

## **SALEM COMMUNITY HIGH SCHOOL**

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## **INTRODUCTION**

The Administration, faculty, and student representatives of Salem Community High School wish to provide a clear set of procedures for a consistent and orderly school.

Answers to common questions can be found in the material that follows. If changes seem advisable, they will be made by the Administration and reported to the Board of Education. Appropriate action will be taken by the Administration for any situation or incident not specifically covered in this book.

## **MISSION STATEMENT**

The mission of Salem Community High School is to prepare our students to become productive, responsible citizens by:

- Giving all students equal access to resources while addressing their individual needs and abilities.
- Developing critical thinking and creative problem solving skills to help students become lifelong learners.
- Promoting the acceptance of responsibility for one's actions and contributions in our global society.
- Stressing a positive self-image while developing respect and concern for the welfare of others.
- Preparing students to adapt to the evolving technological advances of the 21st century.

## **ADOPTED BY THE BOARD OF EDUCATION**

This Student-Parent Handbook is not intended to create a contract with any student but is only intended to generally present rules for the general school operation and procedures for membership and related involvement in school activities.

## **PHILOSOPHY AND OBJECTIVES**

The Board of Education of Salem Community High School is responsible for providing the best education possible for all students in the district. It recognizes that the educational process must deal with the student's health, character, spiritual and moral values--a total personality development. It also recognizes that the school shares responsibility for the total development of the student with other institutions and the total community with its various organizations and environmental conditions.

The Board of Education of this district believes that the most important task assigned to the school is that of maximum intellectual development of students, including the development of their ability to apply their intellect to the solution of the problems of citizenship in a democratic society.

Therefore, this district will concentrate its resources and develop an educational program to discharge this most important responsibility.

## **GUIDELINES AND REGULATIONS**

### **RESPONSIBILITIES OF STUDENTS**

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, administrators, and students have a responsibility, indeed a duty, to respect the rights of all while maintaining a positive educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student at Salem Community High School.

1. Each student has a responsibility to know and abide by the rules and regulations established or approved by the Board of Education.
2. Each student has a responsibility to observe the rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
3. Each student has the responsibility to respect the human dignity and worth of every other individual.
4. Each student should assume the responsibility for recognizing and respecting individual and cultural differences.
5. Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and propriety.
6. Each student has the responsibility for the development of skills relevant to economic independence throughout his or her life.
7. Each student has the responsibility for maintaining the best possible level of academic achievement and daily attendance.
8. Each student has the responsibility to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
9. Each student engaged in school media programs should state explicitly on all media produced that the opinions expressed are not necessarily those of the institution or of the student body as a whole.
10. Each student must assume responsibility to observe, know, and adhere to the laws of the State of Illinois and the ordinances of the City of Salem.
11. Each student has the responsibility to preserve school property and exercise care while using school facilities.
12. Each student has the responsibility to do his/her own work and be accountable for that work.

### **SPECIFIC EDUCATIONAL OBJECTIVES FOR WHICH THE SCHOOL ASSUMES RESPONSIBILITY**

1. To provide a college preparatory instructional program for students who plan to continue their formal education beyond high school.
2. To provide the opportunity for partial proficiency in vocational skills to enable students to pursue a vocation and to encourage vocational graduates to pursue additional training beyond high school.
3. To provide the opportunity for proficiency in the basic skills of reading, writing, mathematics, science, and social studies.

4. To develop an understanding of our environment and our need for the conservation of natural resources.
5. To create an atmosphere for opportunity to develop socially as a participant in co-curricular and extra-curricular activities.
6. To develop an inquiring mind, with continuing drive for knowledge and maximum educational effort, including the development of effective study skills and work habits.
7. To provide programs that will enable students to become responsible as citizens in consumer management skills, accepting normal responsibilities to promote and protect basic democratic ideals of our society, and to be aware of the need for the general welfare and safety of our citizenry as a whole.
8. To create an appreciation for good health, physical and mental; wise use of leisure time; and understanding how to cope with harmful misuse of drugs and alcohol.
9. To develop an active interest in aesthetic experiences with the skills and attitudes necessary for developing self-expression in and for the creative arts.

It is understood by the school that many of the objectives are a shared responsibility of the school, home, and community as a whole. The school pledges full cooperation with all community organizations and the home in assuming this shared responsibility.

#### **NOTICE TO PARENTS AND STUDENTS CONCERNING NON-DISCRIMINATION**

It is the policy of Salem Community High School District #600 to insure equal educational opportunities are offered to students, regardless of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, actual or potential marital or parental status, including pregnancy. Salem Community High School District #600 guarantees equal access to educational and extra-curricular programs and activities.

Grievance Procedure: A grievance shall be limited to a claim that the School District has discriminated against a student or students on the basis of their sex. Students and parents/guardians should contact the Coordinator for Nondiscrimination (Superintendent) with their grievance. A grievance shall be in writing, stating the name of the grievant, the student (or group of students) claimed to have been discriminated against, the facts constituting the discrimination, and the specific portion of this policy, and/or the State Board of Education Sex Equity Rules upon which the grievant relies, and the names of all persons whom the grievant believes has relevant factual information.

Within seven (7) calendar days of inquiry by a student, parent/guardian or community resident, the Coordinator shall send a copy of the District's written grievance procedure to the person making the inquiry. Upon receipt of a written grievance, the Coordinator shall investigate the nature and validity of the grievance with District personnel responsible for the program or activity cited by the grievant.

The Coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The Coordinator's written decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rules. Appeal outside the District shall be made in a timely fashion.

#### **NOTICE TO PARENTS CONCERNING TITLE I AND TITLE VI**

Salem Community High School District #600 wishes to insure that parents of students being served in Title I and Title VI programs have an adequate opportunity to participate in the design, planning, and implementation of Title I and Title VI projects.

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

#### **STUDENTS' RECORDS**

The following information is kept in students' permanent records:

1. Basic identifying information, including students' and parents' names and addresses, birth date, and gender.
2. Academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations.
3. Attendance record.

The following information is kept in the students' temporary records:

1. All the information contained in the permanent record plus:
  - a. Intelligence test scores, groups and individual.

- b. Aptitude test scores.
- c. Elementary and secondary achievement level test results.
- d. Teacher anecdotal records.
- e. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
- f. Any verified reports or information from non-educational persons, agencies, or organizations.

In addition, each school shall maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school. Permanent records are maintained for not less than 60 years. Student temporary records shall not be disclosed except as provided in law or by court order. A school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

**THE RIGHT TO CONTROL ACCESS AND RELEASE OF STUDENT RECORDS**

Students and/or parents may inspect and request copies of transcripts and records. Former students and/or parents will be charged two dollars (\$2.00) for transcripts.

Student records may be released without parental consent in cases of emergency. Factors considered in determining emergency release of records are:

- 1. The seriousness of the threat to the health or safety of the student or other person.
- 2. The need for such records to meet the emergency.
- 3. Whether the persons to whom such records are released are in a position to deal with the emergency.

Parents have the right to:

- Inspect and copy student records.
- Challenge the contents of such records.
- Limit any such consent to designated records or designated portions of information within the records.

The school shall grant access to, or release information from, students' records without parental consent or notification:

- 1. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
- 2. To any such person for the purpose of research, statistical reporting or planning provided that:
  - a. Such person has the permission of the State Superintendent of Education.



- b. No student or parent can be identified from the information released.
3. Pursuant to a court order provided that the procedures outlined in Illinois Rev. Stats. 1975, Ch. 122, Article 50-60(a),(5) are observed.

#### **CHEATING POLICY**

Any student caught cheating on a daily assignment, project assignment, daily test or quiz, or semester exam will receive a "0" on that daily assignment, project assignment, daily test, or semester exam. The teacher should notify the parents and a referral will be sent to the office.

#### **BUS STUDENTS**

The bus driver is responsible for safe transportation of students to and from school. The driver is in complete charge of students while on the bus. Misconduct on the bus may warrant a denial of the privilege of transportation and/or Crisis Class, suspension or expulsion. All school rules apply while on the bus. All individuals on district school buses are subject to being videotaped on the school bus at any time, this includes audio as well as video.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

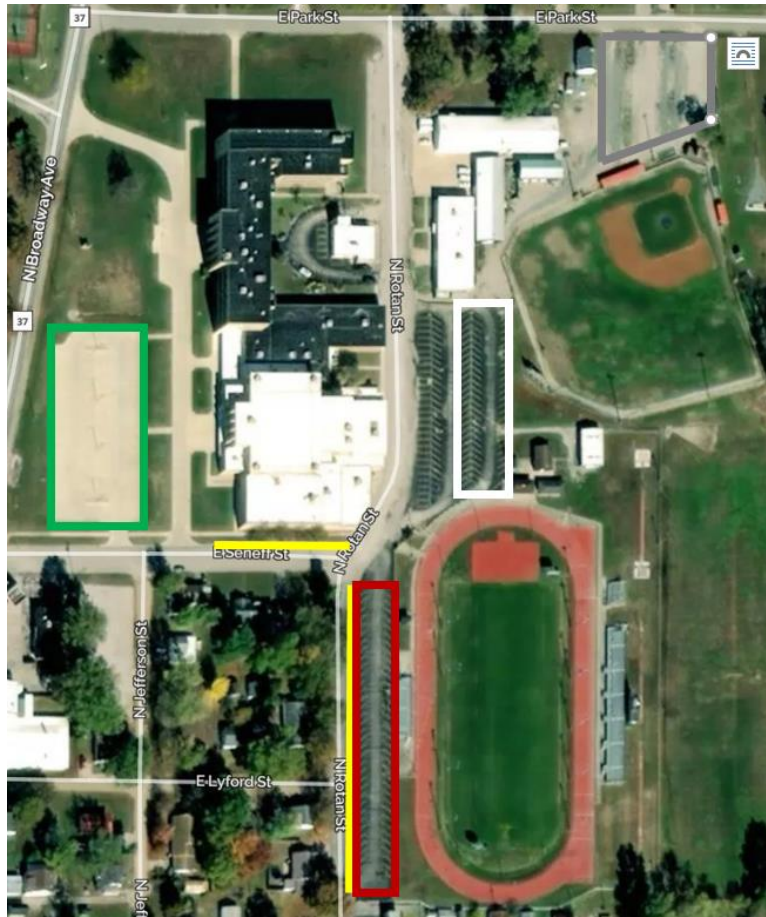
## **PARKING PERMITS**

Parking on the SCHS campus is a privilege for students. Parking stickers will be available for purchase for Sophomore, Junior, and Senior students. There are 5 parking locations on the SCHS campus. The Front Lot (Green Lot), Football (Red Lot), Rear Lot (senior, White Lot), Baseball (Gray Lot), Street Parking (Yellow Lot). There is no charge for street parking stickers (Yellow Lot).

