HIGH SCHOOL  
STUDENT  
HANDBOOK**



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## ARTICLE I

Amboy High School  
 11 E. Hawley St.  
 Amboy, Il 61310  
 Telephone: (815) 857-3632  
 FAX: (815) 857-3631

Janet Crownhart  
 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: STATEMENTS

### **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 I: STAFF DIRECTORY

### ADMINISTRATION

Mr. Joshua Nichols	Superintendent	(815) 857-2164
Mrs. Janet Crownhart	Principal	(815) 857-3632 x 3030
Mrs. Katie Bulfer	Dean of Students	(815) 857-3632 x 3040
	School Counselor	(815) 857-3632 x 3050
Mr. George Schwamberger	Athletic Director	(815) 857-3632 x 3160
Mrs. Amie Wiseman	Media Specialist	Library 3070

<u>FACULTY</u>	<u>ASSIGNMENT</u>	<u>ROOM</u>
Mrs. Jessica Arellano	Math	215
Bryson Prusator	Social Studies	216
Mr. James Browne	Math/Science	207
Ms. Megan Bus	English	201
Mrs. Cynthia Carlson	Math/Soc. St.	202
Mrs. Deb Cleary	Art	210
	Spanish	104
Mr. Joseph Heavner	Agriculture	106
Mrs. Amelia Hemmen	English	214
Mr. Travis Kemmerer	Music	109
Ms. Melissa Mills	Business	211
Ms. Emily Rose	Science	204
Mrs. Faith Sachs	Modified Ed.	103
Mr. George Schwamberger	Driver's Ed.	105
Ms. Liz Scriven	English	208
Mr. Abelardo Sustaita	PE	Gym
Mr. Chris Tidmore	Social Studies	217
Mrs. Kelly Whitman	PE/Health	Gym
	Modified Ed.	102

### SECRETARIAL STAFF

Mrs. Kirstyn Carter	High School Secretary
Mrs. Doris Levan	Attendance Clerk
Ms. Jenny Apple	Superintendent Secretary
Mrs. Molly Noble	District Bookkeeper
Mrs. Amy Wittenauer	District Payroll Clerk

### SUPPORT STAFF

Mrs. Toni Fassig	Head Cook
Mrs. Maureen Harris	Asst. Head Cook
Mr. Brad Metz	Head Custodian
Mr. Adam Johnson	Custodian
Mr. John Wagner	Custodian
Ms. Dawn Challand	Cafeteria
Ms. Tonia Warner	Health Aide

## SECTION II: TIME SCHEDULE

### Breakfast Served Daily 7:40-8:05am

<u>PERIOD</u>	<u>START BELL</u>	<u>END BELL</u>
1	8:00	8:40
2	8:44	9:23
3	9:27	10:06
4	10:09	10:49
HR/Lunch1	10:52	11:22
HR/Lunch2	11:25	11:55
5	11:59	12:41
6	12:45	1:27
7	1:31	2:13
8	2:17	3:00

## 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 extracurricular and a review of discipline records to determine gender imbalance.

### SECTION II: GUIDANCE AND COUNSELING

The guidance office is located in the high school office. 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.

Parents or the student may request to see and examine student records.

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: EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of

1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Janet Crownhart

815-857-3632

Amboy High School Main Office

## 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.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the principal (815) 857-3632.

### RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

If you have any questions regarding your child's special education services, please contact Mr. Matt Zilm, Special Education Director of Ogle County Educational Cooperative, at [mzilm@ocecil.org](mailto:mzilm@ocecil.org).

## SECTION V: ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the principal at 815-857-3632.

### 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 VI: 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.

## SECTION VII: 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.



## SECTION VIII: 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 by the email links provided in TeacherEase.

## SECTION IX: 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 needed during an emergency.
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 X: 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 XI: 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 XII: FAMILY LIFE & SEX EDUCATION

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## SECTION XIII: BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Director of Transportation at 815-857-3506.

