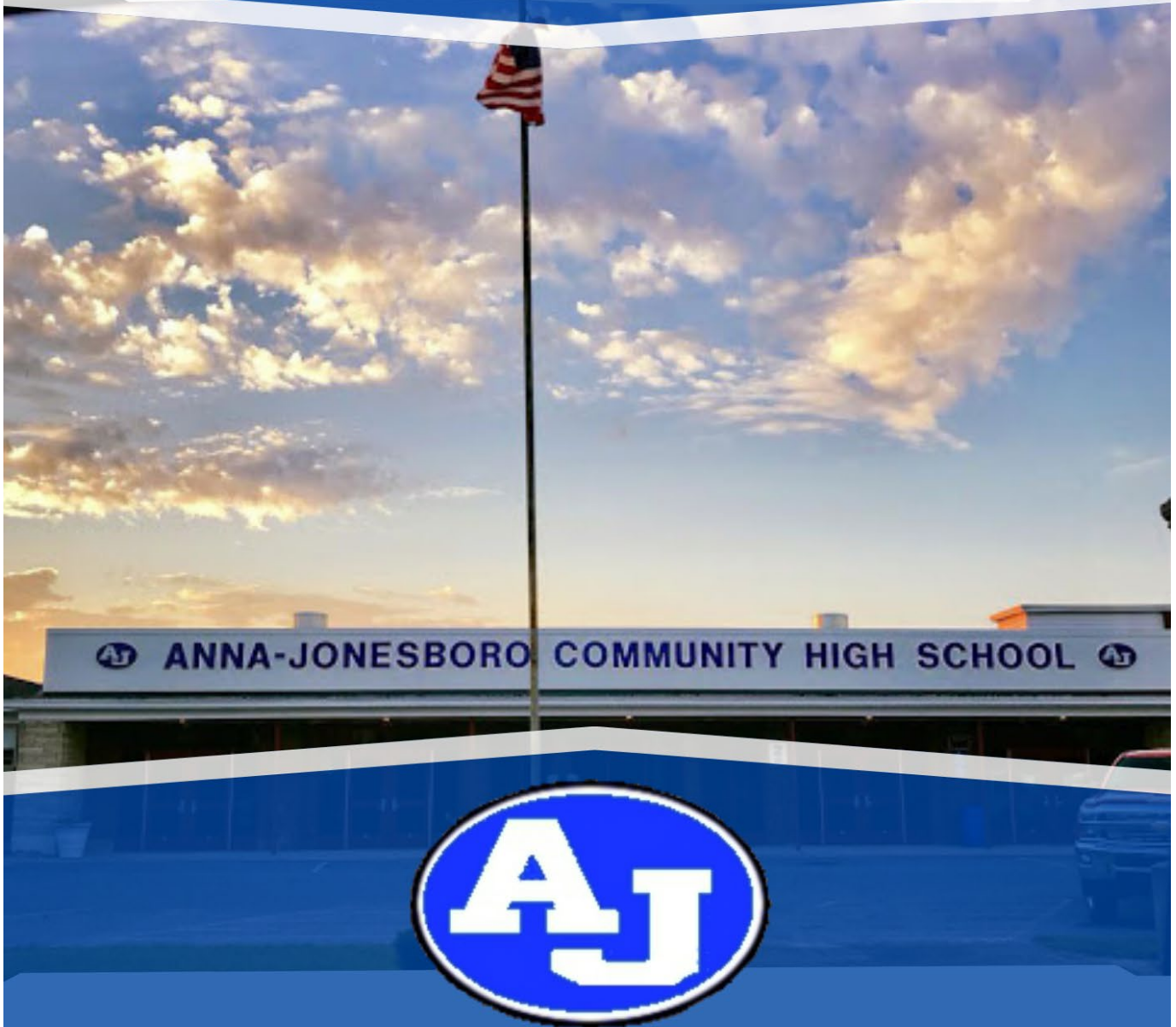


ANNA-JONESBORO COMMUNITY HIGH SCHOOL

STUDENT HANDBOOK



ONE TEAM. ONE SCHOOL. ONE FAMILY.

608 S. Main St. Anna, IL 62906

618-833-8502

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PERSONNEL

BOARD OF EDUCATION MEMBERS

Michael Houseman
Jason Leek

Angela Johnson
Eric Massey
Stacey Plott

Jeremiah Johnson
Jed Mix

SUPERINTENDENT

Brett Detering

PRINCIPAL

Corey Rice

ASSISTANT PRINCIPAL

Michelle Stevens

CURRICULUM DIRECTOR

Scott Finders

FACULTY MEMBERS

Ronald Barnett
Dalton Browning
Rachel Brumleve
Isabella Burkhardt
Kristin Chamness
Jaryd Clark
Nelly Corbit
Thomas Corbit
Heath Dawley
Kendra Denny
Kerry Falkenburry

Dana Frownfelter
Alysha Hase
Shawn Horn
Crystal Houseman
Jessica Howell
Kerri Jones-Treece
Linda Kersten
Kyle Kueker
Mandy Marggraf
Jennifer Massey
Hannah Maze
Courtney Misener

Reagan Morrison
Morgan Moser
Rachel Norton
Bernie Page
Emily Richbourg
Aaron Roberts
Lindsey Sommer
Jennifer Stokes
Dave Sullivan
Melody Thomas
Kimberly Williams

SUPERINTENDENT'S OFFICE BOOKKEEPER & TRANSPORTATION

Paula Keller & Heather Craig

PRINCIPAL'S OFFICE

Nikki Hadley & Jennifer Eastman

SPECIAL EDUCATION COORDINATOR

Amy Fitzgerald-Wilson

ATHLETICS

Mike Chamness – Athletic Director
Nikki Hadley – Athletic Secretary

IT DEPARTMENT

Sean Seavers & Brad Stamp

STUDENT SERVICES

Natalie Miller – School Counselor
Terra Webb – School Counselor
Jessica Sawyer – School Social Worker
Niki Barlow – Registrar

LIBRARY

Chrissie Ozment

CAFETERIA

Kelly Jackson, Alecia Pitts & Erin Hilliard

SCHOOL NURSE

Brooke Frank

AJ HOMEPAGE

www.aj81.net

School Violence Tip-Line 1-800-477-0024
National Suicide Prevention Lifeline 800-273-8255
Crisis Text Line
Text HOME to 741741
Safe2Help Illinois
844-4-SAFEIL Text SAFE2 to 72332

MISSION STATEMENT

Anna-Jonesboro Community High School District #81 will be a place where learning is promoted by setting high expectations and empowering students through an actively involved community and a quality, adaptable curriculum that incorporates knowledge of technology. Our goal is to create life-long learners by providing a safe environment that values mutual respect. A-JCHS is committed to directing students on a path of becoming productive, viable citizens in a global society.

PHILOSOPHY AND GOALS

Anna-Jonesboro Community High School seeks to encourage students to participate positively in their education so that they will acquire an integrated knowledge of human accomplishments and processes. Students of varied backgrounds and abilities will be provided with a supportive and structured environment to enhance their academic, social, physical, and creative growth.

The school community of students, teachers, administrators, support personnel, and school board shall work together with parents and other members of District 81 to achieve these goals:

- To assist students in developing the study and research skills necessary to lifelong learning in: critical thinking and problem solving; observing, listening, speaking; reading, writing, and calculating; note-taking, outlining, test-taking and time management; computer literacy
- To prepare students to further their education at a post-secondary institution appropriate to their interest, talents, and abilities or to acquire employability-proficiency in the basic areas of reading, writing, mathematics, and the sciences as well as related fields such as history, foreign language, social studies, the fine arts, and technology
- To stimulate students' maturity and awareness of social, economic, cultural, and ethical points of view so that graduates will participate in the democratic process and community service
- To help students expand their knowledge beyond the classroom and develop the skills necessary to relate and apply knowledge to solving the problems of daily living
- To enhance students' excitement for learning along with the incentive and motivation to continue the educational process outside of, and the conclusion of, their formal schooling

Social, physical, and creative goals, complementary to the academic goals, include the following:

- To help develop students' sense of self-esteem
- To encourage students to: develop leadership skills, take calculated risks, strive for success
- To teach socially acceptable behavior and respect for others
- To provide a basic knowledge for the rules and regulations governing schools
- To encourage the pursuit of an emotionally and physically healthy lifestyle
- To develop the ability to enjoy leisure time constructively
- To promote the understanding of and responsibility for the environment

A-JCHS SCHOOL SONG

We're loyal to you, Community High
To the white and the blue, Community High
We'll back you to stand, against the best in the land,
For we know you have sand, Community High
Rah! Rah!

*So smash that blockade, Community High
*Go crashing ahead, Community High
Our team is our famed protector
On team for we expect a VICTORY
From you Community High.
Rah! Rah! Rah!

Cha-He, Cha-Ha, Cha-Ha-Ha-Ha A-J, A-J
Cha-He, Cha-Ha, Cha-Ha-Ha-Ha A-J, A-J
A-J, A-J Rah! Rah! Rah!

We'll take that dear old flag of white and blue
Your loyal sons and daughters fighting for you
Like men of old on giants placing reliance
Shouting defiance Oskeewawa!

Amid the broad green plains that nourish our land
For honest labor and for learning we stand
For unto thee we pledge our heart and hand
Dear Alma Mater Community High

*During basketball season, these lines change to:

So break out that ball, Community High
We're backing you all, Community High

STUDENT/PARENT INFORMATION

HIGH SCHOOL ACCREDITATION

The Anna-Jonesboro Community High School is fully accredited by the North Central Association of Secondary Schools and by the State of Illinois. Graduates may enter any institution of higher learning, provided they can qualify academically.

ADMISSION REQUIREMENTS

1. The student must be a graduate of the eighth grade or the equivalent thereof.
2. All freshmen are required by law to furnish the school with a certificate of physical health and immunization records before enrolling. It is recommended that students have a dental examination.
3. All students are required to submit required registration documents prior to the first day of student attendance in order to be able to attend school.
4. Students who enroll after the official first day of the semester will be asked for proof of enrollment and attendance at another accredited school. Grade reports or transcripts from the previous school will be required, and credits will be prorated based on the time of enrollment and the courses offered at out school.

MEDICAL INFORMATION

The Illinois School Code (27-8.1, Illinois School Code) requires that all ninth grade students have a physical, up to date immunizations and dental examination. All transfer students must provide proof of an Illinois physical and immunizations within 30 days of registering for classes at A-JCHS. Medications that are to be dispensed during school hours must be delivered to the school nurse in the original container. Prescription medications must be labeled by the dispensing pharmacy. Only medications that are necessary to maintain the student in school should be sent. Any change in medication dosage, time, or method of administration should be directed to the school nurse in writing or by phone by the prescribing provider. A-JCHS has a "no nit" policy in regard to head lice. Students with head lice or nits will be sent home for treatment. If the problem persists, a referral to the Illinois Department of Human Services' head lice program will be made. Routine school nursing care is also provided to all students. Questions regarding a student's health should be directed to the school nurse.

REGISTRATION

During registration days in late July, students will pay fees, be provided with information pertaining to A-JCHS #81, and receive their class schedule. School ID pictures will be taken on picture day during the school year.

STUDENT HANDBOOK

This handbook meets the requirements of Section 5/10-22.6 of the Illinois School code, which states all students must within 15 days of enrollment receive a copy of the school's discipline, suspension and expulsion policies, and information regarding students' right of due process. Copies of the school discipline code, suspension policies, and expulsion policies, and students' right of due process can be located on the district's website at www.aj81.net. Physical copies will be provided upon request.

STUDENT INSURANCE AND PARENTAL PERMISSION

Any student wishing to participate in any extracurricular school-sponsored sports, cheerleading or dance activity must have parental permission to participate and insurance coverage protecting the student with respect to such participation. Any student wishing to participate must provide Anna-Jonesboro Community High School No. 81, prior to the date on which the student wishes to participate, a fully executed "Anna-Jonesboro Community High School District No. 81 Permission Form, Insurance Statement and Waiver" to acknowledge proof of parental permission and insurance coverage. No student may participate unless a fully executed "Anna-Jonesboro Community High School District No. 81 Permission Form, Insurance Statement and Waiver" has been filed in accordance with these provisions.

TUITION/RESIDENCY

Students living outside the high school district are required to pay a tuition fee each year. The amount is determined on the basis of per capita costs. Students under the age of 18 are required to live in the district with a parent(s) or legal guardian unless legally emancipated, married, or a ward of the state. Students 18 years old and older are required to live within the school district.

PROOF OF RESIDENCY

The Illinois State Board of Education requires school districts to develop procedures that will be used to determine pupil residency. A-JCHS is required to verify the address submitted by parents/guardians/others at the time of registration. Parents should have available a driver's license and one other source of documentation, which could include a telephone bill, utility bill, credit card bill, or tax bill for the reported address. The address that is provided to the school should be the 911 address of the residence. Post office box addresses will not be acceptable. All parents and guardians will be required to sign an affidavit of residency before enrolling students.

If a person other than the parent/guardian is trying to enroll the student at his/her address, in addition to the above, that person will need to complete a form indicating that the child does live, eat, and sleep

at the reported address. When a complaint is received relating to student residency, an investigation will be conducted.

A person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend any school in the district without the payment of nonresident tuition charge commits a Class C misdemeanor (not more than thirty days in jail and/or fine not to exceed \$1,500).

TRANSFER STUDENTS

Parents of transfer students entering A-JCHS should call the guidance counselor to set up an appointment. The counselor will help determine an appropriate course of study for the students. New students should bring with them as many of the following as possible:

1. Student transfer form
2. Transfer grades
3. Copy of transcript and correct name, address, phone number, and fax number of previous school.
4. Any pertinent background on curriculum from a previous school that may be helpful in regard to correct placement at A-J.
- *5. Health records (proof of current physical)
6. Sports eligibility information (if applicable)
- *7. Notarized affidavit of residency

*Required before student is enrolled.

For students who transfer into A-JCHS not coming from an accredited state school, a staffing will take place to develop a plan for the student. The plan will result in tentative placement based on a review of the student's tests and written work and assessment using standardized tests. A student must meet all A-JCHS graduation requirements and state requirements for graduation.

Any student who has been suspended or expelled from a public school will not be permitted to enroll at A-JCHS until such term of suspension and/or expulsion has been completed.

FOSTER CARE STUDENTS

Children in foster care have a higher mobility rate than their peers. School instability can negatively impact students in a variety of ways including, but not limited to, academic achievement. The District will work to:

1. Ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the child's best interest; and
2. Develop in partnership, consistent with the SEA and local child welfare agencies, procedures that ensure that transportation is provided, arranged, and funded for students in foster care.

If it is not in the child's best interest to remain in the school of origin, then District officials will try to facilitate enrollment in the new school without delay.

