

**Clinton High School
2014-2015
Student Handbook**

“Committed to Excellence”

School Song

Tune - Anchors Aweigh
Fight, Fight on Clinton High
March on to Fame
Fight for our dear old high school
and bring glory to her name
So, here's to Maroon and Gold
Shout to the Sky
Rise up you Clinton Fans and
Fight for Clinton
Fight for Clinton High

This Handbook belongs to:

Calendar for the 2014 - 2015 School Year

Clinton Community Unit School District #15

August 2014

S	M	T	W	T	F	S	Total
10	11	12	13	14	15	16	0
17	18	19	20	21	22	23	3
24	25	26	27	28	29	30	5
31	Total						8

School Opens	8/20/2014	1st quarter	39 days
School Closes	6/2/2015	2nd quarter	42 days
		3rd quarter	41 days
		4th quarter	<u>50 days</u>
			172

September 2014

S	M	T	W	T	F	S	Total
1	2	3	4	5	6	4	
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30				1	
Total							20

October 2014

S	M	T	W	T	F	S	Total
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	13	14	15	16	Q	18	3
19	20	21	22	23	24	25	5
26	27	28	29	30	31		5
Total							21

November 2014

S	M	T	W	T	F	S	Total
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	2
30	Total						17

December 2014

S	M	T	W	T	F	S	Total
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	Q	20	5
21	22	23	24	25	26	27	0
28	29	30	31				0
Total							15

January 2015

S	M	T	W	T	F	S	Total
				1	2	3	0
4	5	6	7	8	9	10	4
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	4
25	26	27	28	29	30	31	5
Total							18

February 2015

S	M	T	W	T	F	S	Total
							0
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	3
22	23	24	25	26	27	28	5
Total							18

March 2015

S	M	T	W	T	F	S	Total
							0
1	2	3	4	5	Q	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	5
29	30	31					
Total							20

April 2015

S	M	T	W	T	F	S	Total
			1	2	3	4	0
5	6	7	8	9	10	11	4
12	13	14	15	DE	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30			4
Total							18

May 2015

S	M	T	W	T	F	S	Total
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	25	DW	E	E	E	30	1
31	Total						17

June 2015

S	M	T	W	T	F	S	Total
	E	Q	3	4	5	6	0
7	8	9	10	11	12		0

Symbol Legend

	No Student Attendance
fpt	No School
E	Emergency Days
Q	End of Quarter
SIP	SIP Day
Holiday	Holiday - no school
Workshop	Workshop - no school
DE	Dismiss Early at 2:20
DW	Dismiss at 11:45/WS pm

August 2014	8
September 2014	20
October 2014	21
November 2014	17
December 2014	15
January 2015	18
February 2015	18
March 2015	20
April 2015	18
May 2015	17
June 2015	0
172	

School opens 8/20/2014
 School closes 6/2/2015
 Pupil Attendance Days 172
 Approved Institute Days 4
 Approved Parent/Teacher Conference Days 2
 School Improvement Days 2
 Emergency Days 5
 Must Total (185 or more) **185**

Teacher days = 172 attendance days, 4 Institute Days, 2 P/Tchr Conferences + 2 Full SIP=180 days

Report Cards will be distributed the Friday after the end of each quarter.

Parent Teacher Conferences HS/JH on Sept. 23 and Sept. 25 from 4:00 - 8:00 and Feb. 3 and 5 from 3:45 - 7:45

Parent Teacher Conferences K-5 on October 21 and 23 from 4:00-8:00 and March 10 and 12 from 3:45-7:45

BOARD OF EDUCATION

The Board of Education meets on the third Tuesday of each month at 6:30 p.m. at the Junior High library.

Rod Wertz President bcarter@cusd15.org	Tom Pruser Vice President rwertz@cusd15.org	Nancy Stokowski Secretary nstokowski@cusd15.org	John Blythe jblythe@cusd15.org
Buck Carter bcarter@cusd15.org	Mark Haas mhaas@cusd15.org	Ron Savage rsavage@cusd15.org	

UNIT OFFICE 935-8321

Dr. Jeff Holmes Superintendent jholmes@cusd15.org	Lynn Westhoff Business Manager lwesthoff@cusd15.org	Steve Hamilton Food Service Director shamilton@cusd15.org	Bob Munds Technology Director bmunds@cusd15.org
Justin Volker Technology jvolker@cusd15.org	Dorothy Harrold Technology dharrold@cusd15.org	Jill Martin District Nurse jmartin@cusd15.org	

HIGH SCHOOL 935-8337

Jerry Wayne Principal jwayne@cusd15.org	Robert Svencner Assistant Principal bsvencner@cusd15.org	Barry Gurvey Athletic Director bgurvey@cusd15.org	Sara Keag Guidance Counselor skeag@cusd15.org	Beth Nelson Guidance Counselor bnelson@cusd15.org
Lynne Severson Principal Secretary lseverson@cusd15.org	Julie Griffith Asst. Prin. Secretary jgriffith@cusd15.org	Carrie Nixon Athletic Secretary cnixon@cusd15.org	Dana Lobb Guidance Secretary dlobb@cusd15.org	

STAFF

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ALTERNATIVE EDUCATION 935-9410

Katy Arnold karnold@cusd15.org	Kate Melia kmelia@cusd15.org
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GENERAL INFORMATION

ABSENCES

Students are limited to eight days of absence per semester.

Any student receiving an unexcused absence will receive a "0" for all missed work. The student has the option to serve a one day in-school detention to complete the make-up work and receive credit. *Any absence after eight days in a semester will automatically be unexcused*; a parent/guardian may appeal this to the attendance committee. At the hearing, written documentation must be provided three days in advance of the hearing. Generally, unavoidable illness or extreme emergency will be the only criteria considered.

College days, field trips, school sanctioned events, and out of school suspensions, do not count towards the eight days. The attendance committee will consist of an administrator, one guidance counselor, school nurse, and one certified teacher.

Excused absences shall be for the following reasons only:

- * Verified personal illness
- * Verified doctor appointment
- * Bereavement
- * Quarantine
- * Family emergencies
- * Observance of religious holidays
- * Written requests approved in advance by the administration. i.e., vacations, college days

Legal guardians must call the school office to report all absences. If a parent/guardian neglects to report an absence, that student will be considered truant for the school day. Parent/guardians will have three days after a truancy to report an absence to the school office by telephone. NO written notes will be accepted. Whenever possible, appointments should be made before or after school hours.

Parents/guardians are required to call in their child's absence to the school before 9:00 A.M. on the day of the absence. The attendance line can be accessed by calling 935-8337, enter "2" at the recording to leave attendance related information. For your convenience, calls may be made 24 hours a day.

Calls and notes by the students are not allowed or accepted.

ACCREDITATION

The Clinton Community High School is rated by the Department of Public Instruction of the State of Illinois as a recognized four-year high school.

ANNOUNCEMENTS

Each school day, announcements of interest to students will be televised during the third period class. All students are advised to pay close attention to the announcements each day. The intercom may be used when absolutely necessary. All announcements should be turned into Mrs. Harrold by 12:30 p.m. the day before they are to be broadcast. Announcements must be approved by a faculty member.

ASBESTOS – PUBLIC NOTIFICATION

The following notification is released for compliance with the regulations of the Federal AHURA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Clinton Community Unit School District #15 Superintendent's Office.

**This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Clinton Community School District #15. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing material. Materials containing asbestos have been found in the following school buildings: Douglas, Washington, Webster, Junior High and High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.*

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (APM), Mr. Alan Trago, Clinton Community Unit School District #15, 1210 Route 54 West, Clinton IL 61727 (217) 935-8321.

ATTENDANCE - REQUIREMENT FOR CREDIT

Illinois school code requires compulsory school age attendance (§105 ILCS 5/26-2a). **Valid cause for student absence shall be illness, observance of religious holiday, death in the immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by the board of education.**

The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 years to cause such child to attend school the entire time it is in session during the regular school term.

If a student needs to leave school, he/she must report to the assistant principal's office and observe the following regulations:

- * Have a parent/guardian call the office; or request that the office notify the parent/guardian by phone. Parents/guardians are expected to transport students unless other arrangements are made. If the parent/guardian cannot be contacted, the emergency contact person may give consent.
- * Students are not allowed to leave the school without permission unless judged an emergency situation by the administration.
- * Once permission is granted, the student must sign out in the office.
- * Any student signing out ill during the school day may not return to school for the remainder of the day.

Any student leaving school without following the above procedures may be placed on in-school suspension and receive an unexcused absence from the classes missed.

A student may not leave the building for any reason, including going to the parking lot, without prior approval by the assistant principal. If one does so, it is considered truancy.

On occasion, family activities necessitate a student being absent. When this happens the student must:

- * Present a note signed by the parent/guardian requesting permission to be absent. This must be done in advance of the absence.
- * Contact each teacher for class assignments in advance of the absence. Each teacher must initial the form before it is returned to the office.

Trips of educational value and holy day observances must be prearranged and authorized by the assistant principal's office or they will be counted as unexcused. Vacation absences must be pre-approved in advance for them to be excused.

The school does not sanction any type of "senior skip" day. Students are expected to be in school every day.

BUS TRANSPORTATION

The district's responsibility is to transport students whose residence is 1½ miles or more from the school, to/from designated pick-up and drop-off locations. Any variance from the designated pick-up/drop-off locations will require the parent/guardian to submit a written request to be approved by the building administrator and director of transportation prior to allowing the students to be transported to/from an alternate location. The district will allow an exception only for the purpose of **long-term** childcare which would require the child to be picked up from and/or delivered to the location of the childcare provider.

If your child's schedule changes and he/she will not be riding the bus home, please notify the school in writing. No last minute bus changes will be allowed.

The school district will continue to provide shuttle service between schools. Students who shuttle will be assigned to a bus and will ride the same bus daily.

The guidelines above will assist the school district in providing safe and efficient bus transportation for all eligible students. If you have any questions, please call Lynn Westhoff, Director of Transportation, 935-8321.