## ARTICLE IV: ACADEMIC INFORMATION

### SECTION I: GRADUATION REQUIREMENTS

Class of 2023	Class of 2024	Class of 2025	Class of 2026
<b>English ~ 4 credits</b> I,II,III,IV	<b>English ~ 4 credits</b> I,II,III,IV	<b>English ~ 4 credits</b> I,II,III,IV	<b>English ~ 4 credits</b> I,II,III,IV
<b>Math ~ 3 credits</b> Integrated Math 1 (1.0) Integrated Math 2 (1.0)	<b>Math ~ 3 credits</b> Integrated Math 1or Algebra 1 (1.0) Integrated Math 2 or Geometry (1.0)	<b>Math ~ 3 credits</b> Algebra 1 (1.0) Geometry (1.0)	<b>Math ~ 3 credits</b> Algebra 1 (1.0) Geometry (1.0)
<b>Science ~ 2 Credits</b>	<b>Science ~ 2 Credits</b>	<b>Science ~ 2 Credits</b>	<b>Science ~ 2 Credits</b>
<b>Social Science ~ 3 credits</b> American History (1.0) US Government (0.5) Elective (1.5) **Must pass Constitution Test	<b>Social Science ~ 3 credits</b> American History (1.0) US Government (0.5) Elective (1.5) **Must pass Constitution Test	<b>Social Science ~ 3 credits</b> American History (1.0) US Government (0.5) Elective (1.5) **Must pass Constitution Test	<b>Social Science ~ 3 credits</b> American History (1.0) US Government (0.5) Elective (1.5) **Must pass Constitution Test
<b>Consumer Education ~ 1 credit</b> Resource Management (1.0) Or pass the Proficiency Test	<b>Consumer Education ~ 1 credit</b> Resource Management (1.0) Or pass the Proficiency Test	<b>Consumer Education ~ 1 credit</b> Resource Management (1.0) Or pass the Proficiency Test	<b>Consumer Education ~ 1 credit</b> Resource Management (1.0) Or pass the Proficiency Test
<b>Health ~ 0.5 credits</b>	<b>Health ~ 0.5 credits</b>	<b>Health ~ 0.5 credits</b>	<b>Health ~ 0.5 credits</b>
<b>Driver's Education ~ 0.5 or 0.25 credits</b>	<b>Driver's Education ~ 0.25 credits</b>	<b>Driver's Education ~ 0.25 credits</b>	<b>Driver's Education ~ 0.25 credits</b>

<b>*depending on when it was taken</b> Outside driver's schools may be accepted. Students must pass 8 classes in their previous 2 semesters to be eligible for Drivers Ed.	Outside driver's schools may be accepted. Students must pass 8 classes in their previous 2 semesters to be eligible for Drivers Ed.	Outside driver's schools may be accepted. Students must pass 8 classes in their previous 2 semesters to be eligible for Drivers Ed.	Outside driver's schools may be accepted. Students must pass 8 classes in their previous 2 semesters to be eligible for Drivers Ed.
<b>4 years of PE</b> Includes 0.25 credits of Driver's Education if taken at AHS Sophomore year.	<b>4 years of PE</b> Includes 0.25 credits of Driver's Education if taken at AHS	<b>4 years of PE</b> Includes 0.25 credits of Driver's Education if taken at AHS	<b>4 years of PE</b> Includes 0.25 credits of Driver's Education if taken at AHS
<b>Vocational Education or Fine Arts ~ 2 credits</b>	<b>Vocational Education or Fine Arts ~ 2 credits</b>	<b>Vocational Education or Fine Arts ~ 2 credits</b>	<b>Vocational Education or Fine Arts ~ 2 credits</b>
<b>21st Century Ready ~ 0.5</b>	<b>21st Century Ready ~ 0.5</b>	<b>21st Century Ready ~ 0.5</b>	<b>21st Century Ready ~ 0.5</b>
<b>Computer Concepts ~ 0.5</b>	<b>Computer Concepts ~ 0.5</b>	<b>Computer Concepts ~ 0.5</b>	<b>Computer Concepts ~ 0.5</b> Or pass the proficiency test
<b>*Total Credits Needed for Sophomore Status: 6 Junior Status: 12 Senior Status: 18</b>  <b>Graduation 26</b>	<b>*Total Credits Needed for Sophomore Status: 5 Junior Status: 11 Senior Status: 18</b>  <b>Graduation 26</b>	<b>*Total Credits Needed for Sophomore Status: 5 Junior Status: 12 Senior Status: 20</b>  <b>Graduation 27</b>	<b>*Total Credits Needed for Sophomore Status: 6 Junior Status: 12 Senior Status: 20</b>  <b>Graduation 28</b>