The District's foster care point of contact is the school counselor, Terra Webb. Upon notification of a student being placed in foster care or being brought to the District to enroll, District officials will work collaboratively with other agencies for what is in the best interest of the child.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney Homeless Assistance Act and the

Education for Homeless Children Act. Terra Webb, school counselor, shall act as a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

STUDENT FEES

Student fees are assessed to provide for consumable supplies, car rental and maintenance, purchase of textbooks, cleaning of uniforms, and replacement locks. The following yearly fees are payable at the time of registration:

Book Rental - \$30.00

Driver Education - \$100.00

Locker Rental - \$2.00

CTE Classes - \$15.00 / sem.

Art Department Classes - \$5.00 / sem.

Science Dept. Classes - \$5.00 / sem.

Photography Classes - \$25.00 / sem.

Band - \$10.00

Biomedical Science - \$20.00 / sem.

Introduction to Engineering - \$10.00 / sem.

Additional fees are charged for Dual Credit classes and can be found in the section on Dual Credit.

New students who enter A-J during the year will be assessed fees prorated to the amount of time in attendance. Students who change or drop classes at the beginning of the second semester will have their fees prorated. Students who drop classes after the 10-day drop deadline will not receive a refund for that semester. Parents may request a waiver of fees if free and reduced lunch guidelines are met.

WAIVER OF SCHOOL FEES

Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental, required class field trips and other class related materials and/or supplies. However, students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

A student is eligible for a fee waiver if the student is currently eligible for the free and reduced lunch program pursuant to 105 ILCS 125/1 et seq.

PARKING FEES

The Board of Education has set the price of parking/vehicle registration fees as follows:

1. Students who wish to have a reserved parking space in the paved parking area may purchase a parking permit for \$25.00 per year.
2. Students may purchase a parking permit for the reserved gravel area for \$20.00 per year.
3. Parking permits purchased during the second semester will be \$10.00 for non-reserved; \$15.00 for reserved parking, if available.
4. See automobile regulations.

STUDENT SERVICES DEPARTMENT

The Student Services Department includes a registrar, two school counselors, a school social worker, and provides all district students and their families with the following services:

- Academic, postsecondary, and career planning and advisement, including monitoring graduation status; assisting students with scheduling; providing opportunities to meet with college, military, union, and career representatives; providing career testing and education services; and assisting students with college applications, scholarships, and financial aid services, including the FAFSA.

- Tier one, two, and three social emotional supports and interventions designed to assist students in developing skills required for success.
- Social work services, including accessing school, community, and state resources to overcome obstacles; assistance for homeless students and youth in care; access to basic necessities including food, clothing, hygiene, and medical care; and services outlined in Individualized Education Plans (IEPs).
- School records, enrollment, and registration services, including registering new students, transferring students, sending transcripts, and accessing records information in compliance with state and federal privacy laws (FERPA).

Information from the Student Services Department is available on the Student Services page of the school website. Notices regarding services are sent to students via Google Classroom and school email, and important parent information is shared via email, text, and school social media platforms.

NOTE TO DIVORCED PARENTS

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when either parent requests them, unless there is a court order to the contrary.

GENERAL INFORMATION

ADVERSE WEATHER INFORMATION

In the event of inclement weather, we will notify local television and radio stations to provide information regarding school opening or closing. Parents/Guardians will also be notified via our phone messaging system.

BUS INFORMATION

1. Bus transportation is provided for those students living more than 1 1/2 miles from the school.
2. Bus discipline regulations are covered in the discipline policy.

SNOW ROUTES

In the event of inclement weather, it may be necessary for buses to run on snow routes. Snow routes will be distributed by each bus driver to the riders of each bus. These routes will also be available on the school website.

FIRE AND CIVIL DEFENSE DRILLS

FIRE WARNING - The fire alarm system will sound. Evacuation of the building will be delayed 3 minutes, to confirm the need to evacuate. The teacher dismisses each classroom. The first student to the door opens it and keeps it open until all are out and then falls in line just in front of the teacher of that room. Walk rapidly, but with no crowding, pushing or shoving. All classrooms file out in single file and exit the building by the nearest exit.

STORM WARNING - There will a continuous ringing of the alarm bell: All persons who are in the new part of the building are to go to their assigned areas in the lower hallways and sit on the floor. People who are in Union Hall gym and classrooms should go to the locker room areas. People who are in the auditorium and music room should exit by way of the back stairs into the gymnasium and then into the locker room areas.

EARTHQUAKE - In the event of an earthquake, students should drop and cover by seeking cover under desks or tables in the classroom; in the hallways, students should drop and cover their heads: in

the gym, students should immediately exit by the nearest door. Students should report with their teachers to the football field as soon as the tremors are over in order that all students can be accounted for. Teachers should bring gradebooks and / or emergency class roster sheets for attendance purposes.

LOCKERS

Each student is assigned a locker in which to keep books, coats and other supplies. Lockers should be kept locked at all times. Locker combinations are not to be shared with other students. The Board of Education shall retain ownership of the lockers. The outside and inside of the lockers should not be defaced. Students are responsible for their own personal items and assigned school property. All personal effects and valuable items should be secured by locks, both in the hallway locker and P.E. locker rooms. It is the student's responsibility to maintain his/her locker, to keep it locked, and to report any damage to the locker.

BELL SCHEDULES **Regular Schedule - 3:12**

1st Bell 8:00
Warning Bell 8:04
1st Period 8:08-8:56
2nd Period 9:00-9:48
3rd Period 9:52-10:40
4th Period 10:44-11:32
5th Period 11:32-12:54
Lunch A 11:32-12:02 5th 12:06-12:54
Lunch B 5th 11:36-12:24 12:24-12:54
6th Period 12:58-1:46
7th Period 1:50-2:38
Advisory / Intervention 2:42-3:12

Regular Schedule - 2:15

1st Bell 8:00
Warning Bell 8:04
1st Period 8:08-8:53
2nd Period 8:57-9:42
3rd Period 9:46-10:31
4th Period 10:35-11:19
5th Period 11:19-12:38
Lunch A 11:19-11:49 5th 11:53-12:38
Lunch B 5th 11:23-12:08 12:08-12:38
6th Period 12:42-1:27
7th Period 1:31-2:15

Advisory Period and Assemblies are part of the school day and all attendance policies are applicable to them.

ANNOUNCEMENTS

All announcements for the day should be presented to the main office before the first period begins. After observing a moment of silence and reciting the Pledge of Allegiance, the announcements will be read over the intercom at the beginning of the first period. At times, announcements of utmost importance may be read over the public address system.

LOST AND FOUND

A student who finds an article should take it to the main office where the owner may obtain it upon proper identification.

SCHOOL CALENDAR

The school calendar is maintained in the office. It is the official record of all meetings, athletic and musical events, social functions and other activities. The Principal must approve all such events and activities.

PARENTAL CONCERNS

In the event a complaint by a parent of a student is directed toward an employee, the parent shall be referred to either the employee or Principal, who will discuss the complaint with the parent. Students or parents who have a concern or complaint directed toward a teacher or coach should make an appointment with the teacher/coach during the teacher's planning and conference period or after school. If the complaint cannot be resolved by the Principal or staff member, the following procedure will be used:

- A conference shall be set up by the Principal, including the Principal, the employee, and the parent or parents.
- If the conference does not resolve the matter, the parent shall be requested to state the complaint in writing and suggest an acceptable solution. The principal shall then set up a second conference involving the former participants, plus the Superintendent
- If the second conference does not resolve the matter, the Superintendent shall arrange for the participants to attend a Board meeting for a discussion of the complaint.

ACADEMIC INFORMATION

TEACHERS' RESPONSIBILITIES

During the first week of the school year or the first week of a second semester course, each faculty member will give each student a copy of the curriculum guide/course outline for each course taught. The information will contain the following: course description/outline, grading scale and policies, classroom behavioral expectations, course requirements, major assignments and projects for the course, required materials, and review all other pertinent information with students. A copy of classroom rules, semester exam policies, and other policies will be posted in the classroom. Faculty should review the chain-of-command policy with students and request, if there is a problem, that students should schedule a conference with the teacher to resolve the matter.

Teachers will document student behavior problems by completing a discipline report for each incident.

ACADEMIC HONESTY

Academic dishonesty involves presenting another person's words or ideas as one's own, or enabling someone else to do so. It almost always helps to talk about assignments with other people, whether parents, peers, tutors, or teachers. When it comes to putting words on paper, however, the words one writes must be one's own. Unless the teacher gives explicit instructions for an assignment to be written collaboratively, assume that--even if work is done with a friend--one must do the actual writing by oneself. The following are examples of dishonest behavior:

1. Copying homework from another student or enabling another student to copy one's work
2. Looking at another student's paper during a test or quiz
3. Giving another student answers during a test or quiz
4. Telling a student who has not taken a test or quiz what questions are asked
5. Plagiarism: the act of intentionally or unintentionally presenting work done by someone else as though it were one's own

6. The use of any online format, application, or webpage to purchase or download information with the intent of presenting it as one's own original work. Students are also prohibited from uploading any information that includes any part of a teacher's assignment, such as the prompt to an essay or questions on an exam.

All incidents of academic dishonesty will incur failure of the assignment. Note that in cases of important assignments, a zero may result in failure for the semester. Depending on the severity of the offense, additional consequences may be warranted.

GRADING

The Four Point Division System of Marking and a Word Statement of what the letters stand for:

Grade A - Superior

Grade B - Good - Above Average

Grade C - Average

Grade D - Below Average, Yet Passing

Grade E - Denotes Failure

The student does not work consistently, and the level of achievement does not merit a passing mark.

Grade S - Denotes Passing

The pupil has worked consistently but has not reached the level of achievement represented by the grade of "D." This grade is given only to pupils who have done their best but their ability does not allow them to do passing work. Before this grade is given, the teacher must discuss it with the Principal.

Grade I - Denotes Incomplete

The student has not completed all of the assigned work for the class and until such time as the work is completed, the grade will not be recorded. The student will be given ten (10) school days to complete the assignment(s).

IN THE EVENT THAT A STUDENT IS ABSENT FOR AN EXTENDED PERIOD OF TIME DUE TO ILLNESS OR OTHER CIRCUMSTANCES, THE TIME PERIOD OF TEN DAYS MAY BE EXTENDED AT THE DISCRETION OF THE TEACHER.

STANDARDIZED GRADING SCALE

Teachers use the following scale to arrive at a course grade:

Letter Grade	Point Value
A+	100
A	99-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
E	59-0

GRADE DETERMINATION

The mid-term grade period is considered to be a mid-semester progress report. Final semester grades shall be cumulative, in that grades for all work produced during the semester shall be averaged into one grade. If a student is required to take the semester exam, the semester exam shall be 20% of the total grade, with 80% of the grade derived from the semester's work. This mid-semester progress report

is provided so that the teacher, student, parent, and administration are given a clear indicator of the quality of work produced to that point in the semester.

SCHEDULE CHANGES

All schedule changes for the **Fall Semester** must be requested prior to the first day of school.

Schedule changes for the **Spring Semester** may be requested during the final three regular class days of the fall semester.

1. A written request containing a valid reason for change is presented to the guidance counselor from parent, guardian or faculty member.
2. The student enters a different class and satisfactorily and promptly completes all work missed to the point of entry into that class.
3. All schedule changes are to be approved by the principal.

DUAL CREDIT COURSES

Through Shawnee Community College,

A-J students are offered the following courses that can award them both high school and college credit (fees are indicated)

Adv. Biology II (BIO 111) - fee \$40

Calculus (MAT 209) - fee \$20

Ecology (BIO 211) - fee \$20

Health Occupations (PN 120 & CPR 120)

Intro to Teaching (EDU 110 & 111) - fee \$20

Pre-Calculus (MAT 115) - fee \$20

Real World Math (MAT 121) - \$20

AP Courses - fee \$20

ADVANCED PLACEMENT COURSES

AJCHS offers Advanced Placement Courses in U.S. History and Literature & Composition. Advanced Placement (AP) is a program that allows students to take courses in preparation for the AP Exam in that subject area. Students who receive a score of 3 or higher are eligible to receive college credit as determined by that institution.

WEIGHTED COURSES

Weighted courses are for students who have the self-discipline, motivation, and ability to achieve at a higher level. Freshmen students will be enrolled in weighted courses based upon the recommendation of their 8th grade teachers, test scores, and grades. After the freshmen year, students' placement in weighted courses at other grade levels will be contingent upon satisfactory work, achievement, and the instructor's recommendation. Instructors may make recommendations to either enroll a student in or remove a student from a weighted class. The following procedure should be followed: a) based on the recommendation of an instructor, a student may be moved from a regular course and placed in a weighted course if the instructor feels the student may benefit. b) a student may be removed from a weighted course if the student does not perform to expectations. c) parents will be notified before any change in placement is made.

Weighting of Grades: The following classes shall be weighted. A committee of teachers and the administration reviews weighted classes.

Weighted Classes

Advanced Algebra I, II
Advanced Biology I, II
Advanced Chemistry I
Advanced English I, III, IV
Advanced Geometry
AP Literature & Composition
AP U.S. History
Art Portfolio
Calculus
Entrepreneurship (1 class period)
Ecology
Medical Terminology
Introduction to Engineering
Introduction to Teaching
Physics
Pre-Calculus
Principles of Biomedical Science
Spanish III & IV
Statistics
4th year Band / Chorus

The factor for weighted classes shall be 1. Therefore, an “A” will be calculated as 5 points on a 4-point scale, a “B” as 4, a “C” as 3, and a “D” as 2. The weighting factor is used to establish Latin honors and grade point average only. The students must receive a passing grade in order to pass the class and for the class to be counted for graduation purposes.

HONOR ROLL

High Honor Roll: A student whose grade point average is 4.0 or above (possible with weighted classes) shall be listed on the first honor roll.

Honor Roll: A student whose grade point average is between 3.6 and 3.999 shall be listed on the second honor roll. All classes, except correspondence and alternative education classes, shall be considered for computing honor rolls.

ALTERNATIVE EDUCATION

Students participating in the Alternative Education Program through the Regional Office of Education or Shawnee Community College shall be granted credit towards graduation from A-JCHS for courses satisfactorily completed, no more than 8 credits can be earned per school year. Grades, however, will not be calculated for GPA and class rank. Students and parents can obtain further information about the alternative education programs through the Student Services Office. Students must be at least sixteen years of age and must be referred by the principal to be eligible for this program.

CREDIT RECOVERY OPTIONS

If a student fails a required class, he or she may repeat the class in the classroom as department policy dictates OR elect to participate in summer school or after-school credit recovery courses as available. Students may NOT use summer school or after-school credit recovery programs to take a required credit that they have not already failed. For those subjects that require two or more credits for graduation, a student may only earn up to half of those credits through a summer school or after-school credit recovery program. Elective courses may only be taken to make up credit deficiencies. Grades from any class taken in a credit recovery or alternative setting will not be calculated for GPA. Students and parents can get further information through the Student Services Office.