Instructions to School Bus Riders:

- Bus riders are to remain seated when the bus is in motion.
- Bus riders are to keep hands and head inside the bus after entering and until leaving the bus.
- Do not throw anything out the bus windows.
- There will be no loud talking and laughter nor unnecessary confusion that diverts the driver's attention and could result in a serious accident.
- Eating and drinking of food and beverages is not permitted.
- Only video games without sound will be permitted.
- Bus riders will be absolutely quiet when the bus is approaching a railroad-crossing stop.
- There will be no fighting before entering the bus, on the bus, while leaving the bus or at bus stops.
- There will be neither profane language nor disrespect toward the bus driver.
- Bus riders will not tamper with the bus or any of its equipment at any time.
- Vandalism to the bus such as marking or cutting seats will not be tolerated.

Please note: Drivers may assign any or all students to specific seating.

Violation of any of the above rules could result in a suspension.

Gross misconduct may result in immediate suspension of bus privileges. In addition, a student who receives multiple bus conduct reports may be suspended from riding the bus. Parent/guardians will be notified in writing when a conduct report is issued and will be provided a copy of the report. A suspension from a bus does not excuse a student from school. It is the parent/guardian's responsibility to see that his/her child/children attend school on a regular basis. If a child who is suspended from riding the school bus is absent, then that student will be considered truant for the time he has missed.

CANCELLATION OF SCHOOL

When it becomes necessary to close school, please tune to WJBC, WHOW, WSOY, WDZ, WBNQ and WDZQ. Parents will be called when school is cancelled, using the "Skylert" phone program.

CHANGE OF ADDRESS

Students are requested to report to the assistant principal's office when there is a change of address or telephone number. Parent/guardian and/or guardianship status must be reported to the office when a change takes place.

COATS & BACKPACKS

Coats or jackets of any type must be deposited in the student's locker immediately upon arrival to school and remain there for the duration of the day.

Backpacks, large purses and/or personal bags are to be placed in student lockers immediately upon arrival to school and remain there until the end of the school day. Only very small personal bags will be permitted to remain with the student(s).

CURRICULUM RELATED ACTIVITIES

Participation in extracurricular activities offers an opportunity for a more rewarding school experience. However, no student should permit these activities to interfere with school work. Chronic misbehavior problems may result in suspension from extracurricular activities for a period determined by the administration.

DAILY SCHEDULE

DAILY SCHEDULE

1	8:10-8:59
2	9:04-9:53
3	9:58-11:02 (Pledge/Announcements)
4C	11:02-11:32 (lunch 1)
4	11:37-11:57
5A	11:37-12:27
5C	11:57-12:27 (lunch 2)
5B	12:02-12:51
6	12:32-1:22
6C	12:51-1:22 (lunch 3)
7	1:27-2:16
8	2:21-3:10

EARLY DISMISSAL SCHEDULE (2:05)

1	8:10-8:50
2	8:55-9:35
3	9:40-10:35 (Pledge/Announcements)
4C	10:35-11:05 (lunch 1)
4	10:40-11:20
5A	11:10-11:50
5C	11:20-11:50 (lunch 2)
5B	11:25-12:05
6	11:55-12:45
6C	12:05-12:35 (lunch 3)
7	12:40-1:20
8	1:25-2:05

Students should not arrive at school before 7:30 a.m. as the hallways will not be open. Teachers are available to help students between 7:45 a.m. and 8:10 a.m. as well as between 3:15 p.m. and 3:45 p.m. Meetings may be held before school in the sponsor's classroom or designated area. Students remaining in the building after 3:30 p.m. are expected to be working with and under the direct supervision of a faculty member.

DANCES

All dances at Clinton High School are exclusively for Clinton High School students and their guests. Each student is limited to one guest. Guests must be of high school age or older, but no older than 20 the day of the dance. Guests must be signed up in the office and the appropriate form completed one week prior to the dance. Appropriate dress is required for admission to the dance. All school rules concerning student behavior pertain to dances. Once a student leaves a dance, he/she is not permitted to return.

DELIVERIES

Delivery of any materials of any kind of a personal or private nature to students is prohibited. (Valentine's Day and birthdays are the only exceptions).

DRESS & APPEARANCE

A correlation exists between one's attitude, behavior and his/her appearance. Students are expected to dress with dignity and in good taste for school and school events. Cleanliness and neatness of dress are conducive to good citizenship and good school morale.

- * Students must be covered from shoulder to mid-thigh; dresses and tops must have shoulder straps.
- * Footwear must be worn.
- * Articles of wearing apparel displaying indecent patches, writing, pictures, or obscene/ suggestive slogans are prohibited as well as clothing with liquor or tobacco advertisements.
- * Any jewelry, which is disruptive to the educational process, may not be worn. E.g., chains which "jingle" when a person moves while sitting in his/her desk.
- * No hats, hoods, or head scarves are to be worn in the building.
- * No undergarments are to be showing at any time.
- * The school also has the authority to prohibit any student dress or grooming which:
 - (1) causes a safety concern;
 - (2) May cause a substantial or material disruption; or
 - (3) Interferes with the school's positive teaching/learning climate

Any student whose appearance is disruptive to the educational process, is unhealthy, unclean or unsafe will be sent home to make the necessary adjustments. Class time missed for dress code violations is unexcused.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions or actual or potential marital or parent/guardian status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

FEES

Textbook rental fees are set by the Board of Education and are due on registration day. Additional fees are charged in those classes that require additional supplies. This amount is kept to a minimum. If it is necessary to use a time payment plan, please work out these special arrangements with the principal's office. Non CCHS students taking classes here (e.g., drivers education, shop, band, etc) will be charged registration fees paid by CCHS students. Those students are also subject to CCHS handbook policies while on CCHS school premises.

FIELD TRIPS

At various times throughout the year, field trips are planned to supplement the curriculum. Field trips are an extension of the school (classroom) and all rules must be followed just as though the student were in school.

- If a teacher is planning a field trip, they will post the roster via email and if no other instructor indicates concern regarding a student attending, the roster will remain and all students are clear to attend.
- If a student is failing a class, the teacher of said class may keep the student from attending a field trip with another teacher. This will be coordinated between the field trip instructor and the teacher whose class he/she is failing.

Parent/Guardian Permission/Notification Guidelines:

- For out of town field trips, parent/guardian permission slips are required.
- For in town field trips that require a bus/van, parent/guardian notification is required.
- For in town field trips that require no transportation (walking trips), parent/guardian notification are optional.
- Please note- on occasion when a walking trip is planned, inclement weather may necessitate a quick request for school transportation. In that event, parent/guardian notification may not be practical. If a parent/guardian is not comfortable with this and desires to be notified in advance, please contact the principal's office at the beginning of the year and every effort will be made to contact. If we are unable to contact, your child will remain at school.

In order for a student to participate in in any non-educational field trip, the student must meet the following requirements:

1. The student must be passing all academic classes.
2. The student must have had no suspensions within the previous semester.
3. The student must not have exceeded the maximum number of absences allowed for any one class as outlined in our attendance policy.
4. Teachers and administrators retain the right to refuse any student from being able to attend for reasons other than those described above.

HAZING/BULLYING

Hazing or bullying is not allowed at Clinton High School. Soliciting, encouraging, aiding, or engaging in hazing or bullying is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Bullying is defined as a conscious, willful, repeated and deliberately hostile act intended to inflict pain, discomfort, embarrassment, and/or induce fear through violence, the threat of violence or humiliation. Bullying can be any gesture, verbal, or written expression (including in electronic form), or physical act that a reasonable person should know will hurt another person, damage another student's property, or place another student in reasonable fear of harm. In bullying situations, there is always an imbalance of power between the bully and the victim. The bully consciously abuses their power and demonstrates a consistent pattern of disrespect for their victim.

HEALTH POLICIES

Head Lice Policy

The staff is to notify the office if a child is suspected to have head lice.

The school nurse, principal, or office secretary will confirm the presence of signs and symptoms compatible with head lice infestation. If confirmed, the parents will be notified.

Students who are found to have **live** head lice present will be sent home for treatment. All siblings of case-child will be identified and checked. Upon return, the parent must submit a note stating that the student has been treated. Returning students are to report directly to the nurse. The student will be rechecked and if a live infestation remains, that student will be sent home again. If no evidence of live infestation, the child may remain in school.

HOMEBOUND INSTRUCTION

Instruction in the home will be provided by the school in cases of extended physical incapacitation. A medical certification form secured from the unit office must be completed by a licensed physician certifying the reasons for the absence and an approximate time the student may return to school. The completed form needs to be approved by the principal.

The following classes are not suited for homebound instruction: All Industrial Technology classes, 3D Art classes, Digital Photography I & II, Intro to FACS, Foods I & II, Greenhouse Production, Pre-Vet, AP Chem, Physics, TV Production, Yearbook, Technology Skills, Microsoft Office, Multimedia, Web Technologies, Advertising & Marketing.

HOMEWORK REQUESTS

You may contact a teacher by e-mail to request homework after one day of absence, ***but the staff must have at least one school day to get the assignments together.***

HONORS

Students may apply each semester for "Honors" privileges. If approved for the program, the student will be issued a badge indicating "honors" and will be entitled to special privileges, to be determined by the office of the assistant principal.

There will be an application form and the student must obtain the signatures of all their teachers who will be a reference for you indicating that they will attest to your good character, trustworthiness, responsibility and commitment to Clinton Community High School. **The student agrees to observe all rules of Clinton Community High School, to assist in the cleanliness of the building and report to the assistant principal or principal, any acts by others which damage school property or any act which damages the integrity of this institution.**

Minimum Requirements:

1. **All** instructors' signatures.
2. **No suspensions** of any type for the previous semester.
3. **GPA of 3.0 or above for previous semester AND no grade of a D or F** in any subject for the previous nine weeks.
4. **No semester failures.**
5. **No parking lot** or driving violations; **No behavior problems** at any school functions.
6. **No more than six discipline points for the current nine weeks in all classes.**

Cause for immediate revocation of "honors" privileges:

1. Any suspension or Any parking lot driving violation
2. The accumulation of seven (7) or more points for the semester in all classes combined.
3. GPAs (for the quarter) will be checked at the end each grading period. If grade drops below a C in any class, Honor badge privileges will be revoked.
4. Unexcused absences for two or more days
5. Failure to have a badge properly displayed. (Must be worn around your neck)
6. Going to the locker before the buzzer without permission.
7. Being in the halls during class time.