**\*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.

**Miscellaneous Information:**

Business co-op receives 2.5 credits, 2 for work credit and 0.5 for classroom work.  
W.A.C.C. instruction receives 4 credits per year for instruction.

**Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application. Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement
3. A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

**DUAL CREDIT COURSES AT SAUK VALLEY COMMUNITY COLLEGE ½ days**

Juniors and Seniors will be allowed to enroll at Sauk Valley Community College for up to four 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 enroll in at least two courses, at least 3 credits each, at Sauk Valley Community College each semester, which will take the place of 4 AHS courses.
2. Students must pass the placement test at Sauk Valley Community College and enroll in ENG101 & 103.
3. The student must pay the cost of the courses, directly to SVCC
4. The student must provide for his/her transportation.

5. If a student is dropped from the first semester or does not receive credit in the first semester they will be removed from the program for the second semester.

### **DUAL CREDIT COURSES AT SAUK VALLEY COMMUNITY COLLEGE (4 and 1) - 4 SVCC courses and 1 AHS course**

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 enroll in at least 12 credit hours at Sauk Valley Community College and 1 course at AHS each semester
2. Students must pass the placement test at Sauk Valley Community College and enroll in ENG101 & 103, if not already completed
3. The student must pay the cost of the courses, directly to SVCC.
4. The student must provide for his/her transportation.
5. If a student is dropped from the first semester or does not receive credit in the first semester, in any course, they will be removed from the program for the second semester.

### **DUAL CREDIT COURSES THROUGH SAUK VALLEY COMMUNITY COLLEGE (SVCC) (ie. Ag classes taught at AHS)**

1. The student must pay the cost of the courses.
2. If a student is dropped from the first semester or does not receive credit in the first semester they will be removed from the program for the second semester.
3. Students must follow all attendance rules set forth by SVCC
4. Students must follow all exam rules set forth by SVCC

### **CREDIT FOR NON-DISTRICT EXPERIENCES**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, and eligibility for athletic and extracurricular activities.

### **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.

## **SECTION II: REMEDIATION SERVICES**

### **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 is allowed to repeat the course more than once, if the course is not offered through either correspondence or summer school.)**

### **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 III: 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 and will be shirt and shorts. Any students requesting sweatpants or sweatshirts may purchase these with payment in advance.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### 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 per semester.

### 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. Students completing drivers education in the 2020-2021 school year and beyond shall earn ¼ credit for driver's education and then be placed in Physical Education to earn ¼ credit.

## SECTION IV: 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 5 days 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 "F" on his/her record card.

## SECTION V: EARLY GRADUATION

Students who will earn the required 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, by March 15th, 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 the 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 by March 15th of the student's junior year.
- 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 and English IV in their 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.

## SECTION VI: GRADING SYSTEM

Academic subjects will be reported (semester grades) with the letters A, B, C, D, F, 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 (F) 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%
- F 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%)

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

## SECTION VII: GRADE POINT AVERAGE

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 VIII: 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 IX: ACADEMIC HONORS

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: SEMESTER EXAMS

- 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.
- Students exempt from tests or in a study hall will be allowed to leave during those testing times.
- Final exams must be taken during their scheduled times unless approved by administration.
- All other students will attend until dismissal each day and are subject to the regular closed campus.