HOMEBOUND INSTRUCTION

Homebound instruction will be provided for students who are confined to their home for longer than two weeks. Medical documentation of the student's inability to return to school will be required and thoroughly reviewed by school personnel. It may further be necessary for the student to be evaluated by the school district in order to ascertain the need for this service. If approved, this service will be provided, at the direction of a physician, for students who can be expected to be absent for an extended period of time due to physical incapacity. This service will be provided at no cost to the parent or student. In order to apply for homebound instruction, the student and parent should follow the following steps:

1. Obtain the homebound instruction form from the Principal's office.
2. A medical doctor should complete the form and the form should be returned to the Principal. A written statement from the doctor must specify the following: a. the child's condition; b. the impact on the child's ability to participate in education (the child's physical and mental health level of tolerance for receiving educational services; and c. the anticipated duration or nature of the child's absence from school.)
3. The Principal will secure a teacher to provide homebound instruction.
4. Before homebound instruction can begin, there must be a staffing to establish expectations for the parties involved. Those attending the staffing will be the parent(s), student (if physically able), homebound instructor, current classroom instructors, guidance counselor, nurse, and Principal.
5. The following issues will be discussed and agreement reached on the following: What courses can successfully be maintained with homebound instruction (not all courses can be completed at home)? When will work be assigned and completed? How many hours of instruction per week will be necessary? Who will be responsible for assigning work, evaluating work, and assigning a grade?
6. Students on homebound instruction will be required to take and pass semester exams in all of their classes.

FEDERALLY FUNDED SPECIAL PROGRAMS

In conjunction with the regular academic programs, Anna-Jonesboro Community High School participates in some special programs, which are funded by the federal government. Programs that are available include: title I reading, title I Math, special education, and tech prep. These programs are not extensive in nature and are contingent upon approval and federal funds for each school year.

CLASSIFICATION OF STUDENTS

Student grade classification is based on the years of attendance in high school and does not reflect credits earned

*Senior classification does not necessarily indicate that a student is on pace to graduate (18 credits **at the start of the school year** would place a student on pace to graduate).

GRADUATION REQUIREMENTS

No prospective graduate from this high school shall participate in the graduation ceremonies in any manner until he or she has met all of the requirements for graduation or the necessary requirements for a certificate of participation. Beginning with the Class of 2025, AJCHS will no longer rank students. Students will be recognized for academic excellence based on the following criteria:

Summa Cum Laude: 4.3 GPA

Magna Cum Laude: 4.0-4.29 GPA

Cum Laude: 3.75-3.99 GPA

Students with an individualized education plan (IEP) at AJCHS will be recognized based on the following scale:

Summa Cum Laude: 3.9 GPA

Magna Cum Laude: 3.6-3.89 GPA

Cum Laude: 3.4-3.59 GPA

Rankings will be based on weighted GPAs and will not be rounded.

For graduation consideration, students must earn 24 credits and pass the following required courses:

4 credits English

3 credits math

2 credits social studies (Civics, US History, and Government)

2 credits science

½ credit fine arts

½ credit computer concepts

½ credit health

½ credit resource management

One of the following each semester: Dr Ed, Health, Band, PE for a total of at least 4 credits

Complete the state's final accountability assessment and the FAFSA form or waiver.

Sophomores, juniors, or seniors may waive PE if participating in school athletics with the completion of an athletic waiver.

UNIVERSITY RECOMMENDATIONS

English 4 years

Math 3 years

(Must include Alg. I, II & Geometry)

Science 3 years

Social Studies 3 years

World Language/Fine Arts 2-4 years

GRADUATION POLICY

It is the philosophy of the Board of Education that the high school commencement exercise be a ceremony of dignity and respect. Students may choose not to participate if they feel that these guidelines cannot be followed. Students who choose to participate should realize that the ceremony is a school function and that all school policies apply. The following procedures and rules apply to said ceremony:

1. The attire of graduates worn under gowns is to be proper and appropriate. Generally, females are to wear skirts (knee length or longer) or dress slacks and blouses, or dresses (knee length or longer) with dress sandals or shoes. Males are to wear slacks (black, brown, navy or khaki) and shirts with a collar (ties are recommended, but not required) and dress shoes or dress boots. Shorts, T-shirts, blue jeans, athletic shoes, canvass shoes and other casual wear are not considered appropriate.

2. The attaching of lettering or signs, or otherwise altering the original appearance of either caps or gowns, is prohibited. Only stoles, cords and pins approved by the school can be worn during the graduation ceremony.

3. The high school band will provide music for both the processional and recession of graduates.

4. Candidates for graduation are required to display respect toward all presenters/speakers participating in the commencement program.

5. The use of all types of firecrackers, mechanical noisemakers, and all other types of paraphernalia commonly associated with spontaneous celebrations is prohibited during the ceremony.

6. Diplomas will not be handed out during commencement exercises. Graduates will receive only diploma covers during the ceremony.

7. Diplomas will be distributed immediately following the ceremony to all graduates who adhere to the guidelines.

8. Any candidate for graduation failing to adhere to the guidelines will not receive his/her diploma the night of graduation. In this event, the candidate for graduation will receive his/her diploma after appearing before the Board of Education with his/her parent(s) or guardians(s) at which time his/her conduct will be reviewed.

9. All fees and financial obligations due and owing to the school district must be paid in full prior to participation in graduation ceremonies.
10. Only those students who have earned the necessary credits at the conclusion of Senior Semester Exams will be allowed to participate in the commencement ceremony.

LOST/DAMAGED TEXTBOOK POLICY

All textbooks are numbered and each student's textbook number will be recorded and checked off when returned. Replacement cost will be assessed for lost, rain damaged, and missing pages. A repair minimum cost of \$10.00 will be assessed for excessive abuse (including markings) compared to books of the same title and age.

EXEMPTION FROM PHYSICAL EDUCATION

Students will take physical education on a daily basis except as follows:

- A. A senior may request an exemption from physical education to take an academic class in order to be granted admission to a specific institution of higher learning or to meet graduation course requirements other than PE.
- B. A student who is physically unable to participate in physical education should present a note or statement from the student's physician that states the reason for the student not being able to participate.

WORK PROGRAM

Students who are in the school sponsored work program are required to be enrolled for at least 4 class periods, other than work program, at AJCHS. Students must maintain their job for the duration of the semester. Failure to do so may result in a loss of work program credit.

SENIOR OPTIONS

Seniors may elect to enroll in Shawnee Community College classes provided they meet the requirements of the college and will meet the graduation requirements of AJCHS. Students must be enrolled for at least five periods at AJCHS and must enroll in one Shawnee Community College class per hour that they are not attending AJ (maximum of two). Students who do not complete their SCC courses in the fall will not be allowed to choose this option again in the spring.

SOCIETIES, ORGANIZATIONS, AND STUDENT GOVERNMENT

HONOR SOCIETIES

Beta Club, National Honor Society, and Mu Alpha Theta

SCHOOL ORGANIZATIONS

Art Club, Educators Rising, FBLA, FCA, FCCLA, FFA, GSA, Outdoor Club, Spanish Club, the yearbook staff, Student Council, and class officers

HONOR TEAMS

Brain Games, Math Team, Scholastic Bowl, & ACES

STUDENT PARTICIPATION

Each student is encouraged to limit his or her obligations as a participant in school organizations and activities so that these obligations do not interfere with scholastic obligations and current obligations such as committee work that the student already has. It is recommended that a student who is involved in athletics, cheerleading, marching band, an honor team, or a scholastic team limit his or her participation in other school organizations.

ADVISER OBLIGATIONS

The adviser of the school organization has the right and obligation to ask for the resignation of any officer or editor who is not fulfilling his or her obligation. The adviser shall provide a copy of the school organization's constitution/rules, substance abuse policy, and list of members and officers for his or her organization to the Principal by October 1 of each school year.

HONOR SOCIETIES

BETA CLUB

The A-J Beta Club is a local chapter of the National Beta Club, an honorary organization founded to recognize outstanding scholastic achievement and encourage good character, service to the school/community, and leadership. New members are selected each fall on the basis of their worthy ethical character, commendable attitude, and cumulative high school grade average (sophomores must have a G.P.A. of 4.0; juniors a 3.9; seniors a 3.7). Students who meet these qualifications as indicated by their conduct and academic records will be invited to become members. After the administration approves the new members, the elected officers install new members at an initiation dinner. Members must keep up their grades to remain active members. National dues are \$15 (a one-time fee) and local dues are \$5 each year.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is the highest achievement a student can attain in the school program. To be eligible for membership consideration into the society, a sophomore or junior must meet the requirements of the four areas: scholarship, citizenship, service, and leadership. A student must maintain a minimum grade point average of 3.5. To meet the leadership requirements, a student must earn at least 40 activity points. In addition, a student must perform at least 30 hours of volunteer service to the school and/or community within one calendar year. Persons meeting these criteria will then be reviewed by the faculty council for selection. Selected students will become members for the following school year. These students must maintain the minimum criteria for selection to retain membership each school year. The National Honor Society induction ceremony is held at the end of the school year.

MU ALPHA THETA

Mu Alpha Theta is a National Mathematics Honor Society that is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics. Membership is restricted to those achieving at the "B" level or higher in Advanced Algebra II or beyond. All members must pay an initial fee with an extra fee for each additional year involved in Mu Alpha Theta. The group meets quarterly and participates in a fundraising event

SCHOOL ORGANIZATIONS

ART CLUB

The art club is a group of students who appreciate and promote art. The club is open to all students regardless of enrollment in art classes. Some of the activities include but are not limited to working on the spring musical, face-painting at homecoming, and field trips to museums. The art club works with the faculty and the community for the beautification of our school and town.

EDUCATORS RISING

Educators Rising invites students with any interest in a career in education to join. The organization meets once per month to discuss information pertaining to pursuing a career in education and educational issues. Students have the opportunity to go on a few educational field trips.

FUTURE BUSINESS LEADERS OF AMERICA

FBLA is an organization made up of students pursuing careers in business or business education. Its purpose is to bring business and education together in a positive working relationship. Organizational goals include: promoting competence, aggressive business leadership, understanding American business enterprise, establishing career goals, encouraging scholarship, promoting sound financial management, developing character and self-confidence, and facilitating the transition from school to work. Members receive publications offering timely articles on business and professional topics. Members also have the opportunity to participate in regional, state and national conferences, where they may engage in business and leadership workshops and competitive events. Tours of various types of businesses are also an integral part of FBLA activities.

FELLOWSHIP OF CHRISTIAN ATHLETES

FCA is a student led organization devoted to seeing the world impacted for Christ through student athletes and coaches. While the majority of members are athletes, it is not a requirement for membership.

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA

Family, Career, and Community Leaders of America is open to anyone who is taking or has taken a course in family and consumer science. The A-J chapter is affiliated with the section, state and national organizations. Some of the activities of the chapter include service projects for the school and community, social activities for the members and their families and educational programs for the members.

THE NATIONAL FFA ORGANIZATION

The local chapter of FFA is open to all students who are in the agriculture program or who have taken a course in the field. Dues must be paid for state and national membership. Local, state and national meetings may be attended as well as activities that are an extended phase of classroom activities. The FFA Club meets on a monthly basis.

GSA – GENDER SEXUALITY ALLIANCE

GSA or the Gender Sexuality Alliance is a student-led and student-organized school club that aims to create a safe, welcoming, and accepting school environment for all youth, regardless of sexual orientation or gender identity.

OUTDOOR CLUB

The A-J Outdoor Club is open to students with an interest in outdoor activities and community service. Club activities include but are not limited to hiking, fishing, hunting, canoeing, and bird watching. The club is also active in service work including rebuilding hiking trails, collection of old Christmas trees for building animal shelters, the deer check station, a partnership with the Cypress Creek NWR and the IDNR. The club has received recognition for conservation efforts with an award from the governor and the IDNR.

SPANISH CLUB

The purpose of the Spanish Club is to enjoy the fellowship of other Spanish students while learning the language and customs of Spanish speaking people. Students taking Spanish I may be a member for one year only; students taking or having completed Spanish II may hold membership as long as they wish. Dues are \$2.00 per year. Attendance is required at club meetings and functions unless the sponsor excuses the student. After three unexcused absences, the member's name will be removed from the membership roll. Spanish club activities include an Initiation Banquet, dinner at a Mexican restaurant, Homecoming, Work Day and possible fundraising events.

YEARBOOK

The "**WILDCAT LAIR**" is the yearbook prepared by the students. Students apply for a staff position; the adviser names editors and staff. The staff plans and works all year to meet the delivery date in the fall. The yearbook is a complete record of the year's events.

STUDENT GOVERNMENT

STUDENT COUNCIL

The Student Council is an advisory group elected from each class representing the student body. To be eligible for election, one must obtain an application from the sponsor. Ten (10) students from the student's class must sign this application. The student must have at least a "C" average.

CLASS OFFICERS

Each class will elect a president, vice president, secretary and treasurer. The nominees must maintain a minimum 2.5 GPA and have no failing grades for the school year.

NO PASS/NO PLAY EXTRACURRICULAR ACTIVITIES

In order to be eligible to participate in any school-sponsored or school-supported extracurricular activity, a student must be passing at least 5 classes.

Extracurricular activities are defined as any school sponsored activities not falling in the scope of regular curriculum and not carrying any academic credit. If a student is ineligible, the student will not be allowed to participate in the extracurricular activity until the requirement (passing 5 classes) is met. Sponsors will monitor member's grades.

PARTICIPATION IN TWO OR MORE ACTIVITIES

To avoid the many problems that potentially may arise when a student participates in **two or more activities at the same time**; it is recommended that the following procedure be followed:

1. At the beginning of each season or activity, sponsors and coaches will inform students interested in participating in an activity of the expectations of the sponsor / coach. Students should inform the sponsor/coach of other activities in which the students are participating or plan to participate. The sponsors/ coaches of the activities will meet to discuss options and possible compromises that could be reached to allow the student to participate in multiple activities.
2. The student and all sponsors/ coaches should reach a mutual understanding of the consequences of participating in multiple activities. If necessary, the sponsors/coaches will meet with the student involved to have the student declare which activity will be the major or minor activity. The major activity will be the activity that will be afforded the greatest effort by the student involved. It will be the activity that takes precedence in conflict situations. The minor activity will be of secondary interest to student with involvement occurring after fulfilling obligation made to the major activity.
3. The parent of the students participating in more than one activity may meet with the respective sponsors to review the results of the meeting described in Step #2. The emphasis will be made that commitment by the student to an activity, and the participation with the activity in question, will depend on which is declared major and which is declared minor. It will be stressed that the final decision in case of conflict will rest with the sponsor / coach. Every effort should be made during the course of the meeting to ascertain the expectations of the parents as they relate to their child's participation level in each activity. The parents should leave the meeting with a clear understanding of what level of participation their child can expect in the activities selected.
4. All conflict resolution is expected to follow the district's chain of command model.