NOTE: Honor Students will not be allowed in the commons during lunch times.

Privileges with the Honor's program:

Honor's badges must be displayed at all times when using the honor privilege. If lost, a \$5.00 replacement fee will be assessed to replace. When using the privilege, the student must check-out of the scheduled study hall with the instructor for that period prior to going to the **commons area** during their scheduled study hall time. You are not to be in any other part of the building (including hallways). Please be aware of emergency exits while you are in the commons area.

INSURANCE

The Clinton School District offers students school time insurance coverage for students in grades K-12. This insurance is provided at no cost to the parent/guardian and is intended to be **secondary coverage** to fill the gaps created by the primary insurance carrier.

However, any student participating in sports must either purchase the 24-hour insurance coverage or football insurance for football participants, or have the parent/guardians/guardian sign a waiver indicating the student is covered by his own or a family plan.

In the event of an injury at school, the following procedure should be followed:

- * Have the supervising teacher fill out an accident report and submit to the principal for review and signature within one day of the injury.
- * The principal's office will fill out a claim form and mail home to parents along with instructions for reimbursement of medical bills not covered by the student's primary insurance.

Insurance - "Good Student" Discount

A student wishing to have an insurance verification form completed for a "good student" auto insurance discount may do so in the guidance office. Forms are obtained from your insurance company. Please allow one day for the forms to be completed.

LAWN CARE APPLICATION NOTIFICATION

It is necessary from time to time, to apply pesticides, herbicides and fertilizers, etc. to school grounds. It is our obligation to properly notify parents that have requested when such an application is to occur. We must adhere to the Lawn Care Products Application and Notice Act. (415 ILCS 65/1 et seq) 105 ILCS 5/10-22.6 to quality First Act (P.A. 89-610)

A written notification will be distributed to students at school at least 2 days prior to the lawn care application. Please note that notification is not required if spraying is necessary to protect property.

LIBRARY

The library will be open from 7:45a.m. to 3:45 p.m. A student may check out books for a two week period. Magazines and vertical file pamphlets are circulated for one week. Reference books are not to be checked out unless special permission is given by the librarian.

Classroom teachers may issue passes to students for library-related work. Students are to use the library before or after school and are expected to maintain reasonable silence and keep the area neat and clean.

LOCKERS

Student lockers will be assigned at registration. Each student is responsible for the appearance and contents of his/her locker. Do not allow anyone to know your combination. If you feel someone knows your combination, you may request it be changed through the assistant principal's office. If anything is missing from your locker, you should report it immediately to the office.

School personnel reserve the right to conduct search and seizure without notice to or consent of the student and without a search warrant of places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places or areas by students. A student has no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. Evidence secured may be seized and used in disciplinary proceedings or turned over to law enforcement authorities.

LOST AND FOUND

A lost and found is maintained in the main office. Articles not claimed within a reasonable time will be discarded.

LUNCH

Clinton Community High School has a closed campus. Students may not leave at any time during the school day, except for outlined reasons. Students cannot sign out for lunch. **Lunches or food may not be delivered to students.** Lunch is served in the cafeteria area beginning at 11:02 a.m. continuing until 1:22 p.m. (except on early dismissal days). Students should have plenty of time to go through the lunch line, eat and return the tray. Please be sure to clean the table and use the trash containers for their designated purposes.

Students who bring their own lunch must eat in the cafeteria during the periods lunch is being served.

The school also has the authority to prohibit food and beverages from any student(s) and/or area of the building, which: (1) cause a safety concern; (2) may cause a substantial or material disruption; or (3) interferes with the school's positive teaching/learning climate.

MEDICAL APPOINTMENTS

Every effort should be made to schedule medical and/or dental appointments at times that do not interfere with a student's attendance. However, if a student must miss part of a day, the assistant principal's office must be notified in advance. It is preferred that parent/guardians call 935-8337 requesting permission for their child to be excused.

A parent/guardian note is needed for a student to be released from class to go to the office in order to sign out for the appointment.

Students leaving school for appointments must sign out in the office prior to leaving the building. When students return during the school day, he/she must sign in at the office. Students are required to bring **verification** from the doctor/dentist indicating that the appointment was kept. Failure to follow the above procedures will result in the absence being classified as unexcused.

MEDICINE TAKEN AT SCHOOL

Only in cases where failure to take a prescribed medication could jeopardize the student's health and/or education may medication be taken during school. Taking of medication is limited to students with long term chronic illness or disability- including but not limited to diabetes, attention disorders, asthma, seizure activity, epilepsy, and cystic fibrosis, cardiac, neurological, and endocrine disorders. Antibiotics which are prescribed three times daily may be taken before school, after school and bedtime. Parent/guardians may bring medication to students at any time during the school day.

If it is determined that the student must take medication (prescription as well as over-the-counter) at school, the procedure will be as follows:

- * Written orders must first be provided to the school from the physician detailing the name of student, the disease or illness involved, the name of the drug, its dosage, and the time interval between doses. The physician should also

indicate the desired benefits and possible drug side effects. Forms are available in all schools or from local physicians.

- * The parent/guardian shall also provide a written request authorizing the taking of the prescribed medication at school.
(Bottom portion of physician's form).
- * Medication shall be brought to school in a container appropriately labeled by the pharmacy or physician with the (a) name of student; (b) name of medication ©) dosage and time of day medication is to be administered (d) time interval between doses; (e) name of physician and (f) date of prescription.
- * Upon bringing medication to school, students should bring the medication to the school nurse's office where it will be kept in a locked cabinet. Students will be instructed in the self-administration of medication under the supervision of the School Nurse or designated staff members. The School Nurse or designated staff member will administer medications to all students incapable of proper self-administration of medication.
- * The empty pill bottle will be sent home with the student when the child is out of medication. Please fill the container and have the child return it to the School Nurse's Office the next morning before class. At the end of the school year, it is the responsibility of the parent/guardian to pick up the unused medication within one week of the last day of school, as medication will not be sent home with students. One week after the close of the school year, medication will be disposed of by the School Nurse in the presence of an administrator.

School employees will not administer any non-prescribed medication. Students requiring medication may bring medication to school following these guidelines:

- * A statement indicating proper dosage, time and duration signed by the doctor is required.
- * A written request and permission from the parent/guardian to the administrator the drug shall be required.
- * Medication shall be brought to school in appropriately labeled containers.
- * Medication shall be kept in the office until the time it is to be administered.
- * In all cases the school retains the discretion to reject a request for administering medication.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parents are encouraged to contact teachers via e-mail or phone to arrange a mutually convenient time for a conference.

PARKING

Those who use drive their own vehicle to or from school are expected to observe the following regulations, which are made for the protection of the student body and the public. Parent/guardians are responsible for damages resulting from carelessness.

- * All students must park in the west lot, in a north/south direction, leaving ample room between cars to allow a person to leave without difficulty. No parking is allowed along the drive, in front or behind the building or anywhere on the grass.
- * No cars may be parked more than two deep at any place in the lot and cannot be parked in any manner which blocks a thoroughfare, including the areas between the two lots.
- * No parking east of the football ticket booth.
- * No parking facing east next to the unit office.
- * Drive slowly and carefully on school grounds at all times.
- * Violation of any of the above rules could mean the loss of parking privileges at school, a parking ticket, towing of vehicle and/or possible disciplinary action.

All Vehicles on School Property Are Subject to Search.

The person in charge of any vehicle consents to a search of his/her vehicle and its contents, any time it is on school property.

- * Students who drive on school property may have their automobiles inspected by the principal or his/her designee for the purpose of detecting the suspected presence of illegal look alike or unauthorized drugs, alcohol, weapons or stolen objects.
- * Efforts should be made to have the student present, or one or more witnesses will be present during the inspection.

PASSES

Every student needs a pass if he/she is in the corridor anytime during a scheduled period. The teacher's signature indicates approval. The student handbook contains passes that will be used by students and teachers whenever possible.

PHYSICAL EXAMINATIONS - IMMUNIZATIONS

Physical examinations and proof of immunizations are required by law for all students. In order to remain in school, each student must bring proof of physical examination and immunizations. Those who object to the examination for religious reasons must bring a statement of such objection signed by a parent/guardian or legal guardian to the principal's office.

POSTERS

There shall be no advertising or printed material of any nature distributed or displayed on school property without prior approval of the administration. All posters must be approved by the administration or sponsor before they may be displayed on the bulletin boards. Posters are to be taken down at the close of the event by the individual or organization posting them.

RESIDENCY

Any parent/guardian will be required at registration to show evidence of residency if not previously enrolled in the Clinton school system. This can be done by showing a driver's license, voter's registration card or a picture identification that reflects your legal address. The same holds true for new students entering during the school year.

SECURITY

Any persons entering the high school, other than students and building employees of Clinton Community High School must register in the main office. You must sign in, give the reason for being here, receive a visitor's identification badge, and display it at all times while in the building. When leaving, you must sign out and turn in your badge. Any persons entering the high school grounds are subject to video surveillance.

SEX EQUITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/30-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation- the Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

- * An employee's or District agent's unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status.
- * Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile or offensive educational environment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, Building Principal or Assistant Principal.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

TELEPHONE MESSAGES & FORGOTTEN MATERIALS

Telephone messages to students are to be limited to **emergency** situations only. The office telephones are not to be used for social purposes. Students are only allowed to use the office phone to call parent/guardian or designated emergency contact for illness or medication requests. Students will not be taken out of class to receive forgotten materials like homework or P.E. clothes. It is an interruption to the educational process and part of the purpose of the high school is to instill dependability and responsibility in the students. If you as a parent/guardian want to bring them their forgotten materials, please do so at the end of the school day.

TRUANCY

Each time a student is truant the parent/guardians will be notified by the school of the truancy and the student will receive five (5) points in that class. The attendance office will discuss the situation with the student. Any student deemed truant from school is subject to a truancy fine in accordance with the City of Clinton. 1st offense - \$25, 2nd offense - \$50, and 3rd offense - \$100.

- * Truancy is defined as an unexcused absence of which neither parent/guardians nor school officials are aware.
- * A truant is defined as a child subject to compulsory school attendance, who is absent without a valid cause or is not in scheduled assigned area for a school day or any portion thereof.
- * A "chronic or habitual truant" is defined in the Illinois School Code section 26-2a as a student 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.
- * Truant minor - a child 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.