## ARTICLE V: 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.**

## SECTION I: 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.

### Student Searches

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. **A handheld metal detector wand may be used in accordance with Board policy 7:140.**

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.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Interview by Law Enforcement Officers**

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

## **SECTION II: ATTENDANCE REGULATIONS**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 815-857-3632 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **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 10 days each school year 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 10-days.
- After ten 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 the nurse's office. **Students must be cleared through the nurse and 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. 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 five percent (5%) 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.).***

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.

## **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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Absence due to Suspension**

Students will be allowed to make up work missed during a suspension. 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**

- In school suspension (ISS) for first offense.
- Out of school suspension (OSS) for second offense.
- Subsequent offenses will be alternated ISS and OSS until the 10th offense.
- 11th offense and beyond will be OSS.
- Administration reserves the right to administer appropriate discipline on a case-by-case basis.

### **SIGN IN/SIGN 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 TWO (2) 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 Truancy Officer. Chronic truants shall be subject to the District's Truancy Policy.

### **TARDY POLICY:**

Students that come to the 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 School & 1st Period Tardy**

**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 before or after school detention for each offense

If 5 hours of detention time is accrued, students will be placed in In school suspension for the day.

#### **Tardy to class (second through eighth periods-including homeroom - Cumulatively )**

Tardies 1 through 4 Warnings

Tardies 5 -10 Lunch Detention

Tardy # 11 and up - 1 hour before or after school detention for each offense

If 5 hours of detention time is accrued, student will be placed in In school suspension for the day.

## **SECTION III: HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal. .

## SECTION IV: 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 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 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 2 college visits each year 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 unless approved by the principal.

## SECTION VI: DISCIPLINE PROCEDURES

### DETENTIONS

May be issued at any time by any staff member. 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.

## 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 the 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, vapes, vape pens or other vaping or nicotine related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*)
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.
4. 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.
5. Using, possessing, controlling or transferring a "weapon" Including pepper spray, or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. 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." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. 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..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. 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.
10. 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.
11. 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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.

18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. Making an explicit threat on an Internet website or social media account 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.
23. 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.
5. During periods of remote learning.

#### **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.

#### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

#### **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. (BP 7:190)

#### **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 alikes" 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. (BP 7:190)

#### **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 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 21 years old or older. Consequences will be as follows:

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

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

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

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

## SECTION XI: BULLYING

Prevention of and Response to Bullying, Intimidation, and Harassment.

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:**

Name: Janet Crownhart  
Address: 11 E Hawley St., Amboy, IL 61310  
Phone Number: 815-857-3632  
Email Address: jcrownhart@amboy.net

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.*

## 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 XII: 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.

## SECTION XIII: 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 XIV: 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, pictures of assignments or study guides, 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 contact.
- A 60-minute instructional component will be arranged with the teacher and student.
- Subsequent offense, student will receive a zero on the assignment, receive an ISS, and a parent meeting will be conducted.

## SECTION XV: 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 will 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 stomach.
7. Shirts must have straps.
8. Skirts, shorts, and dresses must be at an acceptable level for school.
9. Students in class such as Ag shop, landscaping, and physical education must wear closed toe shoes and clothing appropriate to the safety of the course as imposed by the teacher.
10. No Chains.
11. Students whose appearance is disruptive to the educational process are in violation of the dress/grooming guidelines and 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.**

Students breaking dress code will be asked to change clothing into other clothes or PE clothes.