SCHOOL-WIDE AWARDS

OUTSTANDING SENIOR AWARD

A-JCHS is one of thirty-five member high schools in the Southern Illinois Society for High School Achievement. Each school is allowed to have no more than six seniors selected to the society. The selection process is up to the discretion of each school. The selection process at Anna-Jonesboro is as follows:

1. Each teacher may nominate no more than six seniors who:
 - A. Have exhibited exceptional character for the entire four years of high school.
 - B. Have demonstrated leadership through involvement in extracurricular activities.
 - C. Have performed service activities for the school and/or community.
 - D. Have maintained a minimum unweighted cumulative GPA of 3.8.
2. From the nominations, the names of ten seniors receiving the most votes are placed on a ballot.
3. The teachers then vote their top six seniors.
4. The six seniors with the most votes are designated "Outstanding Seniors" for their class.

SCHOLAR ATHLETE AWARD

Student Athletes may be given this award after their sophomore, junior, and/or senior years. Students must have a cumulative 3.3 GPA and have participated (finished the season) in at least two sports during that academic year.

ILLINOIS HIGH SCHOOL ASSOCIATION ACTIVITIES

Competition in IHSA activities is encouraged for any interested student. All information relating to these activities is included in a comprehensive District No. 81 policy statement entitled the A-JCHS Athletic Handbook. IHSA activities include athletic, band and choral, and forensic events.

ATTENDANCE

Punctuality and good attendance are extremely important habits. Students will make their own attendance record and school officials will attach the attendance record to students' permanent records. It is very important that students do not receive unexcused absences -- see item 8.

ABSENCES

1. Valid absences shall be the only type considered excused. Valid causes for excused absences shall be illness, observation of a religious holiday, death in the immediate family, family emergency, brief visits to medical services providers (e.g., doctor, orthodontist, etc.), circumstances beyond the control of the student (e.g., natural disaster, weather problem, home fire, believed to be real or perceived danger at school, etc.), court appearances, testing or induction in the military, and personal injury. Pre-notification by appointment reminders or authorization letters should be presented when applicable. The school reserves the right to verify the validity of the cause of any absence before declaring it excused.
2. Excused Absences – Parents or guardians may excuse 4 absences per semester.
3. Mental Health Days – Parents or guardians may allow a student to take 3 mental health days per semester. Parents are required to call in to the principal's office and inform the office that the student is taking a mental health day. On the second mental health day, the student services department will be notified and may schedule a time to meet with the student during the school day. On the third mental health day, the student will be required to participate in 3 small group sessions conducted by the Student Services department. Failure to meet these requirements will result in the absence being unexcused.
4. Absences classified as "School Business" include the following: attendance at meetings or other events, including school sponsored athletics, as a presenter, elected delegate, qualifying participant,

or to receive a personal award, college entrance testing, scholarship interviews, and school approved field trips. School Business is not counted as an absence.

5. On the date of, or preceding, any absence, the parent or guardian must telephone the school to notify the Principal's office of the reason for the absence. **A telephone answering machine is available to record reasons for absences prior to 7:30 AM. Please call 833-8502, to reach the student attendance voice mailbox.** If the phone system does not respond, call 833-8502 again after 8:00 a.m. to report an absence.

6. Students who have unexcused absences will receive a grade of "zero" for any assigned work or tests given during the time of the absence. If the teacher requires that the work be made up, that grade shall be counted instead of the zero. Each teacher shall explain and post in view a copy of the class policy on make-up work.

7. Students who leave school without signing out in the office and/or without parental knowledge will face disciplinary action. **Students who leave school for any reason after being counted as present in any class are to sign out in the Principal's office before leaving the building.** Students must agree to one of the following:

Students present appointment card

Students allow office to call parent

Student's parent calls school office before student signs out

8. When more than 4 absences occur in one or more classes, a physician's statement (including dates of absence and the date the student was seen by the doctor in his/her office) will be required to obtain an excused absence for any more absences in any class (previous physician's statements during the semester that are on file in the Principal's office can be used to meet this requirement). Doctor's notes must be provided the day after the absence.

Students will also be required to pass the comprehensive semester exam in any class in which they miss more than 10 days. Failure to pass the exam will result in an E for the semester grade in the class.

9. Unexcused absences will result in a student being assigned disciplinary consequences including ASD, ISS, or expulsion. If a student misses a half day (4 periods or less) they will be assigned 1 hour of detention. Students missing more than half a day (5 or more periods) will be assigned 2 hours of detention. Students who are chronically absent could be assigned ISS or face expulsion for severe truancy.

10. If a student is absent less than one half of the period, the student shall be considered tardy. If the student is absent more than one half of the period, the student shall be considered absent.

11. A student must be in attendance for at least half of the school day, the day of an event, in order to be in attendance at a school sponsored extra-curricular event.

12. Any student experiencing a physical or mental ailment that keeps them out of class for more than 30 minutes will be required to go home.

SPECIAL ABSENCES

1. If one becomes ill while at school or has any other kind of emergency, report to the Principal or secretary in the Principal's office. If it is determined that a student must leave school, he or she will receive permission to sign out of school and his or her parent or guardian will be notified of the condition.

2. Field Trips:

A field trip is any **school-sponsored** activity, which requires an absence from classes. Before the trip, the sponsor will provide the student with the proper form to inform his/her parent/guardian and teachers of the school-sponsored activity. Teachers have the option not to sign the form if the student is not meeting their classroom expectations. Students will be charged with an absence from class if they were absent from the field trip. Students are responsible for completing missed classroom assignments according to each teacher's classroom management plan.

3. Athletic trips:

Students' teachers will be notified of when teams will be playing. Students are responsible for completing missed classroom assignments.

4. Pre-approved absences:

Students may ask for pre-approval and waiver of the following types of absences:

- All students may take one day per school year to attend a civic event.
- Juniors and seniors may be granted two days a year (additional days may be granted on a case by case basis pending approval from the high school principal) for tasks or events related to:
 - College (e.g., campus visits, scholarship interviews, or course registration), Military (e.g., MEPS), and Job Shadowing.

To take a pre-approved absence, students must follow these steps:

- Before the event:
 - Collect the appropriate permission form from the Student Services Office.
 - Return the completed form to the Student Services Office with proof that the student has the visit or event scheduled.
- The day the student returns:
 - Submit proof that the student attended the visit/event to the Student Services Office within 48 hours of the event.

Failure to complete the steps above will result in the absence counting against the student

5. Pregnancy:

Any absences because of a pregnancy will be excused absences and the student will be able to make up all coursework missed due to the pregnancy.

TRUANCY

The State Legislature has defined habitual or chronic truancy as "5% or more of the previous 180 regular attendance days...the absences need not be consecutive." **Truancy is defined as an unexcused absence from any period of the school day.**

1. Parents will be notified of instances of truancy, and continued truancy will result in parental conferences with the administration.
2. State law requires students to complete the school year in which they turn 17 years of age. After 5 unexcused absences, the school will report the student to the Regional Office of Education and start the ACT NOW Plan in conjunction with the State's Attorney's office.

TARDIES

Students are expected to be to class on time. Teachers will develop a policy for their class for the first three tardies. On the third tardy in a given class the student will be informed by the classroom teacher and referred to the school wide tardy policy. In addition, students will be notified by the classroom teacher for each subsequent tardy assigned in their class for the duration of the semester.

3rd Tardy	Referral to office and warning
4th & 5th Tardy	1 After School Detention
6th Tardy	2 After School Detentions
7th & 8th	1 Day of In-School Suspension
9+ Tardy	2 Days of In-School Suspension

If students arrive to school after the 8:08 bell, they should report to the office and sign in, regardless of what part of the day it is.

If a student arrives late to school because of a doctor or dental appointment and brings a note to that effect, the student will be sent to class with a pass and will be counted as an excused tardy. Flat tires, being delayed by trains, running out of gas, waiting for a sibling, missing a ride, and all other types of excuses are all things that may indeed cause students to arrive late to school, but do not excuse a tardy. Students who are detained by school authorities within the building and students returning from field trips shall not be considered tardy.

MISSED WORK POLICY

Students are responsible for any work that is missed due to any excused absence, field trip, athletic event, suspension or other school related absence. Students are to ask the instructor for any missed work or tests. When an assignment is due, it is due at the beginning of the hour on the due date. Students will have all make-up work from absences completed within the number of days equivalent to the absence plus one, (e.g., a two-day absence would give a student three days to complete missed work). Students who have an excused absence on the day something is due shall turn it in on the day they return to school. (If students attend part of the school day, they are to turn in their assignments for all classes that are due that day, as well as take any tests or make arrangements to take any tests that were scheduled for that day. Failure to do so could result in a zero on any missed work). If a student is absent on the day of a previously announced test, the student must take the test on the day he/she returns to school, unless he/she missed information that pertains to the test, in which case the student will be given the time needed to attain the new information before taking the test.

SEMESTER FINAL EXAMINATIONS

All students are required to take semester exams unless they meet the requirements of the semester exam exemption policy. Students who will have earned the necessary credits to graduate if they pass all the classes they are taking in the Spring Semester should take their semester exams on the days set aside as "Senior Exams." All other students will remain in class until the end of the school year and take semester exams with the underclassmen.

1. Only students with absences relating to illness and extreme emergencies will be permitted to make up final examinations. If a student cannot take a scheduled examination for good reason, the student's parents must contact the Principal's office in advance of the absence and arrange an approved alternate exam schedule at the teacher's convenience.

Failure to take final examinations as required by the school authority will result in no credit given and a failing grade recorded for the course.

2. Examinations are to be given in all classes and to be held in the regular classroom unless the Principal grants an exception. In all cases, these classes will be in session during exam time.

3. All examinations are to be confined to the posted examination schedule. All classes must remain in session for the entire period as listed on the semester exam schedule. Teachers are not to allow students to leave early.

4. Study halls will be supervised as usual. Students are encouraged to make use of study hall time for reviewing. Students who choose to be on the premises during study hall periods are to be in study hall for the entire period, not on the parking lot or in the hallways.

5. The semester exam grade will account for 20% of the overall grade for the semester.

SEMESTER EXAM EXEMPTION POLICY

To be exempt from the semester exam in a class, a student must have a 75%, 4 or fewer absences and have no unexcused absences or suspensions. All financial obligations must be cleared.

WAIVED ABSENCES

The following absences from school will not count toward the semester exam policy.

1. Absence created due to death in the immediate family. This includes parents, grandparents, siblings, aunts, or uncles. Students will be provided 3 days of bereavement leave per funeral. (Documentation required)
2. Absence created by a court subpoena. Waived absences will only be granted if the court specifically requests the student to appear in court. (Documentation required)

The teacher shall notify each student of his/her grade in written form, prior to the semester examination date. Any student who successfully fulfills the requirements to be exempt from a semester exam will sign an Exemption Form provided by and signed by the teacher. Each teacher will submit a completed form for each class to the Principal's office.

BEHAVIORAL EXPECTATIONS

TIME TO BE IN THE BUILDING

Plan your time to avoid being at school before 7:30 am. Students who arrive before 8:00 am should go to the cafeteria or the lower gym. Students should not go anywhere else unless having obtained previous permission from a teacher.

Students should be dropped off in front of and enter the building by using the A-J Doors, the only doors that will be unlocked prior to the beginning of the school day.

DRESS AND GROOMING

1. Students should be clean, well-groomed in a manner that does not interfere with the educational progress of fellow students, clothed from shoulder to mid-thigh, and wear shirts or blouses that have sleeves and extend below the beltline.
2. Clothing that causes disruption, interferes with school work, creates classroom or school disturbances, or appears to discredit the character of the wearer is prohibited for either males or females. Shorts and skirts must be mid-thigh or longer and cover the wearer adequately. Garments must be free of holes above the bottom of the pocket on any pants worn by the student. The pocket lining must be out of site and unaltered. When these cases are in doubt, the decision of the administrator will prevail. Outside garment takes precedence.
3. Advertisements or other types of printing on accessories, clothing, backpacks, shoes, bags, notebooks, etc. should not depict alcohol, tobacco, drugs, violence, suggestive statements or phrases, pictures or designs with dual connotations (double meanings), profanity, obscenity, sex, death, etc.)
4. Temporary patching, such as tape, is not permissible. All patches should be permanently affixed.
5. Muscle shirts, pajama pants, sleepwear, cut-off shirts (sleeves removed), spaghetti straps, off the shoulder shirts, strapless or, bare-midriff (front and back) shirts, see-through clothing alone or in combination are prohibited. There should be no visible cleavage and/or visible undergarments
6. It is expected that apparel be worn as it was intended.
7. For safety reasons, individual teachers may restrict or require certain types of clothing within their classroom. For example, no open toe shoes, sandals or flip flops being worn in shop areas or during physical education classes.

8. Administrators must approve the wearing of costumes or face paint at any time during the school day (this includes Halloween).
9. Accessories (necklaces, bracelets, chains, etc.) depicting alcohol, tobacco, drugs, statements, phrases, wordings, pictures or designs with dual connotations regarding profanity, obscenity, sex, death, marijuana or other controlled substances are prohibited. Spiked or studded jewelry or large wallet chains are prohibited. The accessories will be confiscated and only returned to parents. Items not collected by the last day of school are disposed of by a school representative.
10. Headgear and bandanas are not to be worn during regular school hours unless approved by administration. Hats, hoods, bandanas, and any other head coverings that are non-religious or not cultural in nature, as well as coats, caps and sunglasses are to be removed when entering the building and are to remain in one's locker during the school day. Caps or hats that are confiscated will be returned to the student at the end of the school year.
11. All students must wear shoes, boots or other types of footwear. House slippers are prohibited.

Final decisions of what constitutes acceptable grooming/dress lies with the administration. The school administration reserves the right to send home any student not properly attired, ask them to change clothing, or be assigned to the ISS room for the remainder of the day. Items confiscated by administration may be destroyed or held until collected by the parent or guardian. Items not collected by the last day of school will be discarded.

CONSEQUENCES OF DRESS CODE VIOLATIONS

Violation of the dress code that requires a student to miss school, will result in the absence being marked as unexcused. Additional consequences for violating the dress code are as follows:

- 1st Offense – verbal warning and parental contact
- 2nd Offense – 1 After School Detention
- 3rd Offense – 1 After School Detention
- 4th Offense – 2 After School Detentions
- 5th Offense – 1 Day of In-School Suspension
- 6+ Offense – 3 Days of In-School Suspension

AUTHORITY OF TEACHERS

1. Students are expected to obey all classroom regulations as listed and posted in the room of the classroom teacher.
2. Legally, teachers stand "in loco parentis" (in place of parents) while students are present at school or at school activities. Therefore, the authority of the teacher is to be recognized in the classroom, in the building, on campus, or at any extracurricular event (at home or away). Failure to respond to the reasonable directions given by a teacher or attempting to warn another student that a teacher is approaching is considered insubordination.
3. Disrespect or a visible display of anger has no place in solving problems between students, parents, and school personnel. Any student attempting to use such methods with school personnel will be sent to the Principal. The Principal is available to students and parents for consultation and conference concerning behavior and academic achievement. Students are encouraged to "bring any problem to the Principal before the problem brings him/her to the office."