Any student whose absence is excused may make up the work missed without penalty, if the work is made up within no more than the number of days missed and not to exceed two weeks. If work is not made up within this time period, the student will receive a "0" for the class work missed.

UNIFORM GRIEVANCE PROCEDURE

Students or their parent/guardian(s)/guardian(s), employees or community members should notify one of the District Complaint Managers (Dr. Jeff Holmes), if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute or Board Policy including:

- * Title II of the Americans with Disabilities Act
- * Title IX of the Educational Amendments of 1972
- * Section 504 of the Rehabilitation Act of 1973
- * Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

The Complaint Manager will attempt to respond to complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint file hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent/guardian(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except:

- * As required by law or this policy
- * As necessary to fully investigate the complaint
- * As authorized by the Complainant

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision And Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, address and telephone numbers of current Complaint Managers.

Dr. Jeff Holmes
1210 State Highway 54 West
Clinton IL 61727
(217) 935-8321

Ms. Beth Wickenhauser
Washington School
Clinton, IL 61727
(217)935-6383

VIDEO RECORDING

Video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is prohibited and considered a felony.

VISITORS

We are pleased that you want to bring your friends to Clinton Community High School, but visitors are not allowed during instruction time from 8:10 to 3:10 p.m., unless there is official business to be conducted. All visitors arriving for official business on the school

grounds or building must report to the main office and identify him/herself and the purpose of his/her presence. Each visitor is required to sign in at the office and be presented with a visitor's badge which must be worn at all times while in the high school building.

WORK PERMITS

Students who are between 14 and 15 years of age may obtain a work permit from the Main Office. To secure an employment certificate, the minor **must present a copy of his or her birth certificate, a letter of parent/guardian approval and the employer's statement to the school official.** The employer must provide any minor he or she intends to employ with a statement describing the specific nature of the work and the hours and days the minor is to work.

GUIDANCE

ADVANCED CLASSES

It is the goal of the Clinton Community District No. 15 to provide special educational programs for the gifted/talented students. These classes will adhere to state and federal guidelines subject to the philosophy of our gifted/talented program.

Teacher committees at each attendance center will select individuals to participate in gifted classes based on at least two of the criteria listed below:

- * Samples of work
- * General intellectual functioning - achievement test score of 90%-ile in reading comprehension
- * Teacher recommendations
- * Administrator recommendation
- * Parent/guardian recommendation

ADVANCED PLACEMENT CLASSES

The advanced placement and dual credit classes will carry a weight factor of +1.0 in each class for the purpose of determining the valedictorian and salutatorian and all other possible internal (high school) awards that are issued. e.g., a grade of an A in Calculus would have a 4.0 and have a 1.0 added for a total weight of 5.0. The advance placement and dual credit classes do not carry a weighted grade for any external distribution. e.g., college applications. If it is apparent that something is inherently unfair in the weighting process, the administration will make a judgement decision.

BLOOMINGTON AREA CAREER CENTER

Students who choose to enroll in a Bloomington Area Career Center course will have only 10 days from the beginning of the **Bloomington School Calendar** year to make a course change or return to courses at Clinton High School. Since the district pays tuition for the students to attend the BACC, any change after that deadline will result in the student's family reimbursing the Clinton School District the semester's tuition costs.

Students attending BACC must ride a bus which leaves from the high school at 9:05 a.m. and returns at 12:25 p.m. They must furnish their own transportation to the high school to catch this bus. Certain programs such as cosmetology or health occupations may have additional costs.

All requirements outlined in the course description guide must still be met and can only be waived by written approval from the principal.

****All BACC students will be expected to eat their lunch during the travel time from BACC to CHS. Upon arrival, students are to enter their next class period.***

CO-ENROLLMENT WITH RICHLAND COMMUNITY COLLEGE

Seniors who meet RCC's eligibility requirements and sufficient credits may co-enroll in college classes. Co-enrollment must include a minimum of four high school classes and two college courses or five high school classes and one college course. Students must be in attendance a minimum of five class periods at CCHS. Students attending RCC are subject to all of their policies and regulations.

COLLEGE/EMPLOYMENT DAYS

Seniors and juniors may request two college/employment days per year. These visits are contingent upon prior appropriate plans which have been discussed and recorded with the counselors. Students requesting a college/employment day must fill out and return to the guidance office a college/employment day request form signed by his/her parent/guardians and all of his/her teachers at least five (5) days prior to the requested day. If any teachers refuse to sign the form, the student will not be given permission to go on the college/career day, unless approved by the principal. The counselor, if the request is approved, will contact the school/employer to make an appointment. Failure to follow the above procedure will result in an unexcused absence. No college/employment days will be allowed after April 30. An approved college/employment day will not count against a student's "perfect attendance" record but will be recorded as an absence for state reporting purposes.

CORRESPONDENCE COURSES

A student may receive high school credit for correspondence courses satisfactorily completed, provided the following guidelines are met:

- * The course must be approved by the high school principal in advance of enrollment. Instruction must be accredited by the North Central Association and approved by the state in which the school is located, and the Principal must approve correspondence courses in writing prior to enrollment in a correspondence course. (forms available in the Guidance office)
- * Correspondence courses may be used to enrich a student's program or used by a senior who lack credit(s) to graduate with his/her class and cannot enroll in the necessary courses.
- * No more than four (4) correspondence credits will count toward graduation.
- * A student may enroll in only one correspondence course per semester unless he/she is a fifth year senior.

CREDITS

Credit is awarded on a semester basis. Driver Education is an exception because 1/4 credit is issued for completion of the classroom and 1/4 credit is for behind the wheel instruction. (Behind the wheel does not count in the determination of grade point average.)

DRIVERS EDUCATION

Classroom Phase

Is required for graduation in the State of Illinois

The student must be at least 15 years old.

The student must have passed 8 classes the last two semesters.

Student must complete 30 hours of classroom instruction (also a state requirement).

Six absences (excused or unexcused) and the student will automatically be dropped from the course with a grade of "W".

Students may apply for an instruction permit (white slip) upon successful completion of the classroom phase.

A student wishing to take the classroom phase during the second semester must be enrolled in a study hall.

Behind the Wheel Phase

The student must possess a current, valid instruction permit. Students must pay the \$160.00 drivers education fee to the high school office prior to beginning the behind the wheel phase.

The driving order is oldest to youngest **per period**.

The student must complete 6 hours of instruction (a state requirement).

There is no guarantee a student will get behind-the-wheel training before his/her 16th birthday. Students must have their permit for 9 months and must complete 50 hours of documented practice driving at home, 10 of those hours are to be night time driving. This may be done with someone 21 years old or older who has had his or her license at least one year and is occupying the seat next to the driver.

Attendance and Drivers Education

Any student who accumulates ten (10) unexcused absences in a semester becomes ineligible for any phase of the drivers education program for the following semester (classroom and behind the wheel). If currently in a phase, the student will be dropped from that phase until he/she becomes eligible.

Full-time students must be enrolled in a minimum of six courses. Exceptions will be made by the principal in consultation with the superintendent. If it is determined that, due to medical and/or educational reasons, it may be in the best interest of the student and school, an exception may be granted.

EARLY GRADUATION

Students are encouraged to spend all four full years at Clinton Community High School, but may graduate at the end of the sixth or seventh semester if they meet the graduation requirements.

In order to assure proper communication between parent/guardians and the school, we request that:

- * The student formally requests, in writing, to the Principal permission to graduate early.
- * Written correspondence from the parent/guardians granting permission for their child to graduate early and/or a conference between parent/guardians and Principal.
- * Seniors who have sufficient credits and wish to enroll in Richland Community College for college credit may do so by getting approval of the Principal and making arrangements through the guidance office.
- * Students who graduate early may attend graduation, but will need to get administrative approval to attend school dances.

ENROLLMENT REGULATIONS

Students are classified for class membership at the beginning of each school year as follows:

Senior - Registered in sufficient courses for graduation at the end of the academic year.

Junior - at least 22 credits.

Sophomore - 11 credits, but fewer than 22 credits

Freshman - Eighth grade certificate or equivalent.

All students must be enrolled in **six** classes, including P.E. Second year seniors may enroll as a full-time student (6 classes), enroll in correspondence classes, or apply for the Alternative school. Enrolling in correspondence classes or the alternative school requires Principal approval.

A student will have one week from the beginning of the semester to drop a class without penalty. Any class dropped after that length of time may be recorded as a withdrawal/failing grade unless the teacher feels there was improper placement and recommends the student drop the class. If a student does enroll in another class, he/she will be required to complete all work missed.

GRADING

Grades are issued every nine weeks on a letter basis.

In determining the semester average each nine-week grades count 50% of the final grade.

A teacher may record an "I" for a quarter or semester grade only if the student was absent the last three (3) days of the quarter. The student will be allowed one (1) week to complete all incomplete work assigned during the last three days of the quarter(s). If the student fails to complete the incomplete work during the allotted time, the student will receive a "0" for the assignment(s) not made up. An extension beyond the one week limit may be granted by the administration for extenuating circumstances.

Individual student grade point average (GPA) is calculated on a 4.0 scale using only semester grades assigned a numerical value.

Marks for all subjects for which a whole or fractional credit are given toward graduation requirements will be used in computing class rank. A special education student's average will be computed on main-streamed classes only. All students in a class will be included in determining class ranking. Class rank will be computed at the end of each semester (no other times).

Unsatisfactory grade reports are sent out to the parent/guardians at the end of the fifth week of each quarter. Only the semester grade will appear on the transcript and be used in computing grade point averages and class rank.