1st-4th offenses - change clothing and warning

5th and 6th offenses - 1 hour detention and call home



- 7-10th offenses - In School suspension (ISS)
- 11th offenses and up - Out of school suspension (OSS)
- Refusal to change clothing will result in:
  - 1st offense: OSS for remainder of the day
  - 2nd offense: OSS for remainder of the day and a subsequent ISS
  - 3rd offense: OSS for remainder of the day and the following day

## SECTION XVI: STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## SECTION XVII: 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 XVII: CAFETERIA REGULATIONS

1. Students can put money on their account in the office. Students should 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 as directed by staff.
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 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 into the table.
6. When students are finished eating, they may stay in the cafeteria or go to the designated areas. 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 XVIII: 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 anytime 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 XIX: 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 XX: 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.
- Booming 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 XXI: APPEAL CLAUSE

This handbook is designed to address some of the most common examples and situations of student conduct at Amboy High School. All possible incidents involving student conduct cannot be outlined in this handbook. Extraordinary circumstances will most likely make each discipline case fairly unique. Therefore, when new or uncommon situations or violations occur, a firm, fair and consistent action will be taken by the administration. Any student who believes that a decision made by the school district has violated his/her civil rights may appeal to the Board of Education through the established grievance procedure.

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

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

## SECTION XXII: MEDICAL AND HEALTH GUIDELINES

### ADMINISTERING MEDICINE TO STUDENTS

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

#### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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.

### Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**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 support 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 the 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.
- 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 XXIII: 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.

## **ARTICLE VI: 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: FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## SECTION III: REPLACEMENT FEES

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

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

## SECTION IV: BUILDING AND GROUNDS

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

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

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

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

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

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

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

### **Naming Buildings and Facilities**

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

## SECTION V: 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 Homecoming and Prom all student fees must be paid and detentions served.

## SECTION VI: SAFETY DRILL PROCEDURES & CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## SECTION VII: 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 VIII: MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## SECTION IX: PANDEMICS

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## SECTION X: PUBLICATIONS

Amboy High School will use the child's name as shown in the School Information System unless a parent/guardian gives written consent for a different name to be used including but not limited to the yearbook and newspaper publications.

## SECTION XI: 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 XII: 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 coursework will be taken into account. Students will be given credit for classes passed and held accountable for failed classes, 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 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 XIII: ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

### **Annual Notice to Parents about Educational Technology:**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## SECTION XIV: STUDENT PRIVACY PROTECTIONS

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

#### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## SECTION XV: 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 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>4</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.**

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.**

9. **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.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## SECTION XVII: VISITORS TO AMBOY HIGH SCHOOL

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## SECTION XVIII: WEATHER CONDITIONS

District #272 uses Parent Square to contact families regarding school closings and cancellations as well as event cancellations and other important messages. This automated system will text or email the parent or guardian, provided the parent or guardian has accepted the registration to the app. School closing announcements will also be carried by the following television stations: Rockford WIFR23, WTOV17, and WQRF and Quad Cities WQAD8, WHBF4, and KWQC6.

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.

## 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 six (6) of his/her seven (7) classes (not including homeroom) 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 six (6) 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 six (6) 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 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 of 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. (Applies to Principles 2 and 3)**

- A. **First** offense: Subject to disciplinary action by the coach/sponsor of the respective activity.
- B. **Second** offense: The coach/sponsor will meet with the Athletic Director to review a case in question.

\* The recommended discipline shall be discussed and approved by the Athletic Director to ensure equity between activities.

#### **PRINCIPLE 5. 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, including but not limited to a misdemeanor offense. Traffic violations are not a violation of this principle of the Activity Code.

#### **PRINCIPLE 6. Code Rules**

- A. The Activity Code is available on the Amboy High school website. 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, e-cigarettes, vaping devices, drugs, drug paraphernalia or alcohol (including near beer and nonalcoholic beer) is a violation of this Activity Code.
- D. Tobacco in any form, e-cigarettes, vaping devices, 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 or school administrator 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, Volleyball, Golf, Cross Country, Wrestling, 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 or school administrator 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, Speech, Flags, Drill Team, Cheerleaders, Dance:**

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 or school administrator 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 activity the penalty will begin with the first week of the next activity season in which the student takes part.