PASS REGULATIONS

Students should plan their activities and personal needs to avoid asking faculty for hall passes. Most students' problems occur when they are out of class on a pass. Students who have special restroom needs due to health conditions should file in the office a note from a physician stating the accommodations that are needed. If a pass is necessary, students should follow these procedures:

1. Do not be in the halls during class time without a written pass.

2. If a student is detained by a teacher and will be tardy to their next class, the student should get a pass from the teacher who detained the student, and present it promptly to the teacher of the class to which the student is going.
3. If the student is going to a conference with a teacher or guidance counselor during his/her study hall period, he or she should bring a pass to the study hall teacher from the teacher. Students will be allowed to leave after study hall attendance is checked.
4. Sign out in the office before missing a class or study hall. Do not decide to miss and then attempt to make explanation for what has already occurred.
5. Students who are unaccounted for during class time will be considered as having an unexcused absence.

GENERAL REGULATIONS

SCHOOL RULES

The following are actions that are considered to be gross disobedience or misconduct and that make it difficult to maintain an educational environment conducive to student learning. Although the list below is a fair representation of possible misconduct, students should be aware that any action which causes or may reasonably lead school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel will be considered to be gross disobedience or misconduct for which the student may be disciplined.

1. Illegal possession, sale, exchange, use or being under the influence of any amount of narcotic, controlled substance, including prescription medication, alcohol, look-alike drug (a substance, that because of its physical characteristics would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance) or drug paraphernalia or any item alleged to be drug paraphernalia is strictly forbidden. Students are not to dispense prescription or over-the-counter drugs to other students.
2. Possession or use of explosives, firearms, knives, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, or on school grounds at all times and is strictly forbidden.
3. The possession or use of smoking or chewing materials (tobacco) is not permitted on campus or school buses. This includes tobacco alternatives, e-cigarettes, vapes, lighters and matches.
4. Students may not leave campus during the school day without signing out in the Principal's office and receiving permission from their parent or guardian.
5. Hazing, initiation, verbal abuse or intimidation of students or school personnel will not be permitted
6. No gambling is allowed.
7. Profanity, obscenity or vulgarity is not to be used.
8. Any intentional damage to, destruction of, or attempt to damage or destroy school property or another's property while at school or school related function is forbidden. Students will be charged for costs necessary to repair any acts of vandalism.
9. Physical aggression of any and all types is strictly forbidden. Do not threaten to or strike anyone.
10. Throwing snowballs can cause personal injury and damage to property. Do not throw snowballs while on campus.
11. Refrain from public intimate contact while at school. Handholding will be the only contact allowed.
12. The notes presented to school officials, calls allegedly from parents, the initials on absence slips and other forms are to be valid. Do not forge signatures or initials on papers, nor impersonate parents on the telephone.
13. No food, candy or drinks (other than a CLEAR water bottle) will be allowed in the hallways or classrooms at any time, except for pre-approved activities. Students with special dietary needs and who require special provisions to this rule must have on file in the office a doctor's note with the nutritional requirements as well as the reason for them.

14. Book bags, backpacks (or any other accessory used to carry educational materials), drawstring bags, purses, and coats will not be allowed in classrooms, including study hall and the media center. These items must be kept in the student's locker during the day.

15. Materials may not be posted in the building without the permission of the Principal.

16. Tampering with firefighting equipment, including fire extinguishers is a criminal offense and can cause substantial harm or injury to students, staff and visitors. Any tampering with this equipment is forbidden and law enforcement officials will be notified. This also extends to false disaster alarms, such as pulling the fire alarms or the making of a bomb threat.

17. Any gang or gang-related activities, including the display of gang symbols or paraphernalia is not permitted at school.

18. Students are expected to follow the rules as contained in the district's technology acceptable use policy. A student violating this policy may be disciplined, including denial of computer privileges.

19. Any other activity that in the opinion of the administration may cause a substantial injury, disruption or interference with school activities or the rights of other students or school personnel is not permissible. It is impossible to include every violation possible during the school year; therefore, the administrators of the A-JCHS #81 School District reserves the right to alter the consequences of an event. The consequences may be increased or decreased depending on the circumstances. The district can discipline a student for any actions that are disruptive to the school environment, whether they occur on or off school property.

- If behavior occurs which disrupts the order of a class, the student will be referred to the Principal's office.
- If behavior that requires disciplinary action occurs at school-sponsored events, the student may, in addition to possible suspension or expulsion from school or other related disciplinary action, lose the right to attend some or all future school-sponsored events.
- Materials brought to school in violation of these regulations shall be confiscated and given to the Principal. Except for weapons and drug-related materials, which will be delivered to the appropriate police agency, confiscated materials will be given to a parent who comes to school for them or returned to the student at the end of the school year.

20. Alcohol, controlled substance, drug, fighting, stealing and vandalism violations will be given a more severe penalty with each consecutive violation. These violations will accumulate during the entire length of the high school enrollment from the freshman through the senior years.

21. All deliveries for students are to be made to the office. Students are discouraged from having flowers, balloons, and gifts delivered to school. If delivered to school, they will be held in the office until the end of the day. Students may pick up deliveries in the office. **No balloons or glass containers will be allowed on the buses.**

22. No restaurant lunch may be delivered to school during school hours without permission.

23. Students are prohibited from bringing visitors to school. A visitor is classified as anyone not enrolled at Anna-Jonesboro Community High School District #81. No visitors are allowed at the school without the principal's consent and all visitors are to report to the office immediately upon arrival at school. Students from other schools will not be allowed to attend classes. Visitors must display a visitors pass obtained from the office. Visitors who wish to visit a teacher will be permitted to do so only with the previous consent of administration and during non-instructional time.

GENERAL CLASSROOM REGULATIONS

1. All policies in the Student/Parent/Athletic Handbook will be enforced as adopted by the A-JCHS Board of Education.
2. Orderly and courteous behavior directed to other students, teachers, and respect for other's property will be expected.
3. Be prepared when coming to class by bringing all necessary and required materials.
4. Students will follow all reasonable directives and follow any additional classroom policies established by the instructor.
5. Students who have been absent should ask for missed work on the day they return to school.

CELL PHONE POLICY

Cell phones are prohibited and should not be visibly seen during the school day (7:30 am to dismissal). Students should put their phone in their locker before 1st hour, leave it in their car, or leave it at home. Any phone that is sighted will be confiscated and a parent or guardian will be required to pick up the phone. Cell phones are not to be used in the hallways during passing periods or during lunch. This also applies to Smart Watches, headphones, earbuds, or any cell phone accessories.

CONSEQUENCES OF CELL PHONE VIOLATIONS

- 1st Offense – Verbal warning, and parent contact
- 2nd Offense – 1 After School Detention and parent contact
- 3rd Offense – 2 After School Detentions and parent contact
- 4th subsequent Offenses – 3 Days In-School Suspension (Student will be required to turn in cell phone to ISS teacher during ISS assignment).

USE OF ELECTRONIC DEVICES

The use of electronic devices to photograph, videotape, or record audio of another individual who has not given consent is strictly forbidden. Unauthorized publication of photos, videos, or audio recordings taken at school or any school sponsored event is also strictly forbidden. Any student found to be in violation of this policy will be subject to suspension, alternate placement, or, if deemed a serious enough offense, expulsion.

SEXUAL HARASSMENT

It is the policy of Anna-Jonesboro Community High School to maintain a learning environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. It is a violation of this policy for students to sexually harass other students or staff through conduct or communications of a sexual nature.

Sexual harassment may include, but is not limited to, oral or written harassment or abuse, pressure for sexual activity, exposing oneself in a public area, violation of another person's privacy rights in a dressing area or restroom, repeated remarks with sexual or demeaning implications, unwelcome touching, and any other unwelcome or unwanted actions that occur because of one's gender.

If a student believes that he or she is being sexually harassed a teacher, or the Principal should be notified immediately. A substantiated charge of sexual harassment shall subject the guilty party to disciplinary action, which may include suspension or expulsion.

BULLYING/GENERAL HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the twelve listed policy components in 105 ILCS 5/27-23.7(b) 1-12.

Teen Dating Violence Policy Letter

The purpose of this letter, which can be found on the school's website under the Information menu (Bullying Information) is to inform students and parents of School Board policy, 7:185, Teen Dating Violence Prohibited, which is a component of the District's anti-bullying program.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide annually provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

TECHNOLOGY CODE OF CONDUCT

Each student has the privilege to make use of all hardware and software found on our computer network to facilitate research and personal academic growth in technology. Each student exercising her/his privilege to use this educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software. The following are basic guidelines for the use of technology at Anna-Jonesboro Community High School:

1. Each student will be assigned a log-on name and password. Each time a computer is used, students must log-on to the computer and log-off before leaving the computer unattended. Students are prohibited from sharing their username and password with another student.
2. Students are responsible for the care and well-being of the computer and its software at the station being used. If one lends his/her computer workstation to another student while working at a computer, one is still responsible for that workstation. If one senses a problem or has a question on procedure, report the malfunction and / or ask for assistance. **Inappropriate material that is accidentally accessed should be reported immediately to the teacher in charge.**
3. If one’s workstation goes down as a result of misuse and/or mistreatment, he/she is responsible. If repairs are needed, the student is responsible financially. The student may not use any other equipment or workstations until the issue has been resolved.
4. File storage is to be done on student’s own personal storage device unless he/she has permission of a faculty member. The school reserves the right to have access to review all data files and computer storage devices of any description that are brought onto school property.
5. Attempting to enter the network server system, tampering with files on workstations, moving, renaming, hiding, or trashing programs, files and applications are strictly prohibited.

6. Students may not at any time install or run files, programs, utilities or applications brought from home or anywhere else.
7. Students are not to watch videos, play games, or communicate, including social networking, via technology without permission from a faculty member.
8. It is a student's responsibility to keep material deemed inappropriate for school use from being produced, sent, received, stored, and printed on any computer equipment on school property.

Examples include:

Sending, receiving or displaying offensive messages or pictures

Using obscene language

Harassing, insulting or attacking others

Violating copyright laws

Using computers to plagiarize

Using another's password

Trespassing in another's folders, work, or files

9. Discipline for failure to abide by the above guidelines will be determined by the severity of the infraction. It may range from a discipline report to loss of computer privileges for a year.

STUDY HALL REGULATIONS

Study halls are designed to be a quiet place for students to study and complete homework assignments. Students are expected to follow the directives of the study hall teacher as they would a classroom teacher. Discipline and order must be maintained for the large groups of students in study halls. The standard discipline policies will apply in study hall.

1. Students must be in their assigned seat when the bell rings.
2. Bring books or other study materials. Do not report to study hall empty handed.
3. Students wishing to confer with a teacher or counselor must bring a pass and present it to the study hall teacher. Students will be allowed to leave after attendance has been checked.
4. Students are not to place their feet on tables and chairs.
5. Talking to other students is permitted only with the permission of the study hall supervisor.
6. Students needing to use the rest room must sign out and sign in with the study hall supervisor.

LUNCH PERIOD

Students are not allowed to leave school during their lunch period. Students are only allowed to be in the cafeteria, lower gym and Ag hallway during lunch.

LUNCH OBLIGATIONS/BILL

Students should maintain a positive lunch balance. If a student reaches a balance of -\$10.00, that student will no longer be able to charge food items.

CAFETERIA REGULATIONS

1. Approach the cafeteria in a normal manner of walking.
2. Stay in line to be served.
3. Students should present all food and drink to the school employee at the register; students should not place food or drink in pants/shorts/hooded sweatshirt pocket. Students caught stealing food or drink will receive disciplinary consequences.
4. When finished, students should dispose of trash and return tray to the proper place for cleaning.
5. After eating, one may stay in the dining area, but should observe correct behavior.
6. Food and drink are not to be consumed in the hallways.

7. Prices for meals are as follows:

Student breakfast: \$2.00
Reduced fee \$0.30

Student lunch: \$4.00
Reduced fee \$0.40

Adult breakfast: \$2.50
Adult lunch: \$4.50

ELIGIBILITY TO PARK ON CAMPUS

Each student who desires to operate any vehicle on campus MUST first register his or her intent with the school and purchase a reserved parking permit (\$25 for blacktop; \$20 for gravel). You may then purchase an additional tag for each registered vehicle for \$5.00 per tag.

The Student Council will sell permits based on a first come first serve basis to Seniors and then Juniors. Sophomores are not guaranteed a parking spot and will only be allowed to apply for registration if there are spots available.

Students who wish to have a reserved parking space on A-JCHS campus must:

1. Register their vehicle as long as they do not have any outstanding obligations.
2. Be 16 years of age within the first 15 days of school.
3. Have a Driver's License – will need a proof of license.
4. Agree to park in their spot for the majority of the year. You have to park on campus for $\frac{3}{4}$ (66 days) of the semester or that will result in your spot being revoked without a refund.
5. If you have more than 10 absences, you will lose your parking permit for the remainder of the semester. You may reapply for a parking permit at the beginning of the 2nd Semester.
6. There will be a wait list for those wanting to purchase a spot. It will be based on a first come first serve system by grade. You will need to fill out an application form and turn into the Student Council Advisor.

AUTOMOBILE REGULATIONS

All A-JCHS students who drive to school are required to park their vehicles in the assigned parking areas on school property. **Parking on the A-JCHS campus is a privilege, not a right.**

1. Students agree that the privilege of parking on campus for the remainder of the school year may be revoked without warning for the violation of these regulations. The A-J Student Council will monitor the parking lot under the direction of the administration. The A-J Student Council will be responsible for the writing of warning tickets and fines for improper parking.
2. The Board of Education will not be held responsible for any damage to vehicles while parked on school property. All vehicles are parked at their owner's risk on school property.
3. Failure to register a vehicle before driving on campus will result in a ticket on the first offense.
4. Each student who registers his or her vehicle agrees to comply with the following parking regulations:
 1. All vehicles must be registered with the Student Council Parking Secretary through an application process. Students agree not to drive a vehicle that has not been registered and does not have an A-J parking permit. This will result in a ticket on the first offense.
 2. Any student driving an automobile to school must have a current Driver's License.
 3. Parking decals must be visible at all times from the rearview mirror of all registered vehicles. The number should not be blocked and should be facing the outside of the vehicle.
 4. Replacement parking tags are \$5.00. Failure to have a parking tag in your vehicle will result in a ticket on the first offense.