All student parking is reserved by lot. Each lot is an open lot. Students may park within their lot on a first come first serve basis. Students will be required to have the appropriate parking permit sticker displayed in their vehicle. Each sticker issued will correspond by color to one of the five designated student parking lots. Students driving any vehicle bigger than a standard size car, truck, or SUV will be assigned to the front row of baseball parking. Each student's lot assignment will be in effect from 7:30 A.M. to 3:30 P.M. each school day. Students must park only within their assigned lot, and within designated marked parking spots (Identified by yellow lines).

Parking privileges begin on the first day of school and terminate on the last day of school. Reserved parking for students is not in effect during any extra-curricular activity. Any vehicle driven to school by a student must have a parking sticker clearly displayed. Parking stickers are non-transferable. They are to be used only by the person to whom they are issued. If you will be driving a different vehicle to school, you will need to notify the main office. Any vehicle driven onto school property is subject to a search. The person driving the vehicle is deemed to consent to a complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This applies to all vehicles of any type and is in force 24 hours a day.

Failure to adhere to the parking regulation, failure to park appropriately within a parking spot, lack of vehicle insurance, unsafe driving or improper use of the vehicle, may result in penalties, restrictions and/or removal of the driving privilege and reserved space. Any revocation of driving privileges will not result in a refund of the parking registration fee. Students may reapply for a parking sticker one time per school year and will be expected to pay the required fee.



Random Drug Testing Policy:

Any student who chooses to obtain a school driving permit must agree in writing to the Random Drug Testing Policy. Students and parents will be provided the necessary forms. Failure to agree to this random drug testing agreement will exclude the student from obtaining a parking permit. Offenses to this policy will be consistent with the Wildcat Code; for example, first offense - 20% of school days (36 days) without parking permit.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **Students park their vehicles on or near school property at their own risk.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

### **SCHOOL LOCKERS: STUDENTS ARE NOT TO SHARE LOCKERS**

Lockers are school property and may be searched by school officials with or without the student's permission. Lockers are not to be shared with other students.

### **SCHOOL-AGE PARENTS**

Students who are married and/or pregnant are allowed to remain in school and participate in the regular educational programs and extra-curricular activities. Alternatives to regular instruction, such as home-bound instruction, may be provided if, in the judgment of the student's doctor, the student is unable to attend and participate in the regular school program.

### **STUDENTS' PERSONAL APPEARANCE**

School officials may regulate dress and hair styles when such styles present a health or safety hazard or substantially disrupt the educational process. Students will not be permitted to wear articles containing vulgarity, obscenities or suggestive language, or advertising of tobacco, alcohol, drugs, or any illegal substances. Chain accessories may not be worn on clothing. Hats or other headwear may not be worn in the building during the school day. All hats and gloves must be kept in student's lockers during the school day.

No clothing considered to be revealing will be allowed to be worn by any student. This would include but not be limited to bare midriffs, sleeveless tops, short shorts, short skirts, sagging jeans, and excessive holes in pants. The length of skirts and shorts must be no shorter than fingertip length when standing with arms at the side for all students.

If facemasks and face coverings are required by ISBE or IDPH, then violations will be handled as dress code violations.

### **REGULATIONS FOR SHOP CLASSES**

Because these classes present certain safety problems, the following policies shall be in effect for each class:

1. Students are not to wear jewelry or loose-fitting clothing that could cause injury while using special equipment.
2. Long hair that could be caught in machinery or be exposed to sparks or flame must be secured. This means that, when the hair is in the person's eyes, hanging down into the machinery or a flame, instructors are instructed to prohibit operation of machinery until the hazard is removed.
3. Safety glasses must be purchased by each student and worn at all times.
4. Closed-toed shoes must be worn at all times.
5. Students must adhere to all safety rules as set forth by the instructor. Students will be instructed in the proper use of machinery and the safety regulations of each shop area before beginning shop training.
6. Students who are injured must report to their instructor.
7. A copy of the safety rules will be issued.

Students who violate any of the above policies will not be allowed to participate until correction is made.

### **SCHOOL WELLNESS**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure the school complies with this policy.

### **SCHOOL HEALTH AIDE**

If you become ill during class, secure a pass from your teacher and report directly to the main office so they might contact the Health Aide. Except in emergency cases, a student without proper authorization to see the Health Aide will be sent back to class. Such cases will be handled as unexcused tardiness.

### **PHYSICAL EXAMINATIONS**

Illinois State Laws require that all students must meet certain health regulations for school compliance or they will not be allowed to enter school. All out-of-state transfer students will be granted a 30-day grace period to complete such requirements.

#### Health Examinations:

All students must have on file a physical examination. These examinations must be recorded on the Certified Illinois State Board of Education Health Form and signed and dated by a licensed physician, advanced practice nurse, or physician's assistant--except in the case of transfer students, a completed physical exam will be accepted from their former school if the health form is comparable to the Illinois requirements and if the exam was done within one year of enrollment at SCHS. The Illinois State Board of Education Health Form must be signed by the parent or guardian at the bottom of the medical history section with this being completed in full and dated.

#### Immunizations Against Certain Diseases:

Every student is required to have written evidence by a certified health official that he/she is protected against diphtheria, tetanus, polio, old-fashioned measles, rubella measles, mumps, hepatitis B, varicella, and meningitis for school compliance. A student will not be admitted until this requirement is met. Date of each dose must be indicated. Students who object to physical examinations or immunizations may be excused from same based upon religious grounds, providing a detailed handwritten statement explaining such objections is signed by the parents and filed with the school administrators. Students who object to immunizations on religious grounds are subject to exclusion from school when cases of certain diseases are reported in the school. Any students, except transfer students with the 30 day grace period, who do not produce written evidence of compliance with these health regulations will not be admitted to school.

Students who are excluded on these grounds should make arrangements with their family physicians to be in compliance with the State Laws. If one or more of the required immunizations is medically not advisable, the examining physician must record his recommendation on the examining form.

### **MEDICATIONS**

Students may carry their own Epi-pen, acetaminophen (Tylenol) or ibuprofen (Advil-Motrin), and/or cough drops providing the following conditions are met:

1. A medication permission form specific for the student's medicine and signed by the parent or guardian must be on file in the nurse's office.
2. The medication must be kept in its original container with directions for use on the label.
3. The container must not have more than six tablets in it. Capsules will not be permitted.
4. The student must not give his/her medication to another student.

#### Administering Medicines to Students:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student 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(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine auto-injector (Epi-Pen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

Parent/Guardian Procedure for Dispensing Medication:

In cases when students are to take prescription or non-prescription medications, the medicine (other than acetaminophen, ibuprofen, and cough drops) must be deposited with the school Health Aide and permission forms must be filled in by the prescribing physician, signed by both physician and parent/guardian and kept on file in the Nurse's Office.

1. Ask their child's health care professional, who is authorized to prescribe medication, if a medication, either prescription or non-prescription, must be administered during the school day.
2. If so, ask the health care professional to complete a "School Medicine Authorization Form". This Form will provide information and dispensing instructions to the school, including side effects, if any. The school will not store or dispense any medication unless this form is completed and given to the school. Your child or ward will not be allowed to possess asthma medication on school grounds unless this form is completed. If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.
3. Bring the medication to the school office; however, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student's discretion.
4. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
  - Student's name
  - Prescription number
  - Medication name/dosage
  - Administration route and/or other direction
  - Date and refill
  - Licensed prescriber's name
  - Pharmacy name, address and phone number
5. Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
6. At the end of the treatment regime, remove any unused medication from the school.

In regards to medications to be taken before or after school hours, (example: during field trips or sporting events), the same conditions will apply. All medications except for acetaminophen, ibuprofen, cough drops and inhalers, will be kept by the school employee that is in charge. It is the responsibility of the student to request the medication from the school employee. The proper medication authorization forms must be filled out and filed before medications will be given.

**INFECTION CONTROL**

To limit the spread of communicable infections in school settings, the Illinois Department of Public Health recommends the following with respect to policy, infection control and education/increased awareness:

Students with any open, weeping or pustule lesion on the skin (other than acne) will be promptly referred to a primary care provider for consultation. A doctor's note with proof of treatment and release will be required to return to school.

Pink eye conjunctivitis:

Pink eye is contagious. A student with pink/redness of the eyes, with white or yellow drainage will be sent home. According to public health guidelines the student shall be excluded from school until 24 hours after treatment begins or the student is examined by a physician and approved for readmission to school with a release.

Head Lice:

Students will be screened for head lice intermittently or if conditions warrant (i.e. dry, itching scalp). A student found with head lice or nits will be sent home immediately. According to the Illinois Department of Public Health the student will be excluded from school until the day after the first shampoo, lotion or cream rinse pediculicide is properly applied. A second pediculicide application is recommended seven to ten days following the first treatment in case of eggs hatching. The student will be checked again upon returning to school.

**ACCIDENTS**

All accidents which occur at the high school or on school sponsored trips are to be reported to the high school office immediately. The office must be contacted in regard to any accident occurring at school. In less serious accidents, the student must be sent to the Health Aide; but, if necessity demands, the Health Aide will be asked to come to the scene of the accident. In emergency cases, such as those which occur in practices or participation in inter-school athletics, it sometimes becomes necessary to obtain immediate medical aid for the students without consulting the school Health Aide.

**GUIDELINES FOR HOME OR HOSPITAL EDUCATIONAL SERVICES**

Home or hospital educational services consist of appropriate special education services which are provided by the public school to a student enrolled in that district, in his or her home or in a hospital. These services are provided to any student who, in the opinion of a licensed medical physician, will be absent from school and confined to a hospital or home for more than two consecutive weeks or on a reoccurring basis, causing the student to miss substantial portions of his/her educational program.

The Role of the Parents and Physician:

A physician's recommendation is a major criterion for eligibility. He/she should decide if the student cannot go to school and if the student is well enough for home or hospital instruction. The physician also decides when the student is well enough to return to work or school.

The student's fulfillment of school obligations is partly the responsibility of the parents. If the parents want home or hospital instruction for their child, they must arrange for the doctor's statement of eligibility. The parents should be willing to take part in planning the home or hospital instruction.



In the home, the parent should:

1. Have a responsible adult available during the stay of the home instructor.
2. Prepare good study conditions for instruction, such as comfortable seating, etc.
3. Have the student ready for home instruction at appropriate times.
4. Notify the home instructor if any changes in scheduling occur or if the instruction appointment must be cancelled.

Students receiving home or hospital instruction must receive a minimum of one hour of instruction each school day or, in lieu thereof, a minimum of five hours of instruction each school week.