The Grading Scale used by all teachers in Clinton Community High School is as follows:

90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 and below	F

GRADING APPEAL PROCEDURE

The purpose of the grading appeal process is to resolve all problems as soon as possible. If a parent/guardian feels that an incorrect grade has been given to his/her child then:

1. The parent/guardian must talk with the teacher where the problem exists. This meeting must take place within ten (10) days after the report cards have been issued. The Principal or Superintendent should direct parent/guardians with problems in this area to the teacher first.
2. If the parent/guardian is not satisfied with the explanation of the child's grade after step 1, the parent/guardian may have a meeting with the building principal. This meeting must take place within five (5) days after the initial meeting with the teacher. The teacher may also attend this meeting. The parent/guardian must be informed of master contract language regarding the changing of grades.
3. If the parent/guardian is still not satisfied with the explanation of the grade after step 2, then the parent/guardian may request a meeting with the superintendent. This meeting must take place within five (5) days of the meeting in step 2. The Principal and teacher may also be present at this meeting. The teacher may also request a CEA representative attend this meeting to assist.
4. If the parent/guardian is still not satisfied with the explanation of the child's grade after step 3, the parent/guardian may file a formal request that a grading appeal committee be formed. The request must be made within ten (10) days following the meeting with the superintendent. The parent/guardian's request must include, in writing, the following information:
 - * The dates of the step 1, 2 and 3 meetings
 - * The reason the parent/guardian feels the grade given by the teacher is incorrect.
5. This committee must meet within ten (10) days of the receipt of the formal request. The committee will consist of:
 - * The building principal
 - * A guidance counselor (from the same level)
 - * Two teachers from the same building
 - * One teacher from a different level
6. Oral arguments may be presented by:
 - * The parent/guardian
 - * The student
 - * The teacher
 - * The superintendent
 - * Counsel for any of the above parties
7. Within five days after the meeting, the committee will render its decision. The decision of the committee will be final.
8. Three teachers from each building will form the grading appeal committee. These positions will be filled on a voluntary basis and no teacher may serve more than one year in succession. In the event an appeal reaches the committee, two of three committee members will be drawn by lot to serve at that particular time. If one of the three teachers on the committee is having a grade appealed,

then the other two members of the committee will serve. The teacher from a different level will be drawn by lot from other building appeal committees as follows: junior high teachers will sit in on high school appeals and high school teachers will sit in on junior high appeals. Primary and intermediate teachers will be similarly paired.

GRADUATION 2015

Attendance at Graduation rehearsal is mandatory. Anything that is found that would detract from a formal ceremony will be confiscated. Students should wear proper attire. The men should wear dress slacks & dress shoes and the ladies should wear dress, skirt, or dress slacks and dress shoes. Tennis shoes, flip flops and/or jeans will be considered inappropriate attire. Any student not observing these simple guidelines will be removed from the ceremony.

GRADUATION REQUIREMENTS

A student must earn a total of 45 credits to graduate. A maximum of ten (10) credits in music and/or band may be counted toward the forty-five credit requirement.

The following courses are required for graduation:

English	8 credits
Mathematics	6 credits
Science	4 credits
Social Studies	4 credits (2 in American History and 1 in Government)
Health	1 credit
Consumer Ed.	1 credit (may substitute 2 classroom credits in CWT)
Driver Ed.	Classroom (needed to meet state requirement regarding safety instruction)
Music, Art, Foreign Language, Theater Arts or Voc. Ed.	2 credits
Physical Ed.	7 credits (unless exempted)

All students must receive 1 credit for community service. This credit is earned through documenting a total of 40 volunteer hours.

Documentation must be turned in to the Guidance Office Secretary.

Also, each student must pass an examination on flag etiquette, the Illinois Constitution and the United States Constitution. Graduation gowns will not be ordered unless paid for in full by each graduating senior, by the designated time. Failure to do so will indicate to the sponsor that you do not plan to go through graduation ceremonies.

HONOR ROLL

At the end of each quarter, a "B" Honor Roll listing students achieving a grade point average of 3.0 to 3.5 and an Honor Roll listing students achieving a grade point average of 3.51 or more on a 4.0 scale will be published. Students with straight "A's" will be listed as "High Honor Roll."

HONORS / SCHOLARSHIP BANQUET- GOLD STAR BANQUET

During the spring semester of each year a banquet is held to recognize those students who have shown outstanding achievement and those seniors receiving scholarships. The academic honor list will include the names of students who have acquired a grade point average of 3.51 or higher based upon the academic subjects for each of the first three grading periods or a 3.51 or higher overall for the first three grading periods.

PARENT ACCESS – SKYWARD

Parents can access important information about their children directly from their computer, anytime, anywhere. Parents and students can view grades, class schedules, attendance records, discipline reports, activity announcements, and notes from teachers. To learn more about Skyward's Parent Access, contact the school at (217) 935-8337.

RECORDS

A student or a parent/guardian of a child under eighteen (18) or a designee of such parent/guardian shall be entitled to inspect and copy information from the student's temporary and permanent records. In cases of divorce or separation, both parent/guardians shall have this right unless a court order indicates otherwise. The district may charge a reasonable fee for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship. A request for access to records shall be made in writing and directed to the Superintendent or his/her designee. Access to records shall be granted within 15 days of the district's receipt of such a request.

Video surveillance is considered student records. Other persons who request access to records shall be denied access unless prior written consent is received from the parent/guardian or student except, the district shall grant access:

- * To another district to which the student has transferred. In such cases the district shall give prior notice and an opportunity to the parent/guardian and student to inspect and challenge the information to be transferred;
- * Pursuant to a court order. In such a case the district shall notify the parent/guardian and student of the release of the information
- * To an employee of the district with a legitimate educational or administrative interest;
- * For research, if the State Superintendent's permission has been given and the information is to be maintained anonymously.

The district may also grant access in cases of emergency, to protect the health or safety of the student or others. The district shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency and the importance of acting quickly.

REPEATING CLASSES & THE NCAA CLEARING HOUSE

In order to raise a grade and build a more solid academic foundation, a student may retake a class in which he/she received a letter grade of D. The grade earned from the retake of the course will be the only one to count when figuring the student's overall grade point average; and credit will be given only one time for the course.

SCHEDULE CHANGES

Schedule changes will not be made after the end of the school year for the following year. Schedule changes to request a different teacher will not be accepted. The only reasons for any changes will be:

- * Schedule is incomplete
- * Need to meet prerequisites for college entrance
- * Completion of a credited class over the summer
- * Failing a class
- * Administrative decision

Requests for schedule changes must be picked up in the guidance office. The deadline for Spring Semester changes is the Friday preceding Christmas Break, and any exception to this must be approved by the principal.

In determining the semester average the nine-week grades count 50% each.

SEMESTER EXAMS FOR SENIORS

If a senior student's 2 quarters of work is passing, that student is not required to take the semester exam which is part of the 2nd and 4th quarter grade. The 2nd or 4th quarter grade would be that of their average for the appropriate quarter. However, if a senior would want to take the exam for the purpose of improving their grade, they will be allowed to do so.

SENIOR HONORS

Honor stoles are presented to graduates who have an accumulative 3.51 average or better for all years of high school attendance.

TRANSCRIPTS

The guidance secretary or designee is the official Records custodian and registrar of Clinton Community High School and must certify all transcripts or they are not official.

Any person requesting a transcript, must do so in writing, using the transcript request form, which may be obtained in the guidance office or on the school website. Complete the form and return it to the guidance office and allow three school days for processing. Official transcripts being sent to colleges, for admissions purposes, will be processed free of charge. The unofficial transcript will merely be a computer generated read-out of the academic record.

TRANSFER / WITHDRAWAL

Any student transferring or withdrawing from school must obtain a "Student Release" form from the guidance office. This form must be taken by the student to each teacher. After all books have been returned, the teacher will issue a grade for the work in the class up to the time of withdrawal and sign the withdrawal form. After all proper signatures have been obtained, the form should be returned to the principal's office to determine if a refund is in order. The forms will then be forwarded to the guidance office.

TRANSFER STUDENTS

Any student transferring to CHS will receive a complete transcript evaluation by a guidance counselor. The number of credits transferred to CCHS for credit will be computed in order to place the student in the same relative credit position as he or she was at the previous school.

*An in-coming student's GPA will be determined by the GPA earned at his/her previous school.

VALEDECTORIAN & SALUTATORIAN

The valedictorian will be the student with the highest cumulative grade point average for the four year period of high school. The salutatorian will be the student with the next highest grade point average. Due to the demands by parent/guardians and the media, the valedictorian and salutatorian will be announced and released to the media at the end of the third nine weeks of school. If, when statistically, the "GPA" changes during the summer, when grades are calculated by the computer, there is a change, it will so be indicated "officially" on the appropriate transcripts.

DISCIPLINE

The administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described below. The point system is designed to communicate to students and parent/guardians what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, when a series of repeated infractions warrant a more serious disciplinary action, or when in the opinion of the administration such action is warranted. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

Introduction

It shall be the policy of Clinton Community High School to fulfill its societal education of the youth, with the least number of rules necessary for a good education program in a friendly atmosphere that is conducive to good study habits. Students are encouraged to use self-discipline and staff members should make every effort to help students gain acceptable self-discipline standards. When self-discipline fails, it is the responsibility of those directly responsible for the operation of the school to impose rules and regulations. These disciplinary measures should be fair, logical and clearly defined. They should be positive in nature in that they help the student adjust rather than serve as a form of punishment. Discipline should be promptly administered and applied consistently among all students.

During the first week of school, teachers shall discuss in detail the types of behavior and actions that are acceptable. Every teacher and administrator shall assume the responsibility for enforcement of the rules in the classroom and elsewhere on school property or school related activities. Serious conduct problems shall be referred promptly to the building principal or assistant principal. The administrator shall give prompt attention to referrals concerning behavior and will see that parent/guardians are promptly informed when referrals of a serious nature are made.

Students shall be informed of their rights but an equal amount of emphasis should be placed upon the responsibilities that go with those rights to instill in the students a respect for law and order as well as the rights of others.

Non-CCHS Students taking classes at CCHS are also subject to CCHS Handbook Policies, while on CCHS School Premises.

Some of the responsibilities of the student are to:

- * Become informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers.
- * Respect the rights and individuality of other students, school administrators, teachers substitute teachers and custodial staff.
- * Refrain from libel, slanderous remarks and obscenity in verbal, non-verbal and written expression.
- * Dress and groom in a manner that meets standards of health, cleanliness and safety.
- * Be punctual and present in the regular or assigned school activities.
- * Refrain from gross disobedience or misconduct or behavior that disrupts the normal educational process.
- * Maintain the best possible level of academic achievement.
- * Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- * Maintain an excellent attendance pattern.