**FFA, Student Council, Drama Club, and other School Clubs:**

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 or school administrator 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 or school administrator 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 or school administrator 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 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. While on suspension, a student will NOT wear the school issued team uniform at school, competitions, or events.
- L. 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.
- M. 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 including the state series.

**GOLF** 1st offense is suspension for 1/4 of season 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 including the state series. A regular season tournament will count as 2 individual contests.

**WRESTLING** 1st offense is suspension for 1/4 of season including the state series. A regular season tournament will count as 2 individual contests.

**BASKETBALL** 1st offense is suspension for 1/4 of season including the state series.

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

**DRILL TEAM & FLAGS** 1st offense is suspension for 1/4 of season

**TRACK & FIELD** 1st offense is suspension for 1/4 of season 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 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; including the state series.

**MUSICAL & FALL PLAY** 1st offense students will sit out one performance, with the return role to be discussed between student, director, and school administration. 2nd offense said student will be removed and replaced.

**SPEECH** 1st offense is suspension for 1/4 of season 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.

**OTHER SCHOOL CLUBS** 21-day suspension from all club activities.

#### **NATIONAL HONOR SOCIETY**

1. From the 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 ( junior 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, cheer, or dance.

#### **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. Students must pass twenty (20) credit hours of high school work each week as figured on a cumulative average for the present quarter. (IHSA)
- B. Students 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 extracurricular 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 for the activity, unless said student has prior permission from the 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. All regular members of a squad earn a varsity letter if the squad wins the conference.
- F. Sophomore letter to all sophomores that attend every practice-coach's discretion. Freshman numerals to all freshman that attend every practice-coach's discretion.
- G. Student may only be awarded one (1) award per category per year.
- H. Any unexcused absence from a NUIC or state series event will result in forfeiture of any award earned. An unexcused absence is up to the coaches' discretion.
- I. In FFA, the following point system will be used:
  - 1. See FFA Manual for all criteria.
- J. 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.
- K. 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 to 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.
- L. 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 and one student chosen from each activity
- C. 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.

# ARTICLE IX: DOCUMENTS

## 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    REVISED 06/17/97    REVISED 02/27/03  
REVISED 05/09/90    REVISED 05/20/96    REVISED 06/18/2020  
REVISED 05/29/91    REVISED 08/11/95    REVISED 06/17/2021  
REVISED 05/20/93    REVISED 05/21/98  
REVISED 05/25/94    REVISED 05/27/99

AMBOY COMMUNITY UNIT  
SCHOOL DISTRICT #272

**SECTION III – Application for Fee Waiver**

(Updated: February 2011)

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal.

\_\_\_\_\_  
**Students Name** (please print) **School**

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Address (please print)

1. The student named above lives in my household? \_\_Yes \_\_No
2. Total number of people living in my home \_\_\_\_\_
3. Total gross annual household income (before deductions) from all people living in my home  
\$ \_\_\_\_\_

Income includes all:

Compensation for services, wages, salary, commissions or fees;

Net income from self-employment;

Social Security;

Dividends or interest on savings or bonds or income from estates or trusts;

Net rental income;

Public assistance or welfare payments;

Unemployment compensation;

Government civilian employee or military retirement, or pensions or veterans payments;

Private pensions or annuities;

Alimony or child support payments;

Regular contributions from persons not living in the household;

Net royalties; and

Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

1. My household meets the federal income guidelines for free meals (attached)? 0Yes 0No

See [www.isbe.net/nutrition/htmls/data.htm#income](http://www.isbe.net/nutrition/htmls/data.htm#income).

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

\_\_\_\_\_  
Income Verification for Fee Waiver

You must present one of the following documents to verify income:

Two current pay stubs for all working members of the household Disability statement showing benefits

Unemployment statement showing benefits

Medicaid Card showing case number

Direct Certification letter from the State of Illinois

Temporary Food assistance for needy families

Current tax returns

Foster placement papers

Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

\_\_\_\_\_  
Parent/Guardian (signature) Date