The Role of the Teacher:

The teacher is responsible for scheduling instruction time with the student a minimum of one hour per day or, in lieu thereof, a minimum of five hours per week. The teacher shall coordinate lessons with the regular classroom teacher and shall make reports of progress to the regular classroom teacher. The home teacher is responsible for assigning grades during the time of home or hospital instruction. The teacher is responsible for keeping the main office advised of hours of instruction and student progress.

**DELIVERY OF STUDENT MAIL**

From time to time, various persons or organizations attempt to utilize the United States Postal Service to deliver mail to students at the High School. Such mail is either addressed to an individual student or sent to the student in care of a School District employee.

It is the policy of the Board of Education that the Board, the School District, and the Board's employees and agents shall **not** assume responsibility for the delivery of U.S. mail to students at the High School. Should the United States Postal Service deliver mail to either an individual student or to a student in care of a School District employee, School District employees are directed to mark the parcel "Return to Sender" and to deposit same into the U.S. mail.

**SURVEILLANCE CAMERAS**

Salem Community High School has installed video surveillance cameras on the District's campus. Cameras may be located in/on, but not limited to, school grounds, parking lots, hallways, buses, cafeteria, and gymnasiums.

**STUDENT CODE OF CONDUCT**

**STUDENT BEHAVIOR**

Salem Community High School uses "Assertive Discipline." Assertive Discipline by Lee Canter and Associates provides a discipline structure in which each teacher establishes a discipline plan for his or her classroom. The plan tells students in writing that there will be rewards for appropriate behavior and that there will be negative consequences for inappropriate behavior. The rewards and consequences are listed in writing.

## **DISCIPLINE POLICY**

Teachers and other certified educational employees are charged with the responsibility to act in place of the parent or guardian in all matters relating to discipline and conduct of students. The Illinois School Code allows for the suspension or expulsion of a student for gross misbehavior. Teachers have the authority to remove students from their class for disruptive behavior and may use reasonable force as needed to maintain safety for other students. The school has authority over students who are on field trips, in school vehicles, at off-campus classes, and at-home and away school activities of any kind.

### **WHEN A STUDENT BREAKS A RULE (NOT SEVERE), THE FOLLOWING DISCIPLINE HIERARCHY WILL BE USED:**

First Consequence:	Warning
Second Consequence:	Conference with student after class
Third Consequence:	Parent Contact (phone call - letter) and a five minute lunch detention, mediation essay, or a writing mantra
Fourth Consequence:	Referral to the office

**Severe Clause:** Gross insubordination, inappropriate language, or severe disruptive behavior will result in immediate removal from the class.

Misbehavior that is so frequent or serious that it tends to disrupt the learning climate will require corrective action by the Administration. These misbehaviors include, but are not limited to:

1. Repeated violations of classroom rules (Assertive Discipline Plan).
2. Smoking and/or possession or use of other tobacco products and lighters.
3. Chronic tardiness.
4. Truancy.
5. Vulgar, obscene, or abusive language or actions, including public display of affection.
6. Petty theft.
7. Minor vandalism.
8. Electronic cigarettes.
9. Trespassing or loitering.
10. Gross insubordination or disrespect.

Corrective disciplinary action may result in any of the following responses:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of Parent(s)/guardian(s).
9. Removal from classroom.
10. Crisis Class (in-school detention) for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Writing assignments or mediation essays.
12. Detention provided the student is supervised by the detaining teacher or the building Principal or designee.
13. Financial restitution.
14. Behavioral contract.
15. Alternate schedule.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

When misbehavior involves acts of misconduct, which are potentially harmful to other persons or property and may be against the law, the following corrective disciplinary action may be taken by the Administration:

1. Parents will be contacted immediately.
2. Police may be notified.
3. Suspension from school for up to ten school days.
4. Recommendation to the Board of Education that the student be expelled from school.

#### **ASSERTIVE DISCIPLINE PLAN – ADMINISTRATIVE LEVEL**

Student misbehavior that is so frequent or serious that it disrupts the learning climate and requires corrective action by the administration will be handled at one of the following levels. This list serves only as a guide and in no way is meant to be complete.

- I. WARNING & PARENT CONTACT – Student/Teacher/Assistant Principal Conference.
  - a. Minor violations
  - b. Repeated violations of classroom rules  
(Assertive Discipline Plan)
  - c. Cheating
  - d. Dishonesty
  - e. Dress code violation
  - f. Possession of electronic devices
  - g. Improper hall conduct
  - h. Public display of affection
  - i. Chronic tardiness
  - j. Student parking violations
  - k. Technology violations

- II. CRISIS CLASS – Student/Teacher/Assistant Principal conference, parent contact and assignment to Crisis Class.
  - a. Failure at Level I
  - b. Major violations
  - c. Leaving class without permission
  - d. Disrespectful behavior
  - e. Disruptive behavior
  - f. Harassment
  - g. Insubordination
  - h. Intimidation
  - i. Use of obscene language or gestures
  - j. Use or possession of tobacco products (Police notified after 2<sup>nd</sup> Offense)
  - k. E-cigarettes, vapes, or similar devices
  - l. Truancy
  - m. Forgery or possession of school forms
  - n. Hazing
  - o. Unauthorized media recording using personal or school issued device. (subject to suspension on 2<sup>nd</sup> offense)
- III. SATURDAY SCHOOL - Student/Teacher/Assistant Principal conference, parent contact and assignment to Saturday School.
  - a. Failure at Level II
  - b. Chronic Crisis Class offender
  - c. Saturday 8 a.m. to 11 a.m.
- IV. SUSPENSION FROM SCHOOL (1 – 10 DAYS) – Student/Parent/Counselor/Administrative conference before student will be readmitted to school.
  - a. Failure at Level III
  - b. Gross violations
  - c. Assault/Battery (police will be notified)
  - d. Fighting (police will be notified)
  - e. Use or possession of alcohol or any other prohibited drug (Minimum 5 days suspension and Police will be notified.)
- V. ALTERNATIVE SCHOOL OR SAFE SCHOOL PLACEMENT – A referral will be made for alternate school placement – either the Alternative School or the Safe School, whichever is appropriate. The student will remain at this institution at least one semester or until correct behavior has been demonstrated by the student.
  - a. Failure at Level IV
  - b. Extreme gross violations
- VI. EXPULSION FROM SCHOOL – A recommendation to the Board of Education that the student be expelled from school.
  - a. Failure at Level V
  - b. An act of school violence

**CRISIS CLASS (IN SCHOOL DETENTION) RULES**

Students will be assigned to Crisis Class by the Administration. Attendance is required.

Notification: Teachers will receive a notice requesting assignments for

any student assigned to the Crisis Class. The notice will be given as soon as possible to allow time for planning of the assigned work.

Assignments: All teachers on the assigned student's schedule will be required to provide daily assignments.

Completed Assignments: Each student is responsible for returning assignments to the teacher upon return to the classroom. Any assignments not returned to the teachers will be considered incomplete.

Tests: The student will be permitted to take tests during Crisis Class only at the request of the classroom teacher. The teacher will be responsible for delivering and collecting any tests. Otherwise, the student will be responsible for making arrangements to take the test upon returning to class.

Grades: The purpose of this placement is to provide a negative consequence for some undesirable behavior. Students are given the opportunity to do their class work without penalty. Students will be allowed to make up homework and tests.

Atmosphere: The Crisis Class is a punitive placement. There will be very limited help given on assigned tasks.

### **SUSPENSION - OUT OF SCHOOL**

Rules governing suspension from school are covered in the School Code of Illinois, Chapter 122, Section 10-22, 6b: "The Board of Education has the authority to suspend or by regulation to authorize the superintendent of the district or the principal or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct and no action shall lie against them for such suspension."

The following are examples of behavior leading to disciplinary action:

1. Physical assault to a teacher or other staff member.
2. Cursing or using disrespectful language to a teacher or staff member.
3. Truancy or excessive absence, including detention.
4. Excessive tardiness.
5. The use of or possession of alcohol or any other prohibited drug at school or at any school function.
6. Damaging school property, buildings, textbooks, etc.
7. Fighting and/or intimidating students. Any action a student takes of inflicting physical contact may be considered fighting – including, but not limited to, self-defense.
8. Violation of other school rules or administrative policy.

In the case of a suspension a student and his/her parents have the right to due process and a review by the Board of Education.

Upon returning to school with a parent/guardian, it is expected that the suspended student be ready to continue class in a positive manner. Therefore, all class work assigned during the time of the suspension must be completed in its entirety and turned in the day the student returns to school.

## **EXPULSION**

An expulsion removes the student from school and all school activities for a period of time up to two calendar years. The student will not be granted credit for the semester(s) in which the expulsion occurs. Only a Board of Education can expel a student after providing an impartial hearing. The student will be granted procedural due process.

### **PROCEDURAL DUE PROCESS FOR STUDENTS AT EXPULSION HEARINGS**

1. The student must have sufficient notice of the hearing date in order to prepare a defense.
2. The student may represent himself, designate a spokesperson, or commission an attorney to represent his interests at the hearing.
3. The student must be notified of the charges against him by certified mail prior to the hearing.
4. The hearing must be conducted in a fair and reasonable fashion at such a time and place as the student, his/her parents, and representative can attend.
5. The student may present evidence, challenge allegations, and ask the cooperation of school officials for any reasonable requests.
6. There shall be a transcript or other formal record kept in order to facilitate any appeal of the decision of the Board of Education.
7. The student is entitled to be notified of the decision of the Board of Education on the expulsion within a reasonable time after the hearing.

### **STUDENTS QUESTIONED BY THE AUTHORITIES**

Students have the right to have their parents present when being questioned by the authorities. In cases where the parent cannot be present, the Principal, Superintendent, or designee will stand in place of the parent.

### **STUDENT WELFARE – HARASSMENT / INTIMIDATION / HAZING**

No student shall harass, intimidate, or haze another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, visual, or digital that interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include, but are not limited to, name-calling, use of derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation will be handled by the administration contingent upon the severity of the complaint.

Corrective disciplinary action may result in any of the following:

- Lunch Detention(s)
- Crisis Class
- Saturday School
- Out of School Suspension

Failure to comply with the assigned disciplinary action will result in additional consequences.

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 to or required of 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.

#### **STUDENT WELFARE – TEEN DATING VIOLENCE**

Teen dating violence is unacceptable and prohibited. Each student has the right to a safe learning environment. “Teen dating violence” means wither of the following:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person, who is in a dating relationship with person, where one or both persons are 13 to 19 years of age.
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

#### **STUDENT WELFARE - SEXUAL HARASSMENT**

The School Board will neither condone nor tolerate sexual harassment of students by District employees. The Board espouses the belief that a student has the right to be free from the harm perpetuated by antisocial acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protection under Title IX.