ALCOHOLIC BEVERAGES / ILLEGAL DRUG POLICY

Because our schools are committed to safeguarding the health of students and also are entrusted by parent/guardians to care for and protect their children, the use, distribution, and/or possession, and/or being under the influence of alcohol, narcotics or hallucinogenic drugs, marijuana, barbiturates, amphetamines, intoxicants, controlled substances, prescription drugs without a valid prescription, or any look-alikes, while on the school premises, on school busses, at a school activity or by partaking of such elements prior to coming to a school activity is prohibited. When there is reason to believe illegal substances are on school property, police canines may be used to find these substances by means of a search. (10-22.16 of the Illinois School Code)

Members of the staff shall report to the assistant principal any evidence of illegal drugs located in or about the school, and shall report to the assistant principal any student who is suspected of being a user and/or distributor of drugs.

The assistant principal shall:

- * Remove from contact with other students anyone under the influence of drugs
- * Contact the parent/guardian or legal guardians of suspected users and/or pushers
- * Cooperate with the local law enforcement agencies insofar as providing information to them of suspected users, pushers or sources of drugs
- * Refer to the points system for penalties involving alcohol and drugs

CELL PHONES, PAGING DEVICES, & ELECTRONIC DEVICES

Students may have their cell phones in their possession during the school day. Students may use their cell phones in the building before school, during passing periods, and at lunch. Cell phones **must not be visible or audible during class time including study hall.** The CHS Administration reserves the right to eliminate a student's ability to take a phone to class based on failure to follow the policy outlined in this document. Cell phone use during class is prohibited unless the cell phone is being used with the teacher's permission as part of classroom instruction. There is to be no videotaping or recording done with cell phones.

First Offense – 3 points

Second Offense – 5 points

Third Offense - One day in-school suspension

Fourth Offense - One day out-of-school suspension

Fifth Offense - 3 days out-of-school suspension and tiered from there

COMPUTER & INTERNET USE POLICY

CHS students have access to a computer network for their academic enrichment, but this access carries with it the responsibility to use the technology in a proper manner. Electronic tampering and vandalism are unacceptable. It is a privilege, not a right, to use the equipment provided at Clinton Community High School, and this privilege may be revoked. **Students are to utilize the lab and equipment for classroom assignments and school-related work.** In addition to the penalties provided herein, the students violating this policy may be subject to additional discipline including suspension and/or expulsion, depending upon the severity of the offense.

Level 1 Offenses

- * Giving, receiving, or stealing the work of another student while using computers.
- * Allowing other students to sign on with your assigned ID and password. Students will be held accountable for computer operation under their Id's. Both students will be held accountable for a level 1 offense.
- * Unauthorized downloading of software, wasting file space on the network or hard drives, or the creation of hidden or read-only files. Clinton Community High School reserves all rights to any material stored on the network and/or hard drives and will remove any files that are objectionable.
- * Tampering with, stealing, or damaging equipment. Deliberate damage to equipment may include banging of keyboard, removal of keys, marking on computers, damaging disk drives, etc. Severity may result in a LEVEL 2 offense at discretion of administration.
- * Turning off monitor or computer when approached by instructor or aide. Computers are to be used for academic work or research during the school day. Students must be using the computer for assigned work only.

1st Offense

Network removal for two weeks

Written notice to parent/guardians

Classroom discipline points

Required to clean or pay for repair of damaged equipment

2nd Offense

Network removal for four weeks; any violations thereafter will result in removal for the remainder of the semester.

Written notice to parent/guardians

Classroom discipline points

In-school and/or out-of-school suspension of student a possibility

Student may be dropped from the class with an "F"

Level 2 Offenses

- * "Hacking" the system. Students are not to load their own programs into their directories, work in DOS, use Windows inappropriately, or write-protect files.
- * Invasion of network. Students are allowed access to *their own network files only*. Any attempt to access directories on the network outside of their own directory will result in severe punishment. Invasion of the network includes accessing DOS without permission and supervision of an instructor; using Windows File Manager inappropriately; granting rights within the network; log-ins to other student files, teacher files or directories, or network administrator files or directories.
- * Introduction of virus to equipment. Students may not use any personal applications/software with school district computer equipment without instructor or department approval.
- * Accessing, submitting, posting, publishing, printing, or displaying any defamatory, abusing, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.

1st Offense

Network removal for the remainder of 9 weeks or semester

Written notice to parent/guardians

Classroom discipline points

Required to clean or pay for repair of damaged equipment

2nd Offense

Network removal of semester or school year
 Written notice to parent/guardians
 Classroom discipline points
 In-school and/or out-of-school suspension of student a possibility
 Student may be dropped from the class with an "F"

****Notification Regarding Student Accounts or Profiles on Social Networking Websites****

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may only be if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy 105ILCS 5/10-20.14, 5/10-22.10a

DISCIPLINARY MEASURES

Disciplinary measures include, but are not limited to:

- * Expulsion
- * Suspension (in-school and out-of-school)
- * Denial of privileges
- * Probation

Law enforcement officials will be notified in cases involving:

- * Drugs
- * Weapons
- * Fire Alarms
- * Arson and/or Bomb Threat
- * All other cases deemed necessary by administration

DISCIPLINE POINTS SYSTEM

Administration will impose discipline in a progressive manner using the point system described below. The point system is designed to communicate to students and parent/guardians what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, when a series of repeated infractions warrant a more serious disciplinary action, or when in the opinion of the administration such action is warranted. ***Furthermore, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.***

When a student reaches 10 points in a class, the teacher will contact the Guidance Department to arrange a meeting with the student to discuss the issues and develop a solution. Parents will be contacted by the teacher by phone and/or e-mail.

When a student reaches 15 points in a class, the guidance counselor, teacher, student, parent and an administrator will meet to specify expectations for the student to remain in class and the consequences for not meeting those expectations.

When a student reaches 20 points, the teacher may request the student be removed from the class.

Issues involving students with special needs must take into account the student's IEP.

Classroom Points will be based upon the following:

POINTS	ACTION TO EARN POINTS
1-3	Tardy - failure to be in assigned area at the tardy bell without a pass
1-5	Disruption of classroom
5	10 min Tardy - failure to be in assigned area within 10 minutes of class without a pass Truancy from school - absent without permission from parent/guardian or school officials = 5 pts per class Profanity, Clothing, or material with gestures containing obscenity, profanity, or anything that is disruptive of the educational process Public display of affection except holding hands Failure to follow staff members directive Littering
10	Fake notes or call-ins + 1 day in school suspension Forgery or possession of school forms
10-20	Flagrant disrespect Cheating

10-20 + ISS or OSS depending on severity	Fighting and/or physical abuse toward students
TBD	Verbal and non-verbal threats, harassment, bullying, and/or intimidation toward faculty, staff, or students - points to be determined by severity

Building and Grounds Points

The same point system will apply to behavior outside the classroom. Points are accumulated by semester of attendance. Teachers and administrators will be responsible for the implementation of this policy.

At the accumulation of twenty (20) points for misconduct outside the classroom, a student may be suspended 1 to 10 days depending upon the reason for the points.

10 additional points (30 total) = 3 to 5 days suspension

10 additional points (40 total) = 5 to 10 days suspension

Over 40 points - possible expulsion

POINTS	ACTION TO EARN POINTS
1-3	Tardy - failure to be in assigned area at the tardy bell without a pass
1-5	Disruption of classroom
5	10 min Tardy - failure to be in assigned area within 10 minutes of class without a pass Truancy from school - absent without permission from parent/guardian or school officials = 5 pts per class Profanity, Clothing, or material with gestures containing obscenity, profanity, or anything that is disruptive of the educational process Public display of affection except holding hands In hall without pass or misuse of hall pass Failure to follow staff members directive Littering
5-10	Disruptive behavior in the cafeteria Inappropriate driving or parking on school property
10	Leaving building without permission + one day in school suspension Failure to sign In when arriving to school after 1st period begins Fake notes or call-ins + 1 day in school suspension Forgery or possession of school forms
10-20	Flagrant disrespect Cheating Fighting and/or physical abuse toward students + 3 day out of school suspension Hazing
10-20 + possible suspension	Damage to or destruction of school or personal property + restitution for damaged property Hazing
20 + police notified	Theft or extortion
20 + 1 day in school suspension	Use or possession of tobacco products – 1 st offense
20-40 + 10 days out of school suspension + Recommendation for expulsion	Endangering the health and/or safety of others Use or possession of a weapon as defined in this handbook
40 + 10 day suspension	Use, possession, distribution, or being under the influence of alcohol, drugs, drug paraphernalia, prescription drugs not prescribed, intoxicating compounds or look-alikes, as defined in the previous section. False fire alarms Arson or Bomb threat + recommendation for expulsion Fighting and/or physical abuse toward a school employee + recommendation for expulsion
TBD	Verbal and non-verbal threats, harassment, bullying, and/or intimidation toward faculty, staff, or students - points to be determined by severity

Appeal Process

A student who believes that points have been unfairly assigned should have a conference with the respective teacher and if a discrepancy still persists, he/she may appeal it to the assistant principal, in writing and, if necessary, to the administration as a whole, for review.

DUE PROCESS – SUSPENSION & EXPULSION

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capabilities." However, when citizens act irresponsibly, violate the rights of others or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right to education. When a student commits an act of gross disobedience or misconduct, the right to an education may be temporarily forfeited. No student shall be deprived of his/her right to an education without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions or attempt to prove innocence.

A Supreme Court decision has held that prior to the imposition of a suspension the following procedures shall be observed:

- * The suspending school officer shall give the student oral or written notice of the charges and evidence to support the charges.
- * If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as possible.

In addition to the procedures required by the United States Supreme Court, and Illinois statute and a Federal Court of Appeals decision outline the following in suspension cases:

- * The student's parent/guardians must be notified immediately by the principal or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of the suspension (may not exceed 10 school days) and the right to appeal the suspension to the local school board.
- * At the hearing conducted by the school board or hearing officer appointed by the Board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses and the right to make a statement on his/her own behalf.
- * If requested by the student, the parent/guardian, or their representative, a transcript of the proceedings may be kept, at no cost to the school.
- * If the suspension is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to make up school work that is missed.