5. All spots, including gravel, are reserved parking. Students agree to park in their ASSIGNED parking spot. (Numbered parking spaces and the gravel area by the back exit).
6. Parking in the faculty section or visitor parking will result in a ticket on the first offense. Continued action will result in your vehicle being towed at the owner's expense.
7. Sharing or exchanging of permit tags will result in a \$10.00 ticket, second offense will result in immediate revocation of your permit tag for the remainder of the school year.
8. After 8:08 am, students may not return to their vehicles without office permission unless leaving school for the day. Students agree that the only time that they will be in the vehicle is when entering and leaving school property.
9. Students parked along the guardrail are to back into their spots, this includes gravel.
10. No backing into reserved spots on the black top, unless parking along the perimeter. Students should pull into their parking spots and back out carefully when exiting, so as not to be driving against the flow of traffic.
11. No parking in front of or behind the auditorium.
12. No parking on the grass at any time
13. Students agree to drive in a safe and prudent manner. Students who are reported to be driving in an unsafe manner will receive one warning in the form of a ticket and may be subject to disciplinary actions. On the second report, the student will receive an \$8.00 ticket. Continued actions will result in the loss of parking privileges for the remainder of the year. Money will not be refunded for parking permits.
14. Even the slightest auto accident on school grounds must be reported to the Student Council Advisor at once. A Hit and Run will result in disciplinary action.
15. ALWAYS YIELD THE RIGHT OF WAY TO BUSES AND PEDESTRIANS WHEN ON SCHOOL GROUNDS.
16. Burning rubber, excess speed, or horseplay of any kind will cause for disciplinary action and being banned from parking in the school parking lot, your money will not be refunded.
17. Students agree to obey all traffic control signs.
18. Students agree not to litter from their vehicles.
19. Students agree not to allow students to ride in the back of pickup trucks.
20. Students agree that their vehicle may be searched if there is reasonable cause for a search.
21. Any student with a permit who leaves school property without permission will result in their spot being revoked with no refund.
22. Vinyl Decals and Bumper stickers should not contain anything that appears to be offensive or holds a double meaning; this includes suggestive or vulgar messages, and/or anything pertaining to drugs, alcohol, tobacco or violence. Such material may be asked to be removed. Failure to remove the vinyl decal or bumper sticker at the request of administration will result in the student forfeiting their right to park on campus, no refund will be issued.
22. Failure to pay a parking fine within 10 Days will result in the fine increasing to \$12.00. Failure to pay a parking fine within 15 Days will result in the fine increasing to \$15.00. After 20 Days the student may lose the privilege to park on campus the remainder of the year. PARKING ON CAMPUS AFTER THE STUDENT HAS BEEN NOTIFIED OF THE LOSS OF THE PRIVILEGE MAY RESULT IN THE VEHICLE BEING TOWED FROM SCHOOL PROPERTY AT THE OWNER'S EXPENSE.
23. If a student has a parking fine that is more than 10 days overdue at the end of the school year, he or she will forfeit the opportunity to purchase a reserved parking spot or use a reserved spot the following school year.
24. When a student withdraws from school, the student's parking spot will be surrendered back to A-JCHS. Withdrawn students may apply for a partial refund of the cost of their purchased spot.

To avoid receiving a ticket, students should report to the Student Council Advisor that their parking space is occupied. Students should park in the gravel lot until the situation is corrected. Students are not to park in another student's parking space if someone is parked in their assigned space. **Students parked in an area where student parking is not allowed will be issued a fine.**

CONSEQUENCES OF A POSITIVE RANDOM DRUG TEST FOR STUDENTS WHO PURCHASE PARKING PERMITS

1st offense—the student will not be allowed to park on campus for 20 school days.

2nd offense—the student will not be allowed to park on campus for 40 school days.

3rd offense—the student will not be allowed to park on campus for one calendar year.

Students who test positive will not be permitted to drive off campus on that day and will need to make other arrangements for the removal of their car from campus.

Prior to resuming parking on campus, the student will test weekly (at the student's expense) until the results of this test are negative.

FIRE ALARMS

It is a felony offense in the State of Illinois to activate a false fire alarm. If guilty of this felony, a student will be suspended from school and the police will be notified. A student who activates a false fire alarm will be brought before the Board of Education to consider his/her expulsion.

GANG MEMBERSHIP

The presence of gang activity is incompatible with our school's purpose and mission as an educational institution. Our students are not permitted to be gang members or take part in any related gang activities. The school will use current definitions of gang, gang member, and gang activity as provided by police officials. Any gang related offense, under the laws of Illinois, which would cause a student to be charged with a gang related crime, will be considered a disciplinary code violation. All incidents of gang activity or suspected gang activity will be reported to the police without delay.

BUS REGULATIONS

1. If a student rides a bus to and from school, to a field trip or athletic contest, he/she is to occupy a seat immediately upon boarding the bus and to remain seated until the driver instructs the student to leave the bus.
2. Students are to keep their hands and comments to themselves.
3. It is the student's responsibility to be on the bus at the scheduled departure time.
4. The driver or adult chaperone will assign a student a specific seat.
5. If a student acts irresponsibly, or does not obey reasonable requests, he/she may be denied the right to ride the bus in the future.
6. The disciplinary policies and procedures listed in this handbook shall apply at all times on a school bus.

CAMERAS ON BUSES

Each District #81 bus is equipped with the hookup for a camera, which makes a film record of student's behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on a bus, the school administrators may review the film record to determine the cause of the problem.

SPECIAL EVENT REGULATIONS (DANCE, BANQUET, ETC.)

1. Those who are not a member of the invited group may not attend unless they have written permission from the Principal or sponsor in charge.
2. When it is permissible to invite non-students, guests are expected to observe the same regulations as students. Students are responsible for the conduct of their guests. If a student is bringing an outside guest to a school dance, outside guests must be signed-up and approved for attendance **three days prior** to the dance. Outside guests must submit a copy of their school ID or driver's license with the outside guest form. The Principal's permission is required for all non-AJ guests.
3. Students will not be permitted to leave the function and then return without permission from the teachers acting as chaperones.

4. All regulations that apply during a normal school day also apply at banquets, dances, and other school activities.
5. Students will not be permitted to work on decorations for homecoming, prom, plays or banquets during the school day.
6. Personal arrangements such as hair appointments, clothing purchases, rentals, or alterations are to be made at a time other than school time.
7. Any student who is serving an In-School Suspension (ISS) will be ineligible to attend a school dance until the suspension has been served.
8. Any student who is serving an Out of School Suspension (OSS) will be ineligible to attend a school dance until the suspension has been served and the student has been in attendance at school for a full day prior to when the school dance takes place.

*Administrative discretion can be used in determining if attendance will be allowed in extenuating circumstances (discipline history, academic status, and attendance history for the current school year will be used in helping determine if the student will be allowed to attend.)

RESTROOMS

As young adults, students will normally be able to regulate body functions in a way so as to avoid the necessity of going to the restroom during class time. Misuse of restrooms may result in a student being banned from having an unsupervised restroom privilege and/or discipline assigned. Students who are found to be loitering in the bathroom or purposefully going to the bathroom to loiter or hang out can

TELEPHONE USE

1. Non-school related calls are not to be made during class time.
2. Office personnel will make emergency calls relating to one's physical condition.
3. Students will not be called to the phone during school hours except in an emergency, but non-emergency messages from parents will be delivered to them as promptly as possible.

DISCIPLINE AND CONSEQUENCES FOR MISCONDUCT

Discipline is a means of fostering growth of students toward maturity and responsibility. The educational environment of the district shall be such that the administration and teachers shall demonstrate fair and just attitudes and disciplinary efforts toward all District students.

Set forth in this Handbook are behaviors that are not acceptable during the school day or at school-sponsored activities, whether in school, on buses, at home or away athletic events, on a field trip, or any place where students are under school supervision or a representative of A-JCHS. Further, any student misbehavior or action at or away from school that has a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff, will be subject to disciplinary actions. A-JCHS prohibits the use of Restraint Time Out.

The following are disciplinary measures approved by the Board of Education:

Expulsion: The removal of a student, for up to 2 calendar years, from school or other school related events. This action requires a hearing before the Board of Education. The administration will recommend expulsion for any student that violates its drug and alcohol policy and weapons policy. Other actions may lead to a recommendation for expulsion if deemed appropriate by the administration. During the term of any expulsion, the student will not be permitted to be present on school grounds or attend any school-related event or function. No make-up work will be permitted during the term of the expulsion. Students in violation of this policy will be charged with trespassing.

Suspension: The Assistant Principal, Principal, or Superintendent may suspend a student from attending school or school related events for a period of time not to exceed 10 school days for violations of school rules and policies for a single offense. A suspension does not preclude the administration from also recommending that the student be expelled. During the term of any suspension, the student will not be permitted to be present on school grounds or attend any school-related event or function. **Any suspension, including ISS, will result in the student being required to take semester exams during the semester of the suspension.**

Any assignments missed during a suspension must be turned in on the day that the student returns to school. Parents are responsible for picking up the any work that will be missed during the suspension.

In-School Suspension (ISS): In-School Suspension is provided as an alternative to suspension or as an intermediate step prior to suspension. The purpose of this placement is to provide a negative consequence for some undesirable behavior. Students are given the opportunity to do their class work without penalty. Students are required to complete the same tasks that would be expected of the student if he or she was in class. ISS begins at 8:08 AM and concludes at 2:15 pm on Mondays and 3:12 pm Tuesday through Friday. Class assignments are to be completed in the ISS room and extra assignments may be assigned by the ISS teacher to compensate for time factors. Students are to turn in their cell phone to the ISS teacher when serving an ISS assignment. A placement in ISS may be assigned to any student returning to school from an Out of School Suspension (OSS). For students who participate in extracurricular activities, the following provisions will apply:

- Upon receipt of ISS the student may not participate in extracurricular activities, field trips, after school activities, or dances until the ISS has been completed (Administrative discretion can be used to determine if attendance will be allowed for Homecoming, Prom, or any District or State level competition.) Unsuccessful ISS students could be assigned Out of School Suspension (OSS).

After School Detention (ASD): After School Detention is provided for students who have violated school rules or have had unexcused absences. ASD is assigned in 1 hour blocks of time and runs from 2:20-3:20 pm on Monday and from 3:15-4:15 pm on Tuesday-Thursday. Students are to bring school work with them. It is understood that many students have other things to do after school, which is why students should avoid behavior that results ASD being assigned. That said, having to work or other similar reasons do not remove the student from the obligation of attending ASD. Students will need to make arrangements for transportation as well as with employers or other involved parties so that they can avoid missing ASD. If the student fails to show up for After School Detention, additional disciplinary consequences will be assigned.

No Pass List: The purpose of the No Pass List is to ensure safety, accountability, and academic success. Students on the "No Pass List" must remain in class until the passing bell rings and are not allowed in the hallways without an escort during class time.

Placement Criteria:

Students may be placed on the list due to:

- Repeated tardiness or truancy
- Behavioral issues
- Academic concerns
- Health or safety considerations

Procedures:**1. Notification:**

- Students will be informed about the placement and duration.

2. Classroom Protocol:

- Students must stay in class for the entire period.
- Teachers will enforce this policy.

3. Hallway Supervision:

- Students needing to leave must be escorted by staff.
- Unescorted students will be escorted back to class or the office.

4. Enforcement and Consequences:

- First Offense: Verbal warning.
- Second Offense: Detention and parent/guardian notification.
- Third Offense: In-School Suspension (ISS).

Review and Duration:

Placement on the list will be periodically reviewed. Students showing improvement may be removed from the list after a review meeting.

Probation: If a student violates a policy, procedure, rule or regulation of the school, the student may, at the discretion of the administration and/or Board of Education be conditionally enrolled in an alternative school or attend a particular school activity or class for a restricted period of time. A probation agreement will be required. Upon successful completion of probation, the disciplinary action will be removed from the student's temporary record. If, however, the student violates the terms of the probation, the original sanction recommended will be imposed, including expulsion.

Behavioral Contracts: At the discretion of the administration, a student may enter into a behavior contract that states the expected behavior for the student and the consequences for inappropriate behavior. Failure of the student to comply with the terms of the behavior contract may lead to further disciplinary action.

Removal from Classroom: A teacher may **temporarily** remove a student from the classroom for inappropriate behavior sending them to the principal's office. Continued misbehavior may result in further disciplinary action up to and including expulsion from school.

CHRONIC DISCIPLINE

All staff members will attempt to work with a student who chronically exhibits behaviors inappropriate to the classroom or the school. However, if the inappropriate behaviors persist, a principal of the school will handle these chronic discipline problems with additional disciplinary measures. Students who are referred to the office 6 times or more during the school year will be considered chronic offenders and be placed on "Chronic Offender Status." At this time, parents will receive notice of the number of referrals their child has and the consequences for future office referrals. On the 7th referral, the student is no longer subject to normal disciplinary consequences. The consequences for all subsequent referrals will be determined by the principal. Possible options include but are not limited to:

- 3-5 days ISS
- 1-10 days OSS
- Referral for placement in an alternative setting or school.

Any student who receives eleven office referrals in a school year, will be referred to the superintendent and board of education for additional consequences, which could include possible expulsion from school.

CUMULATIVE DISCIPLINE CONSEQUENCES

11 Discipline Reports – Loss of parking privileges for the remainder of the school year, ineligible to purchase a parking permit the following school year, loss of semester exam exemption, and ineligible to participate in extra-curricular activities (sports, prom, field trips, etc.).

SEARCHES

School authorities may search a student and/or his/her personnel effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cars, etc.) or locker when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Illegal items seized during the search may be provided to local law enforcement official for possible legal action. Refusal to submit to a search will result in an immediate suspension of up to 10 days OSS. In some cases, law enforcement officials will be called if district administration determines a credible threat exists.

Students should also be advised that from time to time, the district may request a drug dog search by law enforcement officials. This includes automobiles located in the district's parking lot. Any prohibited item(s) confiscated during this search will lead to disciplinary action.

Drug/alcohol testing may be used for students suspected of being under the influence of a substance considered to be a drug or alcohol. Refusal to submit to a requested drug test will be treated as a positive test resulting in an immediate suspension of up to 10 days OSS and will be noted as a drug offense in the student's permanent record.

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or 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.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

EXPULSION PROCEDURES

Only the Board of Education can take action to remove a student from school or school related events for 11 or more consecutive school days up to 2 calendar years for any offense deemed to constitute gross disobedience or misconduct. Based upon the seriousness of the offense, the administration will request that the Board of Education determine whether expulsion from school is appropriate. The following procedures will be utilized:

1. A letter will be sent to the parent/guardian and student, if over age 18, by certified mail with return receipt requested or personal service notifying them of the hearing.
2. The expulsion notice will include the following:
 - a. the incident leading to the recommended disciplinary action, including the school rule, policy or regulation violated;
 - b. the potential maximum duration of the expulsion;
 - c. the time and place of the expulsion hearing and whether it will be conducted by the Board of Education or appointed hearing officer;

- d. a statement of the right to be represented by legal counsel or other representative at their own cost and choosing; and
- e. a copy of the expulsion hearing procedures.