The School Board interprets the definition of sexual harassment to include but not be limited to the following behavior:

Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, rape; a student in predominantly single-sex class subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment; impeding a girl's progress in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such class; purposefully limiting or denying a student's access to educational tools, such as computers; teasing a male student about his enrollment in a home economics class.

According to Illinois laws, a District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. In such a situation the employee shall notify the Superintendent or Building Principal that a report has been made.

The Superintendent shall interview the employee or agent of the District as soon as possible after an allegation of sexual harassment was made against the employee or agent. The Superintendent is responsible for investigating allegations of sexual harassment and will keep the School Board informed of all developments.

The employee may be suspended pending an investigation and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.

An allegation of sexual harassment by one student to another student shall be handled by the Complaint Manager. The Complaint Manager shall proceed with the investigation immediately, adhering to the District's procedures. Each complaint shall be handled with appropriate confidentiality.

In a case of suspected sexual abuse of a student by a District employee, the Superintendent or the Superintendent's Designee shall serve as the District's representative with legal authorities, the media, the community, other District employees and students. The Superintendent will call upon the counseling resources of the school district to attend to the needs of school and community persons.

The Superintendent shall direct the administrators in the writing and distributing of procedures to process complaints of sexual harassment, investigate allegations of sexual harassment, inform employees, students and the community of the school district's policy, educate students about sexual harassment and any other matters which related to the prevention of sexual harassment of students.



## **STUDENT WELFARE - SOCIAL MEDIA**

The school may require a student to provide a password or other account information of social networking sites if the school has reasonable cause to believe the student's account contains evidence that the student has violated a school disciplinary rule or policy.

If the administration believes a student has videoed harassment of another student, fights, aggressive behavior, etc. on school grounds, that student(s) is subject to no less than 2 days of in school suspension.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from Student Services.

## **DRUGS/ALCOHOL**

Salem Community High School will not tolerate the use of alcoholic beverages, prohibited drugs, "look-alike" or counterfeit drugs. This includes the school parking lot, campus, buildings, buses, or any area or activity supervised by school. This also includes any substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

## **ACTS OF SCHOOL VIOLENCE**

"Acts of school violence" include, but are not limited to, threats of violence, either written or verbal, explicit or implied; the exerting of physical force; or use of a weapon by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities.

The term "weapon" shall mean:

1. A firearm
2. Blackjack
3. Concealable firearm
4. Explosive weapon
5. Gas gun
6. Knife, switchblade knife
7. Knuckles
8. Booby-trapped items
9. Projectile weapon
10. Any object which may be used to cause bodily harm
11. "Look-a-likes" of any weapon

Term "weapon" may also include other weapons in addition to those listed and in 10-22.6 of The School Code (ILCS 5-10-22.6).

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall receive an out of school suspension or be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.

A student who is determined to have brought a weapon as defined by (Sec. 924 of Title 48) United States Code to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case by case basis. (Sec. 924 of title 48) (Sec. 10-22.6 of The School Code, ILCS 5-10-22.6)

Any act of school violence will be reported to the proper law enforcement agency.

## **ATTENDANCE INFORMATION / ATTENDANCE POLICY**

Salem Community High School students are expected to attend all classes every day. The Board of Education of District #600 has a policy concerning attendance. This policy states: **"In order to achieve the best results in school, a student must attend school daily."**

### **DEFINITIONS**

1. "Valid Cause" for absence means ILLNESS, OBSERVANCE OF A RELIGIOUS HOLIDAY, DEATH IN THE IMMEDIATE FAMILY as defined in Section 24-6 of The School Code (Ill. Rev. Stat. 1989, ch. 122, par. 24-6) but also including aunts and uncles of the affected student, FAMILY EMERGENCY, AND SHALL INCLUDE SUCH OTHER SITUATIONS BEYOND THE CONTROL OF THE STUDENT AS DETERMINED BY THE BOARD OF EDUCATION, OR SUCH OTHER CIRCUMSTANCES WHICH CAUSE REASONABLE CONCERN TO THE PARENT FOR THE SAFETY OR HEALTH OF THE STUDENT (Ill. Rev. Stat. 1989, ch. 122, par. 26-2a), as attested by a letter signed by such parent and approved or disapproved by the Board of Education.
2. "Truant" means a child who is SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FOR A SCHOOL DAY OR PORTION THEREOF (Ill. Rev. Stat. 1989, ch 122, par. 26-2a).
3. "Chronic or Habitual Truant" means a CHILD SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FROM SUCH ATTENDANCE FOR 5% OR MORE OF THE PREVIOUS 180 REGULAR ATTENDANCE DAYS (Ill. Rev. Stat. 1989, ch 122, par 26-2a).

4. "Truant Minor" means a child who is A CHRONIC TRUANT TO WHOM SUPPORTIVE SERVICES, INCLUDING PREVENTION, DIAGNOSTIC, INTERVENTION AND REMEDIAL SERVICES, ALTERNATIVE PROGRAMS AND OTHER SCHOOL AND COMMUNITY RESOURCES HAVE BEEN PROVIDED AND HAVE FAILED TO RESULT IN THE CESSATION OF CHRONIC TRUANCY, OR HAVE BEEN OFFERED AND REFUSED (Ill. Rev. Stat. 1989, ch. 122, par. 26-2a).

#### **RESPONSIBILITY OF PARENTS**

The Illinois Revised Statutes require that parents (guardians) shall cause their child to be present at school daily for as long as the child is enrolled. Therefore, we do encourage parents to fulfill their legal obligation by making sure that their child is in school daily.

#### **EXCUSABLE ABSENCE**

Attendance Policy:

**Students shall be permitted no more than five excused absences per semester based upon parental confirmation for the reasons of the absence.** After the student has been excused five times in one or more of his/her classes during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by phone.

If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. **All doctor's excuses must be submitted to the main office within 48 hours of the student absence.** Should a student be absent, a parent is encouraged to call the attendance office by 8:45 a.m. on the day of the absence. If it is impossible to call the office, the student must submit an excuse written by his/her parent to the Administration on the day he/she returns to school. **Failure to call or write an excuse within 48 hours will result in the absence being considered unexcused truant. The school's phone number is 548-0727.**

Usually a student will have up to one week to make up work following an excused absence. However, if a student is absent from class on the day of an announced test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.

#### **UNEXCUSED ABSENCE**

All absences not classified as excused will be considered unexcused.

#### **MAKE UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Students who are unexcused from school will not be allowed to make up missed work.**

## **TARDINESS**

Tardiness is defined as failure to be in the classroom at the assigned location ready for work when the tardy bell rings. Students will be allowed three (3) excused tardies to their first hour class with a parent request. Being ten or more minutes late to class without a valid reason will be considered a severe tardy and the teacher will complete a discipline referral on the student for periods two through eight. First period severe tardies will be handled through the main office. No credit will be given for work missed during the tardy.

When a student is tardy to class during the day, the student will be marked tardy by the teacher.

## **LEAVING FROM/RETURNING TO SCHOOL DURING THE DAY**

If a student needs to leave school during the day for a doctor, dentist, or other appointment, the student should get an early dismissal slip from the Administration before he/she goes to his/her first period class. **A student must sign-out in the Main Office when leaving and sign-in in the Main Office when returning. Failure to sign out will be considered truancy.** The parent should notify the Administration by telephone, or the student should bring a note from the parent before an early dismissal pass will be written.

A student who has attended school for a portion of the day but wishes to go home because of illness must be sent by the teacher to the main office. The school Health Aide will be contacted by the office. The Health Aide will determine whether or not the student should go home. The Health Aide will see that the student is signed out in the main office and the student's parent/guardian or emergency contact is notified.

In the event a student leaves and cannot return the school must be contacted immediately by the parent.

## **GUIDANCE**

### **GRADES AND GRADING**

Meaningful information about individual students, especially report cards, will be communicated to parents on a regular basis in such manner that will enable parents or guardians to have a greater understanding of the student's ability, effort, and achievement.

### **PROCEDURE FOR GRADING**

1. Parents and teachers are urged to confer with one another on an "as needed basis" in reference to behavior problems or achievement concerns.
2. Deficiency reports or letters of commendation should be sent to parents when the following circumstances prevail:
  - a. Outstanding effort or accomplishments on the part of a student.
  - b. Student's problems: Failing work, poor social adjustment, poor work habits, and other problems that prevent progress.
3. Report cards will be issued four times annually. Semester grades are the only grades recorded on the student's permanent record.

4. The following scale describes the grading system and application used:

A+	100	C+	79
	<u>99</u>	C	<u>78</u>
A	98		77
	97		76
	96		75
	95		<u>74</u>
	<u>94</u>	C-	73
A-	93		72
	92		71
	91		<u>70</u>
	<u>90</u>	D+	69
B+	89		<u>68</u>
	<u>88</u>	D	67
B	87		66
	86		65
	85		<u>64</u>
	<u>84</u>	D-	63
B-	83		62
	82		61
	81		<u>60</u>
	<u>80</u>	F	59 and below

5. Quarter Grades/Percentage Grading - Students will earn a percentage grade for each quarter (grading period), which will be used to determine the final grade. Calculation of the final grade will be as follows: For students exempt from semester exam, 1st quarter will count as 50% of the grade and the 2nd quarter will count as 50%. For students taking the semester exam, 1st quarter grade will be 40%, 2nd quarter grade will be 40%, and semester exam will be 20% of the semester grade. The above scale equates to a letter grade. The teacher should use various means of sampling student progress to insure that the quarter grade is representative of the student's progress for that quarter.
6. Semester Grades - In courses where a semester examination is given (which is every course except those exempted by the Administration) the semester grade shall be determined by averaging the two quarter grades and the semester examination grade weighted as follows: (Double the quarter grades, add the semester exam grade, and divide by 5.)
- Quarter grades - 2/5
  - Semester exam grade - 1/5
7. Honors Courses - Students enrolled in Honors courses (English, math and science) are required to maintain a minimum of C or above. If an Honors student falls below this standard they will be removed at the end of the quarter in which this occurs.
8. In courses wherein only the two quarter grades are involved, then an average of those two grades will determine the final grade.

9. Students who have incomplete work in a given class at the end of a grading period will be assigned a grade of "F." The student will have ten (10) school days to complete the work. If the work is completed, it is the responsibility of the instructor to deliver the appropriate grade to Student Services in order to replace the grade of "F." If, however, the student does not complete the work within the ten (10) day period the grade of "F" will remain on the student's transcript.