In expulsion cases, the following is required:

- * The student and student's parent/guardians shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion (not to exceed two calendar years), and the date, time and place of the school board meeting.
- * At the hearing by the school board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses and the right to make a statement in his/her own behalf.
- * If requested by the student, the parent/guardian, or their representative, a transcript may be kept of the proceedings.

The differences in suspension and expulsion are as follows:

- * A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed two (2) calendar years.
- * The principal or assistant principal may suspend a student; only the local Board of Education may expel a student.
- * A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

In the interest of helping students, the school district may (but is not required to) assist in providing or locating alternative educational opportunities for the suspended or expelled student. These alternative opportunities could include homebound or telephone instruction, reading lists, adult evening classes or alternative school meetings.

GANGS & GANG RELATED ACTIVITIES

The presence of gangs or gang-related activities, including the display of gang symbols or paraphernalia, on District #15 school grounds is strictly prohibited. Any student who violates this policy shall be subject to the Board of Education's Discipline Policies #715.05.

As used herein, the term "gang" is defined as any organization, club or group of persons characterized by:

- * Adopting a gang name, symbols, special dress, colors or turf concerns.
- * Engaging in activities which are antisocial or harmful of the public good.
- * Committing or conspiring to commit civil or criminal offenses.
- * Creating an atmosphere of fear and intimidation within the school environment or community.
- * Promoting conduct that interferes with or disrupts the district's educational process or programs

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student:

- * On behalf of any gang
- * To perpetuate the existence of any gang
- * To affect the common purpose and design of any gang, including but not limited to, manner of dress, use of symbols, gestures, recruitment, harassment, intimidation or retaliation.

HANDS OFF POLICY

In order to develop personal pride and encourage healthy relationships, excessive displays of affection will not be tolerated. Showing affection by any means other than holding hands will be deemed excessive affection. Students demonstrating excessive affection will be assigned 5 building and grounds points for each offense.

REFERRAL TO OFFICE

Teachers may send students to the office for behavior they feel is disruptive to the educational environment in the classroom. The administrator may, if he/she sees fit, temporarily, on a daily basis, remove the student from the class. The student will attend all other classes but report to the office during that scheduled class time only. The student will be allowed to receive homework assignments and may make up tests missed. A parent/guardian-teacher conference must be held if the student is dismissed from class three times. Further dismissals may result in the student being dropped from the class and receiving a grade of "F" for the nine weeks. No parent/guardian notification is required until the third referral and no appeal is authorized. Failure to report to the office will result in an "in-school" suspension.

SPEECH & EXPRESSION

Students are not allowed to use acronyms or any types of expression which would be construed as "immoral" to a normal person. This applies at school or at school events both home and away.

STUDY HALL & RESTRICTED AREA

Students will retain their twenty (20) points when they are removed from a class "WF" and placed in the Restricted area (without locker, library or restroom privileges) and will continue to receive points for unacceptable behavior. If a student was to accumulate thirty (30) points, he/she will be assigned to a 1-day in-school suspension. Upon accumulation of forty (40) points, the student will be assigned a 3-day out-of-school suspension. Each additional ten (10) points will result in an additional 3-day out-of-school suspension. Each time a student is truant from study hall or RA, he/she will be assigned a 1-day in-school-suspension. Students are expected to bring books and/or school work for the period.

At the accumulation of ten (10) and/or fifteen (15) points per semester for misconduct in study hall, the teacher will contact parent/guardians by the same procedure used in the classroom. After the accumulation of twenty (20) points, the student will receive a one-day in-school suspension.

After thirty (30) points, a two-day in-school suspension and loss of library, locker and restroom privileges. After forty (40) points, a three-day out-of-school suspension, and three-days out-of-school suspension for each additional ten (10) points.

STUDENT DEMONSTRATIONS & STRIKES

Any individual student or group of students that may cause a disruption to the educational process through demonstration or strikes, may be subject to one day of in-school suspension for each class missed (in full or part) as a result of such behavior.

SUSPENSION

The Board of Education authorizes the principal and assistant principal to utilize the following types of suspension:

- * **OUT-OF-SCHOOL SUSPENSION:** A student may be suspended for up to 10 days for acts of misconduct and/or persistent disobedience.

Parent/guardian notification and due process are required. During an out-of-school suspension, the student will receive 100% credit for make-up work if completed within the designated time. Students will not be permitted to attend or participate in any activities, athletic events, programs, meeting, etc. This includes weekend events if applicable.

- * **IN-SCHOOL SUSPENSION:** An in-school suspension is permitted as an alternative to out-of-school suspensions if, in the opinion of the assistant principal or principal, the interest of the suspended student will be best served. Parent/guardian notification and due process are required.

Students assigned an in-school suspension shall report to the restricted area at 8:25 a.m. with all their books and remain there until 3:25 p.m. Assignments for the day will be given to the student. Students will not lose class credit if they do the assigned work. Since in-school suspension is an alternative to out-of-school suspension, parent/guardian cooperation is essential. Any type of misconduct by the student on in-school suspension may result in an out-of-school suspension. Students who have been suspended in-school three times have demonstrated a lack of self discipline and shall receive out-of-school suspension for any further offenses.

An in-school suspension may be terminated by the principal or assistant principal if the student and his/her parent/guardians meet with the administration and illustrate cooperation with the school to eliminate any further offenses.

In-School Suspension Rules

- * No talking between students.
- * Students must be working on class assignments.
- * Students are not permitted to sleep.
- * Students are to face the front of the room with chairs on all four legs.
- * Students are not permitted to pass materials from person to person.
- * Students may be removed from the room only by an administrator.
- * Students must follow all instructions from restricted area supervisor.
- * No food or beverages allowed in Restricted Area.

Why a Student May be Suspended or Expelled

Clinton Community High School students may be suspended or expelled for gross misconduct and/or disobedience. Such acts include, but are not limited to:

- * Possession of fireworks or explosives at school or at a school activity
- * The use of tobacco products on school grounds at any time
- * False alarm
- * Illegal driving or misuse of automobiles on school property
- * Inciting others to violence or disruption
- * Physical attack or threat of physical attack
- * Shakedown or strong arm tactics
- * Vandalism - the student may also be required to pay for the cost of the missing or damaged item.
- * Destruction of property
- * Fighting
- * Theft
- * Indecent conduct and/or language
- * Obscenity

WEAPONS POLICY

The use, possession or distribution of weapons on school property, at any school-sponsored activity or event, or at any activity or even which bears a reasonable relationship to school is prohibited. For purposes of the Handbook, the term “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.11 or use of a weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/24-1], (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives of any kind*, brass knuckles, or billy clubs, or (3) “look alikes” of any weapon as defined in this Handbook. *Note: Knives of any kind are considered weapons.

WITHDRAW/FAIL PROCEDURE

When a student reaches 10 points in a class, the teacher will contact the Guidance Department to arrange a meeting with the student to discuss the issues and develop a solution. Parents will be contacted by the teacher by phone and /or e-mail.

When a student reaches 15 points in a class, the guidance counselor, teacher, student, parent and an administrator will meet to specify expectations for the student to remain in class and the consequences for not meeting those expectations.

When a student reaches 20 points, the teacher may request the student be removed from the class.

Issues involving students with special needs must take into account the student’s IEP.

CO-CURRICULAR

The Co-Curricular Code is in effect at and away from school, 24 hours a day, during the school term. The school term shall be defined as the first day of school, except for fall sports, which will begin with the first day of practice and for spring activities the last day of the end of the season (the last competition)

PURPOSE

It is the purpose of the CCHS coaching staff to build up standards under which competition can be carried on with ethical relations and high principles pervading the conduct of players, coaches, and crowds.

PHILOSOPHY

Interscholastic athletics at CCHS are an integral part of the total educational program. It is a co-curricular activity. It is a field of endeavor which has as its aim the development of physically, mentally, emotionally, and socially fit citizens through the medium of interschool athletics.

ADMISSION PRICES

Varsity Football, Basketball, Volleyball, Wrestling

Students \$3/Adults \$4 / Seniors (65 and older) \$3.00

Baseball, Softball, Track, X-Country, & Freshmen Football - To be set by event.

Season Passes

District Family Pass (All sports) \$100.00

Adult All Season Pass \$ 50.00

Senior Citizens (65 & Over) \$25.00

ATHLETIC COUNCIL

An athletic council, composed of the Athletic Director, Principal, and/or Assistant principal, one off-season head coach, and the head coach of the student/athlete involved will be established to deal with any infraction of the co-curricular code. But each head coach is the authority of the sport and reserves the right to establish and enforce their rules which have been approved by the Athletic Director and Administrative team.

ATTENDANCE AT STATE TOURNAMENTS & SPECIAL EVENTS

Students may attend state tournaments determining individual and team champions if:

- * Parent/guardians notify school authorities in person or by phone and provide a written note, giving permission on the day preceding the event.
- * Students attend school on the day of the event, leaving at the designated time established by the school administration.

ELIGIBILITY

There are minimum Illinois High School Association requirements regarding scholastic performances by a student/athlete. Currently, that minimum is twenty five hours passing credit per week, and twenty five passing hours of previous semester credit. This means that a member of the athletic program must be passing a minimum of five credit classes.

Participation in extracurricular activities offers an opportunity for more rewarding school experiences. However, no student should permit these activities to interfere with school work. Chronic misbehavior problems may result in suspension from extracurricular activities for a period determined by the administration.

HOME SCHOOL ATHLETES & ELEGIBILITY

If a home schooled student wishes to participate in extra curricular activities they must meet the Clinton Community Unit School Board policy.

INJURY POLICY

All injuries which occur while participating in athletics should be reported to the coach and the coach will fill out an accident report. If the injury requires medical attention by a doctor or treatment center, an athlete cannot return back to participation until medically approved.

All Clinton athletes must be covered with insurance before participating in athletics. The students parent/guardians must either purchase school insurance or sign a waiver form, stating the athlete will be covered by the parent/guardians' insurance policy.