SUSPENSION PROCEDURES

The Superintendent, Principal and Assistant Principal are authorized to suspend students for 10 or less school days for acts considered to be gross disobedience or misconduct. Prior to suspension, the student a pre-suspension conference will be held and the student will be afforded an opportunity to provide any information that s/he wants the administrator to consider.

If a student is suspended, oral notice of the suspension to the parent/guardian and/or student if over age 18 will be provided. A written notice will follow identifying:

1. the reasons for the suspension;
2. the dates and duration of the suspension;
3. a right to request review of the suspension by the Board of Education so long as a written suspension review hearing request is submitted to the Superintendent within 5 days of date of receipt of the notice of suspension;
4. the procedures to be followed at the suspension review hearing; and
5. the right to be represented at this hearing by an attorney or other representative and the parent/guardian/student's own cost.

The request for a suspension review hearing will not hold the suspension decision in abeyance. Should the Board of Education reverse the administration's decision, the student will be permitted to make up all missed work without penalty.

RECIPROCAL REPORTING AGREEMENT

This agreement between the Board of Education and the Anna and Jonesboro Police Departments and the Union County Sheriff's office requires the police to report to the school Principal information relating to any of its students who have been arrested or taken into custody. This would not be for minor violations, but for felonies, weapon violations, and violations relating to controlled substances. Specific violations are listed in the agreement. The school would be responsible for reporting to the police the names of students who are involved in criminal conduct at school. Each violation is listed and the immediacy of reporting is specified. Also, procedures for interviewing students at school are covered. The following violations will be reported to the police: bomb threats, alcohol, arson, assault, battery, drugs, gangs, stalking, theft, trespass, weapons, disorderly conduct, sexual assault, and burglary.

TITLE IX

A. GRIEVANCE OFFICER AND HEARING OFFICER

Title IX of the Educational Amendments, and the Rules and Regulations issued there under requires Anna-Jonesboro Community High School District No 81 of Union County, Illinois, not to discriminate on the basis of sex in educational programs and activities and in employment therein. In order to comply fully with the mandates of this law, the Principal has been appointed by the Board of Education of District No. 81 of Union County, Illinois, to serve as the Coordinator and Grievance Officer for Title IX. The Principal's office is located at the Anna-Jonesboro Community High School, 608 South Main Street, Anna, Illinois. The Principal may also be of assistance by telephone. The telephone number is 833-8502. Any student, parent or school employee who has a question pursuant to Title IX should contact the Principal during the hours of 8:00 a.m. to 3:45 p.m. The Superintendent has been appointed as the Hearing Officer.

B. TITLE IX SECTION 86.8 GRIEVANCE PROCEDURE

1. A student or an employee shall present his complaint in writing to the Grievance Officer.

2. The Grievance Officer shall investigate within five (5) working days the complaint and arrange for a hearing.
 3. Within five (5) working days, a hearing shall be held before a Hearing Officer (disinterested third party.)
 4. The Hearing Officer shall render his opinion to the Grievance Officer and the student or employee within five (5) working days from the time of the hearing.
 5. Failing a resolution at Stage 4, the student or employee may present a statement of his grievance to the Board of Education who shall determine the matter.
 6. Failing a resolution at Stage 5, the grievant may file a complaint with the Circuit Court.
- There shall be no reprisal against the student or employee for filing a grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the Grievance Officer; the grievant has the same access to this file as he does his/her own personnel file.

STUDENT RECORDS

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardian's certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

A. TYPE OF INFORMATION

1. Permanent - The permanent record information shall include such things as student and parent's names and address, date and place of birth, and gender; also recorded will be an academic transcript (including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance record, accident report, health record and a record of release of permanent

record information). It may also consist of honors and awards received and information concerning participation in school sponsored activities or athletics, or offices held in such school sponsored organizations. Records are destroyed per ISBE recommendations.

2. Temporary - This record may include family background information, intelligence test scores, reports of psychological evaluations, elementary and secondary achievement level test results, teacher anecdotal records and disciplinary information. Also included shall be special education files concerning multidisciplinary staffings on which placement or non-placement were based, and all records and tape recordings related to special education placement hearings and appeals. Also, there may be any verified reports of information from non-educational persons, agencies or organizations along with other verified information of clear relevance to the education of the student and a record of release of temporary record information.

3. Directory Information (the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and height of members of athletic teams, dates of attendance, degrees and awards received and the most previous educational agency or institution attended) may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Principal, in writing, before October of the current school year, that he does not want any or all of the directory information disclosed.

B. THE STUDENT OR THE PARENT/ GUARDIAN OF THE STUDENT HAS THE RIGHT:

1. To inspect and copy permanent and temporary records. The student or the parent/guardian shall pay the cost of copying these records as long as the cost does not exceed 35 cents per page.

2. To control access and release of school student records and the right to request a copy of information released.

3. To be informed of the procedure for challenging the contents of the school student records.

4. To be informed of the persons, agencies or organizations having access to student records without parental consent.

5. To copy any school student record or information contained therein proposed to be destroyed or deleted from the school schedule for reviewing and destroying such information.

6. To be informed of the categories of information the school has designated as "directory information" and the right to the parents to prohibit the release of such information.

7. That no person may condition the granting or withholding of any right, privilege or benefit to make as a condition of employment, credit or insurance the receiving by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the act of these regulations.

8. To inspect and challenge the information contained in a school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.

9. To be informed of any policy of the school relating to student records that is not included in this article.

C. CHALLENGE PROCEDURES

1. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:

- a. accuracy
- b. relevance and/or
- c. propriety

2. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

3. Administrative procedures for parents to challenge the contents of student records are as follows:

a. an initial informal conference with the parents within fifteen (15) school days of receipt of the request of a hearing.

b. if the challenge is not resolved by the informal conference, formal procedures shall be initiated:

(1) A hearing officer, who shall not be employed by the school in which the student is enrolled, shall be appointed by the school.

(2) The hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen (15) days after the informal conference unless an extension time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing.

(3) A verbatim record of the hearing shall be made by a tape recorder or a court reporter. Either party in the event of an appeal of the hearing officer's decision may prepare a typewritten transcript. However, a typewritten transcript is not required in an appeal.

(4) The decision of the hearing officer shall be rendered no later than ten (10) school days after the conclusion of the hearing and shall be transmitted immediately to the parents and the school. It shall be based solely on the information presented at the hearing and shall be one of the following:

1. To retain the challenged contents of the student record.
2. To remove the challenged content of the student record.
3. To change, clarify, or add to the challenged contents of the student record.
4. Either party shall have the right to appeal the decision of the local hearing officer to the superintendent of the Educational Service Region within twenty (20) school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten (10) school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedure. Upon receipt of such document the superintendent of the Educational Service Region shall render a decision to the parents and the school within twenty (20) school days. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Educational Service Region should seek advice from appropriate special education personnel who were not the author of the entry.
5. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

PARENTS' RIGHTS TO INSPECT PARTICULAR INSTRUCTION MATERIALS

Parents or guardians have the right to:

1. Inspect a survey created by a third party before it is administered and distributed to their student;
2. Request and access surveys distributed to students;
3. Request that arrangements be made to protect student privacy with regard to surveys requesting particular personal information;
4. Inspect any instructional material used as part of their child's educational curriculum;
5. Request and access physical examinations or screenings that the district may administer to the student;
6. Inspect any collection instrument used for the purpose of marketing or selling information collected from students.
7. Formally present, for approval from the principal, written rationale for opting out of particular and specific curricular units or sections. Alternative assignments or assessments will be given if approval is granted.

MILITARY RECRUITERS' ACCESS TO HIGH SCHOOL STUDENTS' DIRECTORY INFORMATION

The *Every Student Succeeds Act* requires every district that serves high school students to provide military recruiters with students' names, addresses and telephone numbers, except that a parent may decline to have this information released without prior written consent. Upon military recruiters' request, the district will provide access to the students' names, addresses, and phone numbers, subject to the parents' right to request that this information not be disclosed without prior written consent. Parents should notify the school in writing within the first two weeks of school if they do not wish this information to be released.

PRAYER IN SCHOOL

No policy of Anna-Jonesboro Community High School District No. 81 prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the U.S. Department of Education's February 7, 2003 "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools," to the extent that such Guidance is consistent with pertinent decisions of federal courts of competent jurisdiction under the First Amendment of the United States Constitution.

SECTION 504 OF THE REHABILITATION ACT

All vocational opportunities will be offered without regard to race, color, national origin, sex or handicap. The District Superintendent is the coordinator for Section 504 of the Rehabilitation Act of 1973.

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep parents fully informed concerning decisions about your child and to inform parents of your rights if you disagree with any of these decisions. Parents have the right to:

1. Have your child take part in, and receive benefits from public educated programs without discrimination because of his/her handicapped conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This public education program includes the right to be educated with non-handicapped students to the maximum extent appropriate.
5. Have your child education in facilities and receive services comparable to those provided non-handicapped students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act (PL93-112).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the students, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the students were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to District Superintendent. The hearing should occur before a hearing officer; Anna-Jonesboro Community High School's hearing officer is the Special Education Coordinator.

NOTICE OF NONDISCRIMINATION

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.

BEHAVIOR INTERVENTION GUIDELINES

The Board of Education of Anna-Jonesboro Community High School District #81 has adopted policies and procedures relating to behavior interventions for students that are eligible for special education services. A copy of the district's policy and procedures can be obtained by contacting the Special Education Coordinator.

MEDICAID FUNDING

In order to maximize available financial assistance for the operation of the district's special education programs, District 81 does apply for Medicaid funding for eligible students. If one has any concerns regarding District 81's accessing of these funds, please contact the district's bookkeeper.

ASBESTOS MANAGEMENT PLAN

Anna-Jonesboro Community High School's asbestos management plan is available for inspection in the Superintendent's Office, located at 608 South Main, Anna, Illinois.

INTEGRATED PEST MANAGEMENT POLICY

The Illinois General Assembly has passed laws requiring that public schools notify parents/guardians and school employees (who have requested notification) at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Excluded from the notification requirements are antimicrobial agents, insecticide baits, and rodenticide baits.

A-JCHS has adopted an Integrated Pest Management Program (IPM) that incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. It is our policy not to apply pesticides on days when students are present. In the event of an emergency situation (yellow jackets), pesticides may be used as needed to protect the safety of students. A-JCHS has therefore established a registry of people who wish to be notified. To be included in this registry, please submit your request in writing and mail to: District Superintendent, A-JCHS, 608 South Main, Anna, IL 62906.

A-J ATHLETIC HANDBOOK

PART I INTRODUCTION

This portion of the handbook is designed for students and parents to help define the role of athletics at Anna-Jonesboro Community High School. This ready reference should assist anyone seeking information about the function and governance of athletics in the school district. Further, it should serve as an additional instrument for coaching personnel to communicate with parents and students. All policies of the Illinois High School Association will be followed unless exceptions are specifically listed in the A-JCHS Athletic Handbook.

PART II PHILOSOPHY OF ATHLETICS

Athletics in the District 81 High School are to provide a well-rounded program of varied athletic activities for boys and girls to freely participate and grow physically, socially, and emotionally.

Every student, who is enrolled full time at A-JCHS, is given the opportunity to become a member of a team until eligibility, behavior, ability, or violation of training policies limits or prohibits a student's participation. Athletics must always be available to the many, not just the few. Every attempt should be made to encourage as many students as possible to share in the benefits of athletic participation. Students have no constitutional or statutory rights to participate in extracurricular activities. Student athletes are not entitled to due process before suspension or removal from athletic participation. Student athletes will be afforded the opportunity to meet with the coach or athletic director imposing

the discipline to deny and/or explain the alleged conduct. A further appeal may be made to the Principal or superintendent.

COACHING EXPECTATIONS

It is expected that when a coach is hired by the Board of Education, each coach will be allowed to establish his/her philosophy of coaching and will be allowed to conduct practices and competitions as fits his or her philosophy. However, each coach should meet the following requirements:

1. Each coach should meet with players and parents before competitions begin to cover information relating to player expectations and coaching expectations.
2. Each coach will decide who makes a team and the amount of playing time for each team member.
3. Coaches will not use vulgar or profane language in the presence of any player.
4. Coaches should establish and adhere to practice times and provide this information to parents.
5. All interactions between a coach and student athlete shall be for the purpose of encouraging, motivating, disciplining, correcting or training and should not willfully embarrass, humiliate, or demean the athlete.
6. Practices and games should not be scheduled on Sundays unless the athletic director and/or administration grant prior approval.
7. All students participating in extracurricular activities should be advised of the rules of conduct and the consequences of violating such rules.
8. Coaches should review the policy on participating in two or more activities with their players at the beginning of each season or activity.

The program should be so directed that the welfare of students is always of extreme importance. Continued emphasis shall reinforce the philosophy that the educational sports programs are an integral part of the educational program and are justifiable only to the extent that they, too, are desirable learning experiences. All athletic activities in the school district shall be coordinated with the general instructional program and be in complete harmony with all aims and objectives of the total school program.

PART III GOVERNING BODIES

The Board of Education, responsible to the people, is the governing agency for Anna-Jonesboro Community High School.

The Board of Education is responsible for the following areas.

- Interpreting the needs of the community and requirements of the professional organization.
- Developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people.
- Approving means by which professional staff may make these policies effective.
- Evaluating the interscholastic athletic program and staff in terms of their value to the community.

Anna-Jonesboro Community High School is a voluntary member of the Illinois High School Association and competes only with member schools. As a member school, Anna-Jonesboro Community High School agrees to abide by, and enforce, all rules and regulations promulgated by the IHSA.

The administrative authority of the IHSA is vested in a Board of Directors of the IHSA seven (7) members, each elected for a term of three years. The officers and members of the Board of Directors of the IHSA are authorized to interpret the Constitution and By-Laws and to exercise all the powers and duties expressed or implied in the Constitution and By-Laws, and to act as an administrative board in the interpretation of and final decision on all questions and appeals rising from the directing of interscholastic activities of member schools.

The River-to-River Conference

Anna-Jonesboro Community High School is a voluntary member of the River-to-River Conference. This association was established for the primary purpose of promoting selected interscholastic activities among member schools, and the assurance of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve their extracurricular programs in the area of athletics and academics. The value of conference membership is the aid derived from the arranging of schedules, equalizing competition, conducting league meets, and generally upgrading the activities program by adhering to conference standards and goals. Membership in the conference provides Anna-Jonesboro Community High School the opportunity for local competition without excessive travel. Membership implies abiding by conference schedules, rules, and regulations.