### COMPUTING SEMESTER AVERAGES (GPA)

- Step 1. List student grades. DO NOT include Driver Education.  
 Step 2. List the grade value from the chart below, beside each grade.  
 Step 3. Multiply each grade value times the semester credit of each course.  
 Step 4. Total the answers in Step 3.  
 Step 5. Divide the TOTAL in Step 4 by the sum of the credits attempted for the semester.

Example:	Grade	Grade Value	(X)	Sem. Credit	Results of Step 3
Algebra	A	4.000	X	.5	= 2.000
English	B-	2.670	X	.5	= 1.335
World History I	B+	3.330	X	.5	= 1.665
Health	A-	3.670	X	.5	= 1.835
Spanish I	C+	2.330	X	.5	= 1.165

Sum of Semester Credits is: 2.5 Total 8.000  
 (Total) 8.000 divided by (Sum of Semester Credits) 2.5 = 3.20 GPA

GRADE VALUE		
4.0 Scale		
All courses	Honor	
Except Honors:	Courses	
A+	4.330	5.330
A	4.000	5.000
A-	3.670	4.670
B+	3.330	4.330
B	3.000	4.000
B-	2.670	3.670
C+	2.330	3.330
C	2.000	3.000
C-	1.670	2.670
D+	1.330	2.330
D	1.000	2.000
D-	0.670	1.670
F	0.000	0.000

### COMPUTING CLASS RANK

Beginning with the class of 2022, class rank and the recognition of Valedictorian and Salutatorian will no longer be calculated. The school district will use a Latin honors system tied to cumulative student grade point average (GPA), after eight (8) semesters as follows:

- GPA 4.0 and higher: Summa Cum Laude, "with highest honor"
- GPA 3.8-3.9: Magna Cum Laude, "with great honor"
- GPA 3.5-3.7: Cum Laude, "with honor".

## **HONOR ROLL**

High Honor and Honor Rolls are calculated at the end of each semester. To qualify for the High Honor Roll a student must have a minimum GPA of 3.5 on the 4.0 scale. To be listed on the Honor Roll a student must have a GPA of 3.0 – 3.49. Note: If a student receives a failing grade in any class they will automatically be disqualified from the Honor Rolls.

## **SEMESTER EXAM POLICY**

Semester exams are given in all subjects in grades 9-12. These tests are given on a schedule adopted by the Principal. If a student is unable to take final exams at the scheduled time due to a medical condition or a family emergency, accommodations will be made to take the exams at a later date. No credit for the courses will be given until required exams are completed.

### Attendance & Grade Incentive for Freshman, Sophomore, Junior and Senior Students

All student may have the option of taking semester tests.

The following are the criteria for semester exams:

1. All teachers will give a final exam on the assigned days.
2. Freshman, Sophomore, Junior, and Senior students who receive no lower than a B- in any subject, may be exempt from that exam. This is to be calculated as a semester grade.
3. Freshman, Sophomore, Junior, and Senior students who do not qualify for exemption but miss the exam without an excused absence will receive a grade of "F" for the exam.
4. Freshman, Sophomore, Junior, and Senior students who exceed three tardies in a class per semester will be required to take the semester exam in that class.
5. Freshman, Sophomore, Junior, and Senior student having an unexcused absence for any period must take all of their semester exams.

### Exam Disclaimer:

Any student that receives two in-school suspensions, Saturday School, or any out of school suspension in that semester will be expected to take ALL semester exams.

## **COLLEGE ENTRANCE REQUIREMENTS**

Requirements for admission to post secondary institutions will vary from school to school. Suggested courses to meet college entrance requirements - English (4 units), Math (3 units), Social Studies (3 units), Science (3 units), Foreign Language (2 - 4 units). Vocational, Music, and Art may suffice for foreign language. Fine Arts (1 unit) may be required by some institutions. Students must take the SAT during their junior year.

Student/Athletes who are considering collegiate athletic competition should see their counselor for NCAA Clearinghouse information.

## **STUDENT SCHEDULES AND CLASS CHANGES**

All students are required to carry 6 hours of academic credit per semester with a limit of one (1) study hall per semester. Students will not be allowed to have two study halls or reassignments unless approved by the Administration. Each student must also be enrolled in Physical Education each semester unless exempted by the state approved Physical Education exemption guidelines.

Students will have three days at the beginning of each semester to request adjustments in their schedules. Any changes made subsequent to the first three days of each semester must be initiated by the teacher, in writing, to Student Services. All requested changes will be reviewed first by a counselor and some may require administrative approval.

Schedule changes after the first three (3) days will be made only under the following conditions:

1. Written physical exemptions from a physician due to a medical condition.
2. Teacher recommended changes.
3. Alterations in student career plans which require a change in course selections.

### Reassignments:

Students may be reassigned, during their study hall, to a teacher who requests their assistance. Forms are available in the main office to make these requests. No credit will be issued for reassigned students and no teacher aide assignments, for credit, will be made.

### Dropping A Course:

A student may drop a course without a grade of 'F' if all of the following conditions are met:

- a. It is done before the midterm of 1<sup>st</sup> and 3<sup>rd</sup> quarters and a written agreement on the part of parents and teachers is submitted to Student Services and the student is not scheduled in a study hall prior to dropping the course.
- b. Students who are medically exempt from PE after the 3-day schedule change window may be assigned to a second study hall for the remainder of the semester.
- c. Individual circumstances may merit further considerations.

## **STUDENT SERVICES DEPARTMENT/COUNSELORS**

The Student Services Department is staffed by four counselors. Students are assigned a counselor as follows:

A – G Mrs. Motch  
H – N Mrs. Kessler  
O – Z Mrs. Knapp

Mrs. West

A variety of services are available to students, parents, and staff which include but are not limited to:

- Individual counseling



- Teacher/student conferences
- Parent conferences
- Parent/teacher conferences
- Student/parent conferences
- Choosing a career
- Planning a high school program
- Preparing for college or vocational school
- Correspondence courses or home bound assistance
- Outside referrals to supportive services
- Financial aid information for post-secondary educational purposes
- Letters of recommendation\*
- Assistance with college applications\*
- Clearing college visit dates\*

Student Services 5 Day Rule: As a matter of courtesy, students are required to make requests for letters of recommendation, college applications, and college visits five (5) working days prior to their deadline or desired date of visit. This allows for appropriate consideration and attention to be granted to each request made in these areas. Please respect the Student Services 5 Day Rule.

#### **TYPES OF CREDIT**

1. Twenty-three credits are required for graduation.
2. Only completed subject credits will count.
3. Transferred credits will be evaluated to correspond to SCHS standards. In certain cases, credit will be given for subjects not offered in our school.
4. All one-year courses count as one credit. All one-semester courses count as one-half(1/2) credit.
5. Credit Recovery - Students who are behind in credits may enroll in the SCHS after school credit recovery program at the discretion of the principal.
6. Dual Credits - Kaskaskia College and SCHS have agreed to allow certain courses to be given credit both at Kaskaskia College and SCHS. See your counselor regarding these courses.
7. Credits earned through summer school programs will be accepted towards graduation.
8. Seniors who pass the Consumer Education Proficiency Exam will have their transcripts marked as having fulfilled the Consumer Education graduation requirement.

#### **GRADUATION PARTICIPATION**

The graduation ceremony is a formal, public recognition of those students who have met the requirements for graduation. The Board of Education presents each graduate with a diploma signifying this accomplishment. Commencement is not a recognition of four years of attendance.

Each year there are senior students who, for various reasons, do not complete the requirements for graduation prior to the end of the school year.

It is important to remain consistent with and follow Board policy. Therefore, only graduating seniors will wear a cap and gown, march in the processional and recession and be called for presentation of diplomas. In certain unusual circumstances, the Board of Education may choose to recognize a member of the senior class who has not yet completed all requirements for graduation. The Board of Education may allow a non-graduating senior to be recognized in Commencement if:

1. The student was 'on track' to complete graduation requirements prior to the onset of the illness or accident;
2. The failure to complete the required credits is a result of a serious medical condition or a serious accident; and
3. The parents provide verification of the severity of the student's condition from the attending physician.

### **REQUIREMENTS FOR GRADUATION**

*Students must meet ALL graduation requirements listed below in order to march in the graduation ceremony.*

1. Twenty-three credits are required for graduation. 17 core credits and 6 elective credits. The following requirements must be met to qualify for graduation:
  - a. Language Arts - English I, II, III and IV (Students are required to be enrolled in an English class each semester of their attendance).
  - b. Social Studies – 2.5 credits (One credit must be received in U.S. History, one credit must be either in World History or Geography, and .5 credits must be in Civics.)
  - c. Math - 3 credits
  - d. Science - 2 credits
  - e. Health - 1/2 credit
  - f. Successfully complete the United States and the Illinois Constitution tests.
  - g. Business Concepts or Resource Management – 1/2 credit  
Or Agri-Business Concepts – 1 credit
  - h. Physical Education – 3 ½ credits (3 credits for early graduates) unless waived.
    - Exemption from Physical Education: All SCHS students are required to take Physical Education. The only exceptions are listed below.
      1. *Medical excuse* – a written statement from a physician excusing a student from physical education for a definite period of time (grades 9, 10, 11, 12).
      2. *Varsity athletes* - involved in varsity athletic competition during a semester may ask to be excused from physical education during that particular semester (grades 9, 10, 11, & 12).
      3. *Band* – students participating in Marching Band may be exempt from physical education for the marching season only.
      4. *Academic* – The following circumstance constitutes the conditions for an academic exemption:
        - a. Credit make-up – a core course/credit is needed for graduation.

- b. College Prep / Vocational Tech – must have a documented justification for the course(s) needed to enter a post-secondary institution. This option pertains to seniors only.
  - i. Vocational, Music, Art, Drama, or Foreign Language - 1 credit.
- 2. All SCHS required courses must be taken at SCHS except when a failure is being made up in a summer school program or alternative school and has SCHS approval.
- 3. All classes for which credit is granted, except Driver Education and Supervised Agricultural Experience, will be counted in the cumulative grade point average.
- 4. Student speeches at graduation will be determined through a selection process of students with a GPA higher than 4.0 after seven (7) semesters. Graduates who receive academic honors of Cum Laude will be recognized with special designations during the graduation ceremony. Foreign exchange students will not be eligible for academic honors.
- 5. Students must be enrolled in seven (7) classes per day (one may be a study hall) unless they are seniors in an approved college course or a returning fifth year student.  
(See Kaskaskia College Half Day Agreement)

#### **7TH SEMESTER GRADUATION**

- 1. Students may apply for seventh semester graduation under the following conditions:
  - a. Application must be submitted in writing to the Principal prior to spring break of the junior year.
  - b. All required credits, including all local and state requirements, must be completed.
  - c. Students must complete nineteen credits by the end of the sixth semester to be eligible to apply.
- 2. Students not planning to participate in Spring Commencement will be issued a diploma after grades and other obligations are completed.
- 3. Students planning to participate in the graduation ceremony will be issued a final transcript after all grades and obligations are completed. They will then receive their diploma at the Spring Commencement.
- 4. All social ties with the school will be severed at the end of the semester. This includes Prom, unless the student will attend as the date of another junior or senior.
- 5. The students may participate in graduation ceremonies if they attend all graduation practices and meet other guidelines as may be established by the Principal. It will be the responsibility of the student to meet with the Principal to discuss dates and times for graduation practices or any other information necessary for graduation ceremony.
- 6. A form must be signed by the student and the parent agreeing to the above conditions.