INSURANCE/ACCIDENT REPORTS

Illinois School District Agency (ISDA) student accident coverage will pay \$100 per plan year of covered services and 80% of usual and customary expenses of any other valid and collectible insurance or plan coverage. In the event of an accident or injury at a school sponsored activity, the student should inform the supervisor in charge of the activity. An accident report will be filled out and sent to the student's home. The details of the insurance program and procedures are contained in a brochure available at registration and in the school office. All students in grades K-12 will be provided school time insurance via American National Insurance Company through the Illinois School District Agency (ISDA) The insurance is meant to be a secondary provider that will cover some costs not covered by a primary insurance carrier. With this valuable School Time Coverage, your student is covered against medical expenses for accident that occurs while attending regular school sessions. This coverage includes travel time for your student traveling directly to and from your residence to attend regular sessions up to one hour before and after regular classes. If your student travels to school on a district bus, the coverage extends to the travel time of the bus. Since most families have insurance protection, ISDA Student Accident Coverage can help fill the gaps in coverage left by deductibles or coinsurance payments.

PARENT/GUARDIAN SUPPORT

As coaches, we are concerned about your child, not only as student/athletes but as people, and we are certainly willing to use our influence and do our part to help your children reach their full potential. Together we can provide the necessary guidance, leadership, concern and encouragement which are so important during high school years.

If a parent has an issue with a given sport, it is a professional courtesy to follow the correct procedures for rectifying the issue, in this order:

1. Talk to the involved coach & head coach
2. Talk to the athletic director
3. Talk to the assistant principal or principal
4. Talk to the superintendent
5. Request from the superintendent to be heard at the next board meeting.

PARTICIPATION FEES

These are set by the Board of Education and no student may participate in the first contest of the given activity unless the fee has been paid. The fee is for "participation" and in no way reflects an expectation of amount of playing time in contests. Foreign exchange students are not exempt from participation fees.

PHYSICAL EXAMINATIONS

Physical examinations for the current calendar year must be presented by all those participating in interscholastic teams, cheerleading, and other squads. These exams must be performed by a licensed physician.

REGULATIONS

Students are expected to be in attendance for the whole school day on the day of the game (and the day following an athletic contest). In order to participate in practice or contests, a student must be in attendance the whole school day. When a student is absent for any reason, he/she is required to sign in with the Athletic Director's office when they report to school. Exceptions may be made by the Athletic Director. Examples of exceptions may be, but not be limited to the following; funerals, doctor/dentist appointments, etc. Students in activities are expected to be to school on time. An unexcused tardy to school may result in the "sitting out" of the next contest (to be determined by the coach of the activity). A third unexcused tardy by a participant, in a semester, will result in the participant appearing before the activities council for further discipline.

If a student is absent the last school day of the week and the competition is on a non-school day, the student should bring to the coach a signed statement from the parent/guardian that permission is given to participate. It is recommended that the parent/guardian call the coach or assistant principal regarding the absence.

A display of unsportsmanlike conduct toward an opponent or official or use of profanity will result in counseling by the participant's coach and possible further action may be taken.

Any further disciplinary action imposed on a student/athlete receiving an "out of school" suspension during the season will be determined by the Athletic Council.

Athletes who violate school disciplinary rules and procedures must realize that they may jeopardize their status as regular squad members. Further participation will be determined after careful review of the particular situation by the Athletic Council.

Additional rules and regulations from the head coach must be cleared by the Athletic Director. Any additional rules and regulations must be in writing and on file in the Athletic Director's office. All athletes in that particular sport will be informed specifically of these additional regulations before they go into effect.

Any athlete who is removed from any sport will not be allowed to participate in any other sport until that sport's schedule from which he was dropped is completed.

Athletes attending improperly supervised events where alcohol and/or drugs are present will be regarded as a violator of this code even if he/she did not participate ("guilt by association"). Family activities and other formal gatherings where there is responsible adult supervision and circumstances are beyond the control of the young person will not be considered a "guilt by association" violation. For example, wedding receptions and professional athletic competitions would not be considered in determining a violation of "guilt by association". A general rule of thumb is that if the activity is illegal, it is against the Athletic Code to be in attendance. No athlete shall receive equipment for an activity until all equipment has been turned in, or lost equipment paid for, from the previous activity in which the athlete participated.

No athletic awards will be presented until all suspensions are completed.

Appeal Process

Enforcement of this code will begin at the time the student enrolls in his/her first athletic activity and receives a copy of this code. Violations of the Athletic Code will be cumulative from that point to the conclusion of the student's athletic career at Clinton Community High School.

Before any suspension provided under the athletic code shall take effect, the student/athlete and, in some cases, the parent/guardians will be advised of the violation. The student/athlete shall be given an opportunity to explain or justify his/her actions.

Only the Athletic Director or Principal may suspend a student/athlete for a violation of the co-curricular code. The student/athlete will receive notification of the suspension and, if they wish, how to appeal the disciplinary action.

An Appeals Council will be comprised of the Principal, Athletic Director, and three head coaches. A request to meet with the Appeals Council can be made by:

- * Coach/Parent/guardian representing the athlete

- * The athlete
- * The Principal
- * The Athletic Director

The council will review all evidence and recommend to:

- * Uphold the disciplinary action
- * Add or reduce the disciplinary action
- * Suggest an alternative program such as counseling through the high school

ROAD SIGNS FOR STATE TOURNAMENT PLACINGS

The Athletic Director will request from the city a sign to be ordered and posted on incoming highways into the city for teams and individuals placing 1st through 4th instate competitions.

TRAINING RULES

It has been proven that smoking, chewing tobacco and using chemical substances are physically harmful to athletes. These deterrents retard the development of the athletes' potential. The harm you do by using drugs, alcohol or tobacco not only pertains to your health, but harms the sport, the team and the school. Therefore, when an administrator of the Clinton Schools is notified by: a.) school staff member, b.) a law enforcement official, c.) a process of the judicial system (e.g., probation) of any violation of the training rules and/or state or federal laws, the athletic council will review the situation to determine disciplinary action. The Co-Curricular Code is in effect at and away from school, 24 hours a day, during the school term. The school term shall be defined as the first day of school, except for fall sports, which will begin with the first day of practice and for spring activities the last day of the end of the season (the last competition). No action will be taken unless a violation is reported in writing and signed by the reporting individual, or as a matter of fact within the judicial system. Also, an admission of guilt by the athlete will constitute a violation. Penalties for the aforementioned violations may include, but not be limited to, the following.

*First Offense - Suspension from interscholastic activities for the equivalent of 20% of the regular schedule OR action to be determined by the Athletic Council.

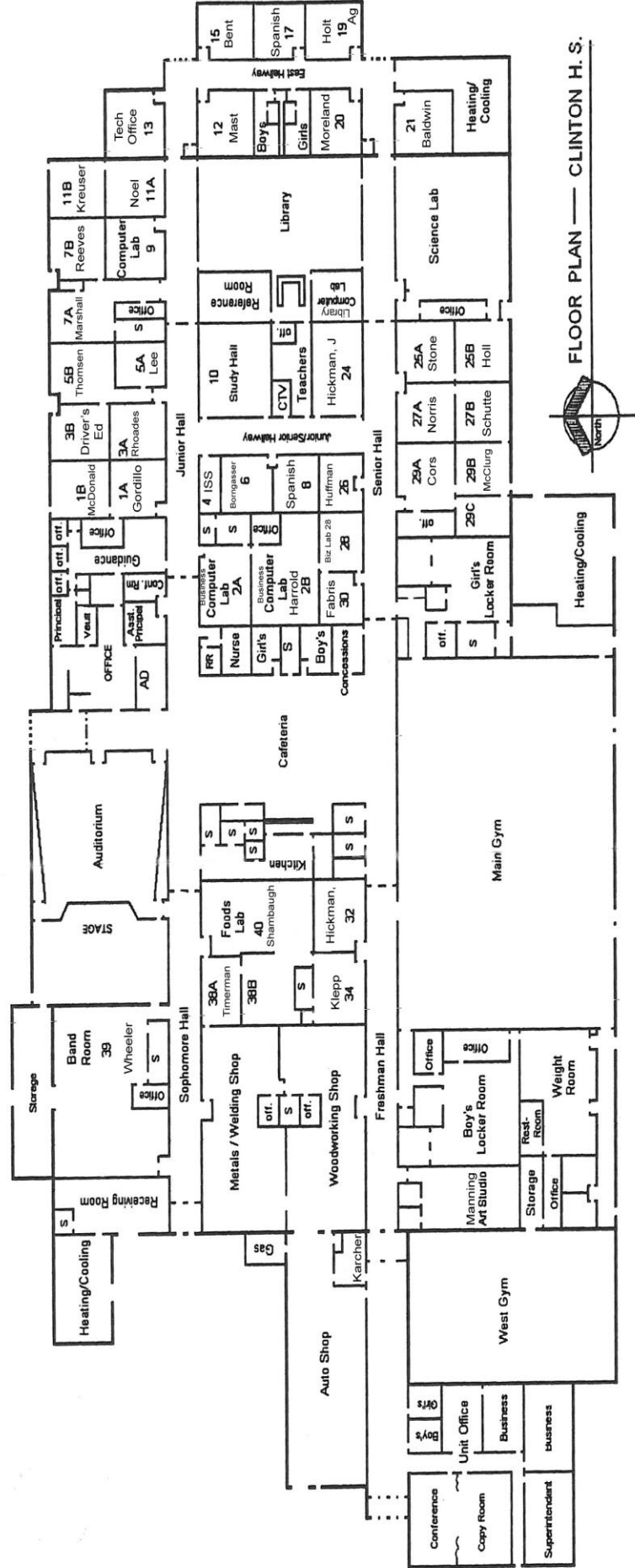
All subsequent violations will be dealt with by the Athletic Council.

*Special Note: If the season does not allow the athlete to successfully complete the suspension, the suspension will carry over to the next sport season in which the athlete participates. This may involve a carry over into the next school term. The coach will determine if the athlete will practice with the team during the suspension period.

UNSPORTSMANLIKE CONDUCT

During contests in the main gymnasium, the front row is to be left vacant on both sides of the gymnasium and no fans are to be on the first row or watch from the floor of the courts. Events like wrestling, which uses ropes for fan regulation would not be subject to this. The students of Clinton Community High School are expected to positively represent this school both during school hours and at contests, both home and away. Anyone who conducts himself/herself in an "unsportsmanlike" manner will subject himself/herself to discipline measures and forfeiture of the "spectator" and/or participation privilege.

Clinton Community High School



FLOOR PLAN — CLINTON H. S.