### **5<sup>th</sup> YEAR SENIORS**

The following stipulations apply to students who return for a fifth year to fulfill their graduation requirements. 5<sup>th</sup> year Seniors:

1. Are not included in the Senior class rank
2. Are not eligible to run for Senior class officer or activities, but are able to vote.
3. Are eligible to attend Homecoming and Prom activities

### **POST SECONDARY AND MILITARY VISITS**

Students are encouraged to make college and post-secondary visits on SCHS non-attendance days. However, juniors and seniors may, after following the appropriate procedure, use two days for visits.

Additional days for military and college visits must be approved by the administration. Visits will be approved only for students who have a reasonable chance of acceptance to the institution they are visiting. The initial visit must be scheduled prior to April 30<sup>th</sup>.

Following are the proper procedures:

1. Initiate the request with your counselor in Student Services at least 5 school days in advance of the planned visit.  
**Remember the Student Services 5 day rule.**
2. Schedule or verify the appointment with the college or military. There must be a specific time, meeting place, and contact person.
3. Obtain the signatures of teachers and a parent on the Post-Secondary or Military Visit Form provided by your counselor.  
**Submit the form to the Main Office a minimum of 2 days prior to the visit.**
4. Take the Proof of Visit Form to your appointment. Obtain the necessary signature.
5. Submit the Proof of Visit Form to the Main Office on the next school attendance day. **Failure to return the signed form will result in the absence from school counting towards an attendance policy day.**

### **DROP OUTS**

Students who drop out of SCHS will receive a grade of "W" (withdrawal) in all classes for the semester.

### **MEDICAL WITHDRAWALS**

Students unable to complete a semester's worth of work due to extenuating medical circumstances may also be eligible for a grade of "W" (withdrawal) in all classes. The medical condition must be verified in writing by a licensed physician.

## **EXTRA-CURRICULAR**

### **ATTENDANCE**

A student must be in attendance from the start of 5th hour through 8th hour in order to participate in any extra-curricular activity on the day of the event. A doctor's note must be provided if a student is not in attendance in order for that student to participate.

### **DRUG AND ALCOHOL TESTING PROGRAM**

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extra-curricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation.

### **NATIONAL HONOR SOCIETY**

1. A faculty council appointed by the Principal will have the responsibility of selecting the National Honor Society each year. The NHS Advisor serves as chairperson of the council but, is a non-voting member. Based on a student's cumulative grade point average of 3.6 on a 4.0 scale, a junior or senior is invited to complete an information form in order to be considered for membership in the National Honor Society. A student is not considered unless he/she does this. Completing the form does not guarantee selection. The faculty council will base their decision on the information provided, input from the entire faculty, and their best judgment of a student's character.

The four areas of scholarship, leadership, service, and character are the basis for selecting members of the Society. If a student qualifies academically for NHS, the scholarship requirement is assumed.

A secret ballot vote is taken in each of the three remaining areas, on each student considered for induction. If a student fails to get the majority (3) of the faculty council to vote "yes" in each area, the individual cannot be inducted. To qualify in the area of service, a student must be able to demonstrate several examples of service to others for which he/she was not compensated.

2. A member is required to maintain the four qualities which permitted his selection to the Society. If a member falls short in one of the areas, he/she will receive a written warning from the Advisor. If the problem persists, the faculty council may be reconvened to determine whether or not the person should be removed. However, in the case of a flagrant violation of school rules or civil laws, a warning is not necessary for dismissal. The faculty council may meet and consider the circumstances. If the faculty council believes that dismissal may be warranted, the member should be notified in writing of the violation and the possibility of dismissal. A hearing should then be scheduled. A parent/guardian may be present with the member but the primary focus of the hearing will be to allow the member to present his/her case.

If a member is dismissed, written notice of the decision should be sent to the member, his/her parents, and the Principal. The member must then surrender the NHS emblem, membership certificate, and all other NHS materials to the Chapter Advisor. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter. A student who is dismissed or who resigns may never again become a member of the National Honor Society.

3. The National Society requires that all chapters perform a minimum of two service projects each year. Our chapter sets a minimum goal of three projects per year with the expectation that more than three will probably be completed.

### **STUDENT COUNCIL**

The Student Council works to improve the school by acting as a sounding board for students, faculty, and administration. The Student Council is comprised of seniors, juniors, sophomores, and freshmen. Each year, three new members from each class are elected to join the existing Student Council.

### **CLUBS/ORGANIZATIONS/ACADEMIC TEAMS**

- |                             |                   |
|-----------------------------|-------------------|
| * ACADEMIC CHALLENGE (WYSE) | * GAMING CLUB     |
| * ART CLUB                  | * MATH TEAM       |
| * BIBLE CLUB                | * MOCK TRIAL      |
| * DRAMA                     | * PEER HELPERS    |
| * FBLA                      | * SCHOLAR BOWL    |
| * FCA                       | * STUDENT COUNCIL |
| * FFA                       | * THOUGHTWELL     |
| * FOREIGN LANGUAGE          | * YEARBOOK        |

### **ATHLETICS**

- |                         |                  |
|-------------------------|------------------|
| * BASKETBALL – BOYS     | * FOOTBALL       |
| * BASKETBALL – GIRLS    | * GOLF – BOYS    |
| * BASEBALL              | * GOLF – GIRLS   |
| * BASS FISHING          | * SOCCER – BOYS  |
| * BOWLING – BOYS        | * SOCCER – GIRLS |
| * BOWLING – GIRLS       | * SOFTBALL       |
| * CHEERLEADING          | * TENNIS – BOYS  |
| * CROSS COUNTRY – BOYS  | * TENNIS – GIRLS |
| * CROSS COUNTRY – GIRLS | * TRACK – BOYS   |
| * DANCE TEAM            | * TRACK – GIRLS  |
| * E-SPORTS              | * VOLLEYBALL     |

## **IHSA – ILLINOIS HIGH SCHOOL ASSOCIATION**

### **IHSA REQUIREMENTS**

The IHSA requirements must be met by all students in order to participate in any IHSA activity. NCAA information can be obtained from Student Services or the Athletic Department.

#### **Athletic Eligibility Rules**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal.

#### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11<sup>th</sup> school day of the semester.
- C. If you attend school for ten(10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.

- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

**2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. You have paid tuition to attend a public school for a minimum of 7<sup>th</sup> and 8<sup>th</sup> grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7<sup>th</sup> and 8<sup>th</sup> grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

**4. Transfer**

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*



- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer.
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer.
  - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

**5. Age**

A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season.

**6. Physical Examination**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

**7. Amateur Status**

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

**8. Recruiting of Athletes**

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal or an administrator at the school, not a member of the coaching staff.

#### **9. School Team Sports Seasons**

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### **10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **11. All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contest in any of these sports and still play for other school teams, provided:
  - 1. The high school season in that sports has been completed; You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

### **12. Coaching Schools**

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - 1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 31, 2004).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

### **13. Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The Complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).**

## **WILDCAT CODE FOR STUDENT ATHLETES**

### **PURPOSE**

Participating in student athletics is considered an extension of, but separate, from the regular high school program. While the regular curricular program is a right afforded to each student, participation in the extra-curricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthful living habits, discipline, leadership, teamwork, opportunities to participate in fun activities and respect for rules and regulations. It is to these ends that a Wildcat Code is established for young people taking part in the student athletics program.

The acceptance of participation in student athletics involves a commitment by the participant to adhere to the Wildcat Code as developed by School District #600. It is the responsibility of the coaches and sponsors to inform participants of the code and to enforce the code in a fair and consistent manner; it is the participant's responsibility to be aware of the Wildcat Code and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

### **ACADEMIC ELIGIBILITY**

Failure to be passing five classes at the end of any week will make the student academically ineligible for the following week. Failure to pass five classes at the end of a semester will make the student academically ineligible for the following semester.

### **EXPECTATIONS FOR WILDCAT ATHLETES**

The Student should:

1. Strive for excellence in academics as well as extra-curricular activities.
2. Travel on school-arranged and approved transportation for all away-from-school events.
3. Be responsible for all equipment and/or clothing issued for an activity as well as its return at the end of the activity.
4. Submit to an annual physical exam for participation in athletic activities.
5. Adhere to all rules set forth in the Wildcat Code for Student Athletes.
6. In competition, in practice, in public, and in social media, a Wildcat should:
  - Play according to the rules
  - Be gracious in victory and emotions
  - Have control of his/her emotions
  - Respect the judgment of others
  - Be on time
  - Accept constructive criticism from coach or sponsor
  - Take pride in himself/herself and school
7. Be in attendance at school, practices, contests and performances.

8. Refrain and abstain from use or possession of tobacco, including e-cigarettes, alcohol, and prescription or non-prescription drugs. This statement shall cover a student's four year career at Salem Community High School. Violations do not return to the first offense at the start of a new school year.

Testing Policies:

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation.

**SOCIAL MEDIA POLICY**

Playing, competing, and representing S.C.H.S. is a privilege. Student-athletes at S.C.H.S. are held in the highest regard and are seen as role models in the community. Student-athletes have the responsibility to portray their team, school, and themselves in a positive manner. Texting, Facebook, Twitter, Instagram, Snapchat, Tik Tok and other social media sites have increased in popularity, and are used by a majority of the student-athletes at S.C.H.S.

Student-athletes should be aware that third parties – including the media, faculty, future employers, college coaches, and school officials – could easily access social media profiles and view all personal information. This includes all pictures, videos, comments, posts, and posters. Inappropriate material found by third parties affect the perception of the student-athlete. This can also be detrimental to a student-athletes future college and career plans.

Policy:

Students will not engage in inappropriate, harassing, demeaning, threatening, or offensive behaviors while participating in online communities.

Procedures:

Examples may include, but are not limited to, depictions or representations of the following:

1. Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence. No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
2. Photos, videos, comments or posters showing the personal use of alcohol, drug and/or tobacco. E.g. no holding cups, cans, shot glasses, etc.
3. Photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
4. Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

5. Content online that would constitute a violation of team or school rules. (Examples: making negative comments publicly about a coach, teacher, classmate, athletic opponent, official, staff member, school employees.
6. Information that is sensitive or personal in nature or is a proprietary to the S.C.H.S. athletic program or the school, which is not public information. (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries.

Consequences: School officials will follow the consequences of the Wildcat Code if a student-athlete is found in violations of the Wildcat Code social media policy.

### **EXTRA-CURRICULAR DRUG AND ALCOHOL CONSEQUENCES**

Code items 1-8: Penalties shall be determined by individual coaches/sponsors or by policy.

#### **Code item 9: SUBSTANCE ABUSE**

- a. If a student, prior to being found in violation or selected for the Drug Testing Program, initiates contact with a school official indicating that the student has a chemical problem, and if the student consents to and participates in a treatment program, no penalties will be levied on the student.
- b. **First Offense:**  
When an SCHS student breaks the school policy or tests positive in the SCHS Drug Testing Program, and/or is issued a citation, and/or is convicted, for substance related offenses, the student/athlete will be suspended from 20% of the total contest. The 20% of total contest/performances may run into the next school year or sports season. The student may continue to practice/rehearse. Reinstatement will be after a conference with the concerned parties.
- c. **Second Offense:**  
When an SCHS student breaks the school policy or tests positive in the SCHS Drug Testing Program, and/or is issued a citation, and/or is convicted, for substance related offenses, the student/athlete will be suspended from 60% of the total contest. The 60% of total contest/performances may run into the next school year or sports season. The student may continue to practice/rehearse. The student must consent to and participate in an entry-level assessment program before being permitted to re-enter the extra-curricular program. Reinstatement will be after a conference with concerned parties.
- d. **Third Offense:**  
The student will be removed from the extra-curricular program. If the student wishes to be reinstated to the program at any time, the student must appeal to the Wildcat Code Council, which will determine the status of the student, after a chemical dependency assessment is done.
- e. **Summer Time:**  
A SCHS student/athlete who was a student/athlete the previous year and who is found breaking the school policy and/or is issued a citation and/or is convicted of a crime or substance abuse offense during the summer will be suspended as outlined above.

Code item 10: CRIMINAL OFFENSES

a. Misdemeanor:

When an SCHS student is issued a citation for a misdemeanor, and/or is convicted the student/athlete will be suspended from 20% of the total contest. The 20% of total contest/ performances may run into the next school year or sports season. The student may continue to practice/rehearse. Reinstatement will be after a conference with the concerned parties. A second offense will result in a 60% of the total contests. A third offense will result in the student being removed from the extra-curricular program. If the student wishes to be reinstated to the program at any time, the student must appeal to the Wildcat Code Council, which will determine the status of the student.

b. Felony:

When an SCHS student is issued a citation for a felony, and/or is convicted,, the student/athlete will be suspended for the remainder of the current season and one calendar year from the end of that season. Summer infractions will have a one calendar year suspension. Restatement will be after a conference with concerned parties. A second offense will result in the student being removed from the extra-curricular program permanently..

c. Summer Time:

A SCHS student/athlete who was a student/athlete the previous year and who is found breaking the school policy and/or is issued a citation and/or is convicted of a crime or substance abuse offense during the summer will be suspended as outlined above.

**ELECTIONS--CLASS OFFICER, STUDENT COUNCIL, HOMECOMING AND PROM**

Class officers shall consist of a president, vice president, and secretary-treasurer. Elections for sophomore, junior, and senior student council/class officers shall be held in April or May for the following year. Freshman student council/class officers shall be elected in September.

Senior Homecoming Queen and King candidates (three each) and one attendant and one escort each from the freshman, sophomore, and junior classes will be elected in early fall. The Queen/King election will be held in September or October.

Senior Prom Queen and King candidates (five each) and Junior attendants and escorts (five each) will be elected in January. The Prom Queen and King will be elected in April or May.

Election procedures and qualifications for class officers, student council, homecoming, and prom:

1. To qualify to be a candidate, a student must meet the IHSA academic requirements. Students shall be doing passing work in at least 25 credit hours of high school work per week (3.020).
2. Any student whose disciplinary infractions result in two (2) or more different assignments to Crisis Class, or in suspension from class(es) going back one semester will be ineligible for these positions. Additionally, any student who is charged or convicted with a misdemeanor and/or felony criminal offense during the previous calendar year from the date of the election will be ineligible for these positions.



3. The student must take out his/her own petition, get 20 signatures from members of his/her class, sign the petition, and return it to the main office before the specified deadline.
4. Any senior queen or king candidate must be eligible to graduate with his/her class. Eligibility will be based on sixth semester credits for Homecoming elections. For Prom elections, 7th semester credits will be used to determine eligibility. The senior must be passing all classes in which he/she is currently enrolled.
5. All elections will be by secret ballot. The names will be listed on the ballot in alphabetical order. If there should be a tie in the election of Class Officers, Student Council, or Homecoming and Prom Queen and King candidates there will be a run-off election.
6. If the student initially meets the requirements and is elected, but subsequently violates one of the above rules, he/she will be removed from the court or office and replaced by the person next in line by vote count.

## **MEDIA CENTER**

The Media Center is located on the second floor. It is open before school, during each class period (with a pass), at lunch, and after school. At times, teachers bring a class to the Media Center to complete an assignment or may send individuals or groups of students. Students may request a pass to the Media Center during study hall.

1. A classroom teacher may write a pass for a student to give the study hall supervisor.
2. A student may request a pass from the Media Center staff.
3. The study hall supervisor may write a pass for a student to use the Media Center resources.

Students are expected to be on task and use the time constructively.

In addition to thousands of books at SCHS, the online library catalog provides access to ebooks and millions of items shared by libraries in Illinois. Articles and magazines can be accessed in the Media Center subscription databases from the Media Center web page.

Passwords for home access:

<u>DATABASE:</u>	<u>USERNAME / PASSWORD</u>	<u>USE FOR:</u>
<i>Exploring Issues</i>	schs / wildcats	Pro/Con Articles
<i>Mackin Via eBooks</i>	Salem600 / salem600	
<i>Opposing Viewpoints</i>	sale76485	Health & Science
<i>In Context</i>		Reference Magazines
<i>Student Resources</i>	sale76485	Biography, History,
<i>in Context</i>		Literature, Geography, & IL Library Catalogs

## **MEDIA CENTER CHECK-OUT PROCEDURE**

Students should bring items to the circulation desk for checkout. Locally owned materials may be checked out for these time periods:

Books	3 weeks
Ebooks	3 weeks
Magazine back issues	3 days
Reference materials	Overnight



## **CLOSED CAMPUS**

SCHS has a closed campus. The campus is closed for students from the time the student arrives on campus until the dismissal bell rings to end the school day. The doors to the school will remain locked until 20 minutes before the start of school. Upon arrival to school, students must enter the building and may not leave the building, go to the parking lot, or leave the lunch area during their assigned lunch period without prior permission from the office. Only students, school personnel, and registered visitors are permitted on school property during the school day.

## **VISITORS**

Visitors are required to immediately report to and register in the Main Office. This applies both to parents and patrons of the school district as well as students and teachers of other schools.

Students are not permitted to bring guests to school. Non-students who are on campus without approval are subject to arrest.

## **TELEPHONE**

In case of emergency students may use the phone in the Main Office.

## **STUDENT MESSAGES**

Personal calls and messages to students cannot be accepted through school phones. These lines must be kept open for school business. Students will not be called to the phone. Messages are a disruption of class time and cannot be delivered except in the case of a family emergency. Please try to make appointments, bus plans, alternate car rides, etc. before your child leaves for school.

## **ELECTRONIC DEVICES**

Cellular telephones are prohibited from use during the school day. ***Students are to keep cell phones in their locker and turned off or in their car. They are not to have cell phones in their possession.***

Consequence for cell phone policy violations will be as follows:

- 1<sup>st</sup> Warning and student must pick up the phone at the end of the school day.
- 2<sup>nd</sup> Crisis Class and parent/guardian must pick up the phone.
- 3<sup>rd</sup> Crisis Class or Saturday School and parent/guardian must pick up the phone.

## **UNAUTHORIZED MEDIA RECORDINGS**

Any student found to be using an electronic device (cell phone, iPad, etc.) to capture footage without permission will receive disciplinary consequences.

## **PASSIVE ALCOHOL SENSOR/METAL DETECTOR**

A student may be asked to submit to a passive alcohol sensor or metal detector when school officials have a reasonable suspicion the student is in violation of school policy. Any student having a positive reading may be subject to disciplinary action (See Assertive Discipline Plan – Administrative Level).

### **BOOK BAG / BACKPACK / COAT / HANDBAG (PURSE) POLICY**

Students are to place all book bags / backpacks / duffle bags / coats / handbags (purses) in their hallway lockers at the beginning of the school day. They are not to have these items in the classroom.

### **COMMUNICATION TO STUDENTS**

Most announcements and daily bulletins will be given by the Broadcasting class. The telecast will run approximately five minutes. Other forms of communications are bulletin boards, weekly staff bulletins to teachers, and the public address system.

### **SCHOOL SAFETY**

#### **FIRE DRILL INFORMATION**

At the sound of the alarm, students shall form a single line quickly and pass immediately by way of designated exit posted in each room. Under no circumstances shall students go to their locker for any item. Students should move quickly but no running, pushing, or shouting. Upon leaving building, students and faculty should move to a minimum of 150 feet from the building. If the alarm is false, a long ring of the regular class bell will be the signal to return to the building.

#### **TORNADO INFORMATION**

Students should get under anything that will give them some protection. Get away from open doorways and windows. Stay away from fallen or damaged electric wires. Note: Tornado warning will be issued from the main office by the public address system. Teachers will review posted information in each room. Student Responsibilities:

1. Move single file out of the room to lower corridors.
2. Do not go to your locker.
3. Remain quiet and listen for instruction from your teacher or from the Administration.

### **ASBESTOS NOTICE**

This is to inform the students, employees, and public that Salem Community High School Main Building and Agriculture Building do have asbestos-containing building material in four areas:

1. Steam pipe insulation in the Main Building and Agriculture Building.
2. Fifty square feet of plaster in the Main Building, Room 306.
3. Twenty-eight thousand square feet of old floor tile in Main Building.

The material is in excellent condition and shows no signs of damage, deterioration, or delamination. The material has retained its structural integrity and has an undamaged protective jacket that prevents fiber release and will be treated as non-friable (material cannot be crumbled to powder by hand pressure). If a student or an employee observes damage to these asbestos-containing building materials, they should report it immediately to the Maintenance Department.

The Salem Community High School Asbestos Management Plan is available for public inspection at 1200 North Broadway, Salem, Illinois 62881.

The three year inspection was conducted by Jacob Lewis (IDPH License #100-20295) of Environmental Consultants, LLC on January 31, 2022.

### **PEST MANAGEMENT STATEMENT**

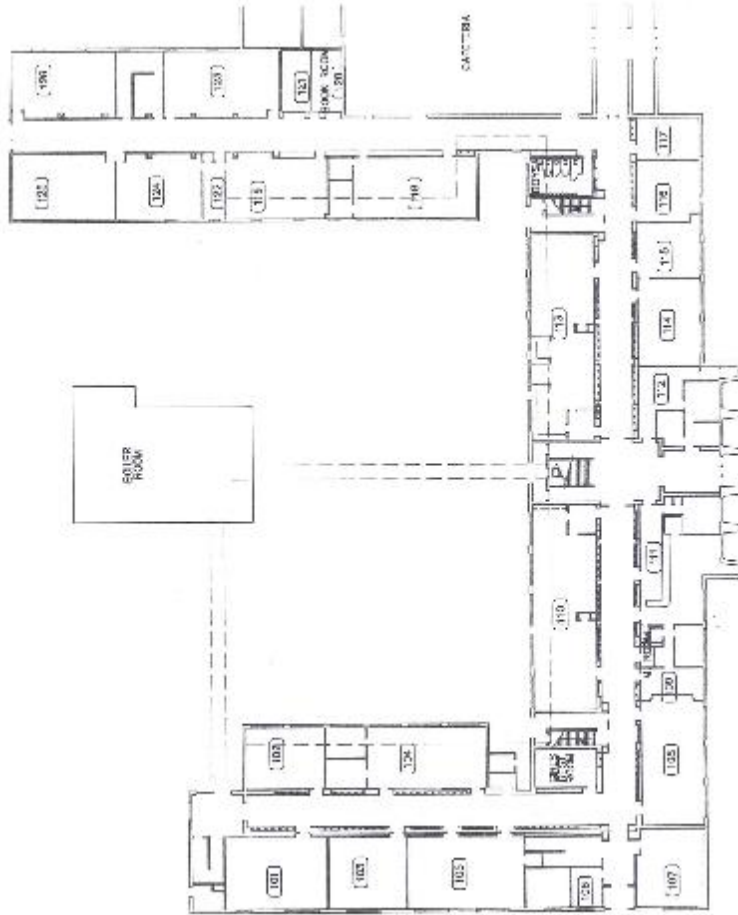
Salem Community High School District #600 has an Integrated Pest Management (IPM) Policy, which incorporates building maintenance, sanitation, physical barriers, and, as a last resort, the safest, most effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application.

In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

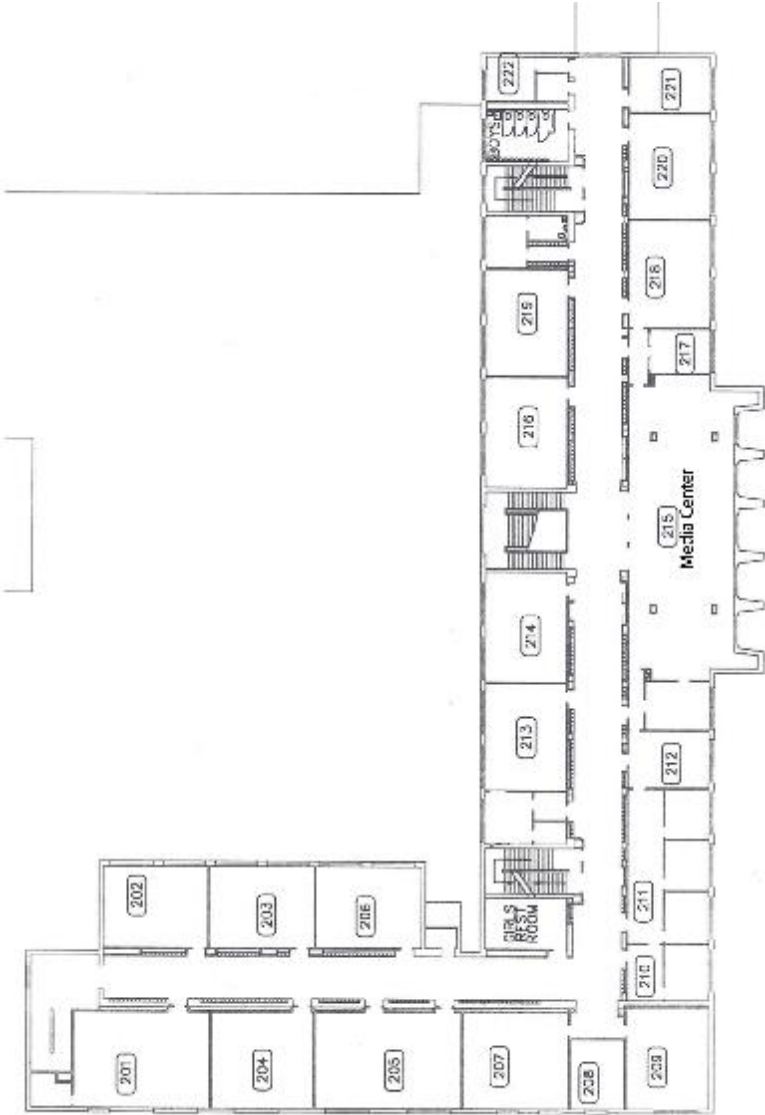
Orkin, Manager  
July 1, 2022

Tom Thomason  
Building and Grounds Director  
Environmental Consultants, LLC., Asbestos Program Manager  
Salem Community High School

# FIRST FLOOR



# SECOND FLOOR

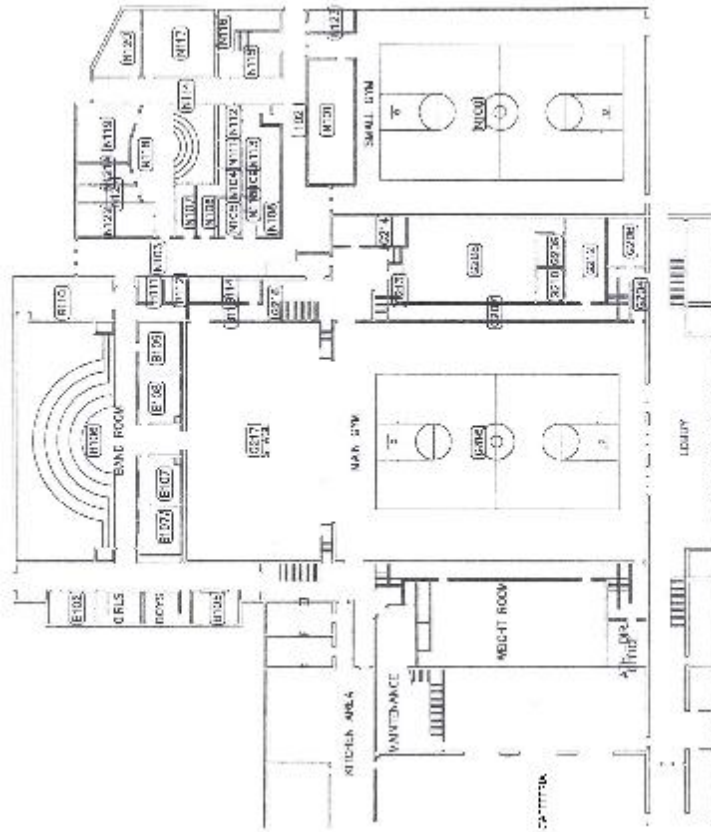


# THIRD FLOOR

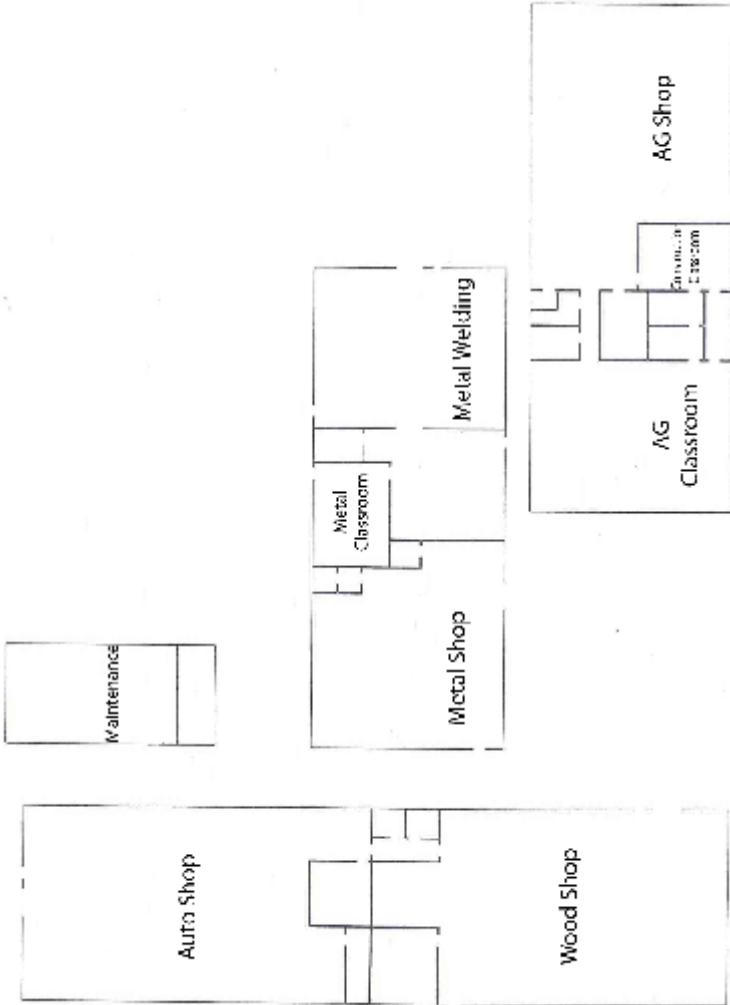




# GYM AREA



# VOCATIONAL BUILDING



# SALEM HIGH LOYALTY

Hark! A sound ringing through the air  
A song of victory.  
Loud the cry comes to everyone,  
It's Salem High Loyalty.

Go on, you team,  
With your scarlet and green,  
And lead us on to victory.

We're rooting for you.  
We know you are true blue.  
May your banner wave on high.

RAH-RAH-RAH

You're the best team in the land,  
And we know you have sand,  
So let us fight right on to victory  
With the Salem High Loyalty.

CHA-HE CHA-HA CHA-RAH-RAH-RAH  
SALEM HIGH SCHOOL RAH-RAH-RAH