Transfer Students

Anna-Jonesboro Community High School will not include in its athletic program any student athlete who has transferred into the district to avoid athletic suspension elsewhere until proper retribution has been made for the offense rendering the disciplinary action. Any student transferring into Anna-Jonesboro Community High School subject to pending disciplinary action from a school elsewhere will be prescribed the greater penalty for the same infraction imposed by the two schools involved. Prior to participation in athletics at Anna-Jonesboro Community High School, the disciplinary action of the greater of the two penalties will be assigned to the transferring athlete and must be fully and satisfactory completed.

PART IV TO THE PARENT

Your son or daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which will assist students in personal adjustments and development. We take this opportunity to acquaint you with problems that could be detrimental to a well-organized program of athletics if parents are not informed.

We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline. This is the reason we place emphasis on good training habits. Failure to comply with the rules of training may lead to suspension or dismissal from the squad. This concept of self-discipline is tempered by the coaches' responsibility to recognize the rights of the individual within the objectives of the team. We do not want blind conformity as a means for achieving team responsibility and discipline. However, there is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to settle for mediocrity.

COMMUNICATION BETWEEN PARENTS AND COACHES

Students or parents who have a concern or complaint directed toward a coach should **make an appointment to meet with the coach to discuss the problem**. Do not try to set the appointment while the coach is at practice or at a competition. Too often the concern or problem arises during a competition. Wait until the next day and contact the coach to set up an appointment. Parents who confront a coach will be subject to suspension from attending a number of athletic events. Except in

the case of an injury to their child that requires their immediate attention, parents are not allowed in the locker room. A parent who enters a locker room uninvited by the coach will be subject to suspension from attending a number of athletic events.

PART V TO THE STUDENT ATHLETE

Being a member of an athletic team is the fulfillment of an early ambition for many students. A wholesome athletic tradition is not established overnight; it is the result of hard work by many people over many years. You inherited a wonderful tradition, a tradition you are challenged to maintain.

A good athletic tradition is worthy of the best efforts of all concerned. Over many years Anna-Jonesboro Community High School teams have won more than their share of league and tournament championships. We have individuals who have set records and won All-Conference, All-State, and All-American honors.

It will not be easy to represent your school in interscholastic athletics and to uphold a great athletic tradition. However, the contributions you make should be a satisfying accomplishment to you and your family.

- DO:
- develop your sport skill to the best of your ability
 - achieve a thorough knowledge of your sport
 - strive for further excellence in your sport by maintaining proper training and conditioning habits
 - establish good nutritional habits
 - conduct yourself in an appropriate manner in the classroom, the field of play, or in the community
 - adopt good study habits so that you maintain an acceptable scholarship standard
 - respect and protect school equipment
 - accept sports participation as another opportunity to improve your educational opportunities
 - consult your parents and coach before dropping out of sports participation
 - consult your coach if it is necessary for you to be absent from practice or a contest

The most important of these responsibilities is to broaden your-self and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in other extracurricular activities, as well as in sports, prepare you for life as an adult.

Responsibilities to Your School

Another responsibility you assume as a squad member is to your school. Anna-Jonesboro cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

Conduct of an Athlete

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be exemplary.

A. ON THE FIELD/COURT. In athletic competition an athlete must not use profanity or illegal tactics. It is courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

Officials in a game are there for the purpose of ensuring equity for both teams. It is our athletic tradition that athletes talk to officials in a tone of respect for the purpose of clarifying rules. Any behavior contrary

to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated.

B. IN THE CLASSROOM. In the academic area, an athlete should become a good student. Academic achievement for athletes, as well as other students, must be the number one school priority. Therefore, athletes must plan their schedules so that they have sufficient time and energy for their studies. Athletes should have a good attendance record. Cutting classes or school may adversely affect participation in athletes.

C. ON THE CAMPUS. The way we act and look on the campus is of great importance. Athletes should be leaders and worthy of respect from their classmates.

PART VI ATHLETE/CHEERLEADER ELIGIBILITY REQUIREMENTS

Every week the Athletic Director checks each athlete's eligibility for the following week's games or meets by reviewing athletes' grades in courses in which they are currently enrolled.

All athletes involved in a current sport must meet the academic requirements, or they will be considered "ineligible" for the following week's games.

NOTE: 1 Academic class is equivalent to 5 credit hours.

A. WEEKLY ACADEMIC REQUIREMENTS

At all times, students participating in a current sport must be passing at least 5 classes.

B. SEMESTER ELIGIBILITY REQUIREMENTS

Students should also be aware that in order to participate in any sport he/she must have passed 25 credit hours (five classes) the previous semester. If not, the student will be ineligible for all sports the entire current semester. Successful completion of necessary summer school classes may positively affect an athlete's eligibility status. Students are therefore reminded that eligibility is not only checked every week when their sport is in season, but also checked for semester grades, the semester before their sport is to begin! Consequently, grades need to be maintained all year if one is to be involved in any sport.

C. IHSA ELIGIBILITY RULES

The state interscholastic governing body, the Illinois High School Association, sets forth additional requirements. Students must also meet requirements in order to represent their respective high school.

D. ATTENDANCE – DAY OF ATHLETIC EVENT

The student athlete must be in attendance for at least half of the school day, the day of the event. If he/she is not, the student will not be allowed to participate in a scheduled event.

PART VII TRAINING RULES AND REGULATIONS

We believe that athletes perform best when they follow training rules, which include abstinence from tobacco, alcohol, and drugs. Medical research substantiates that the use of alcohol, tobacco, and certain other drugs produce harmful effects. The coaches of Anna-Jonesboro High School, concerned with the health habits of students, are convinced that athletics and substance abuse are not compatible. Illinois law prohibits student use of, or possession of, alcohol and other substances.

Violations of school policy and rules which occur on school property, on school buses, or school sponsored activities will be handled in accordance with the policies found in the Student/Parent section of this booklet, in addition to the policies listed here.

SUBSTANCE ABUSE POLICY AND PROCEDURES

District 81 has established a substance abuse policy, which relates to athletics as follows:

If an athlete makes a commitment to the Anna-Jonesboro Athletic Department, he/she is expected to adhere to the regulations. **These regulations are to be followed year around.**

A student-athlete is one who is a member of an athletic team. A member is a student-athlete whose name appears or did appear on the first verification of eligibility that the Principal sends to teachers. Each suspension for the violation of this policy will be administered consistent with the following: (a) the counting of days of suspension begins on the date that it is determined that the offense requires suspension, (b) if the season ends before the suspension is completed, the counting of suspension days stops on the day the season ends and resumes on the date of the next regularly scheduled competition of the team on which the student-athlete is a member, regardless of the amount of time that has elapsed between the beginning of counting suspension days, (c) if a student-athlete is not participating in any sport at the time of offense, the counting of days begins on the day of the next scheduled competition on the team on which the student-athlete is a member.

SELF-REPORTING POLICY

A one-game suspension will be added to all of the following penalties for any student-athlete who does not self-report a violation to his or her coach or the athletic director. Student-athletes will have three days from the time of the violation to inform their coach or the athletic director. Any student-athlete who fails to inform his or her coach or the athletic director of a violation will receive one (1) additional game beyond the appropriate suspension.

The student-athlete shall not use or have in possession tobacco, alcohol, marijuana, or any controlled substance.

SUSPENSION POLICY

I. Tobacco in any form

1st offense – student athlete will be suspended from 10% of scheduled competition of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 10% of the season remaining, the remaining percentage will be served during the next sport in which the student participates.

2nd offense - Student-athlete will be suspended for 20% of the scheduled competition of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport the student plays. The student athlete will also complete an evaluation for substance abuse by an agency specified by the Athletic Director.

3rd and subsequent offenses - loss of participation in all sports for 1 calendar year.

II. Alcohol and Marijuana

1st offense – Student-athlete will be suspended from competition for 20% of the scheduled competition of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport the student plays. For drug related offenses, the student athlete must complete a substance abuse by program by an agency specified by the Administration.

2nd offense – Student-athlete will be suspended from 50% of scheduled competition of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 50% of the season remaining, the remaining percentage will be served during the next sport in which the student participates. The student athlete must complete an evaluation for substance abuse by an agency specified by the Administration.

3rd and subsequent offenses - loss of participation in all sports for 1 calendar year and the student athlete must complete a substance abuse by program by an agency specified by the Administration.

III. All other non-authorized possession or use of controlled substance as defined by the Illinois Controlled Substance Act.

1st offense - student athlete will be suspended from 50% of scheduled competition of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 50% of the season remaining, the remaining percentage will be served during the next sport in which the student participates. The student athlete must complete a substance abuse by program by an agency specified by the Administration.

2nd offense - Loss of participation in all sports for 1 calendar year and the student athlete must complete a substance abuse by program by an agency specified by the Administration.

3rd offense - Loss of participation in all sports for the remainder of high school career

Reinstatement will follow a good faith completion of all evaluation recommendations and a conference with parents, student-athlete, athletic director, and evaluating agency.

Time Frame for Changing Sports

When an athlete attends the first organizational meeting or session of a particular sport, he/she will be given five days to make a commitment to that sport. Once the student has attended practice for five days, he/she may not quit that sport and go out for another sport during that sport season.

QUITTING A TEAM

When an athlete decides to quit a sport or is dismissed from the squad, he/she must turn in all equipment and take care of all other obligations with the head coach. (If the athlete is out of physical education for that sport, he/she must return to physical education the next school day.)

RETURN OF EQUIPMENT

If a student quits a sport or is dismissed from the squad, equipment is to be returned after 3 school days or the student will be sent home to get the equipment. Time missed from class will be unexcused.

When a sport season ends it is the athlete's responsibility to turn in all of his/her equipment and take care of all other obligations within 5 days. If an athlete's sports overlap due to IHSA tournament, the athlete will have 5 school days to return all equipment and take care of all other obligations with the previous sport's head coach. If this isn't taken care of within 5 days, suspension from practice and competition will result. If a student does not return equipment within 5 days, the student will be sent home to get the equipment. Time missed from class will be unexcused.

Head coaches of each sport may establish additional training rules. These rules will be communicated to each athlete, posted, and must be on file with the athletic director before the season begins.

RANDOM DRUG TESTING OF STUDENT ATHLETES

Student athletes will be randomly tested for controlled substances. Any student participating in athletics will be provided a copy of any Board of Education adopted policies and procedures. Prior to participation in athletics, the parent/guardian and student will be required to sign that they have received a copy of the policy and consent to disclosure of the results of the drug testing to school officials. Violations of the substance abuse policy shall be handled in a manner consistent with the Board approved policy.

PART VIII
COLLEGE FRESHMEN ELIGIBILITY REQUIREMENTS
(NCAA BYLAWS 5-1 (J))

In January 1983, NCAA Division I institutions voted to adopt more demanding academic requirements that must be met for a student to qualify for participation in intercollegiate athletics and for the receipt of athletically related financial aid as a freshman. Students entering NCAA Division I institutions as freshmen in the fall and thereafter must meet the following requirements:

"A qualifier as used herein is defined as one who is a high school graduate and who meet the core GPA/Test Score Index and successfully completed core curriculum of at least 16 academic courses including at least four years in English, three years in mathematics, two years in social science, two years in natural or physical science (including at least one laboratory class, if offered by the high school) and one year of additional English, mathematics or natural/physical science at the time of graduation from high school as certified on the high school transcript or by official correspondence. Questions should be addressed to the guidance office, your coach or you may check, the NCAA web-site (www.ncaa.org).

English - (four units required). Core courses in English shall include instructional elements in the following areas: grammar, vocabulary development, composition, literature, analytical reading or oral communication.

Mathematics - (three units required). Core courses in mathematics shall include instructional elements in algebra, geometry, trigonometry, statistics or calculus.

Social Science - (two units required). Core courses in social science shall contain instructional elements in history, social studies, economics, geography, psychology, sociology, government, political science or anthropology.

Natural or Physical Science - (two units required, including at least one full unit of laboratory classes if offered by the high school.) Core courses in natural or physical science shall include instructional elements in biology, chemistry, physics, environmental science, physical science or earth science.

Additional Academic Courses - (four units required). Three remaining units of additional academic credit must be from courses in the above areas of foreign language, computer science, philosophy or non-doctrinal religion (e.g., comparative religion) courses and one additional credit in English, math or science.

PART IX
APPEAL PROCEDURE

A student may appeal a decision to the following offices in the order listed below.

1. The Principal
2. The Superintendent or his designee
3. The Board of Education

PART X
PHYSICAL EDUCATION

Waivers

In lieu of a physical education class, a junior/senior athlete has the option to elect to take a one-semester class if in one sport or a year- long class if in two sports.

The following steps must be taken.

1. Varsity coach and athletic director verify participation or potential participation.

2. Complete waiver form from the athletic director for approval and turn in to the Guidance Office the first 5 days of each semester.
3. Sign up for additional class.
4. Be enrolled in 7 classes with no study hall

The following provisions apply

1. If the student quits, is dismissed from the team, or does not go out for the sport, the student must return to P.E. immediately
2. The student will receive a "W" in the additional class.
3. The P.E. grade will be given on a prorated basis upon returning to P.E.

PART XI PHYSICAL EXAMINATION, INSURANCE WAIVER, PARENT PERMIT

Physical Examination

The Illinois High School Association and the District 81 Board of Education require that athletes must have a physical examination before they can try out, practice, or participate in any contest. They shall have filed with their high school athletic director a certificate of physical fitness issued by a licensed physician not more than one-year preceding practice or participation. Physicals are valid for one calendar year.

Permission Form, Insurance Statement and Waiver

Anna-Jonesboro Community High School No. 81 requires all students participating in any extracurricular school-sponsored sports, cheerleading or dance activity to complete and submit to Anna-Jonesboro Community High School No. 81, the "Anna-Jonesboro Community High School No. 81 Permission Form, Insurance Statement and Waiver" prior to the date on which the student will be permitted to participate in tryouts, practices, or contests. No student shall be permitted to participate in tryouts, practices, contests, or any other activity relating to any extracurricular school-sponsored sports, cheerleading or dance activity unless said "Permission Form, Insurance Statement and Waiver" has been filed with Anna-Jonesboro Community High School No. 81 in accordance with these provisions. An Insurance Waiver must be completed for each season of participation

PART XII ATHLETIC INJURY PROCEDURES AND INFORMATION

In the event of any injury during practice or competition in athletics, the care-of-injury procedures listed below are recommended for all coaches. It is our hope that an injury to an athlete will never occur. We will minimize injury with safe equipment, good facilities, and informed coaches. If an injury does occur, we will do everything that we can to ensure that your son/daughter has proper care and treatment.

The coach will:

1. Determine the severity of the injury (be familiar with the "Recommended Procedures for Emergency Care of Sickness and Accidents Occurring at School" for first-aid treatment.)
2. Call an ambulance, if necessary.
3. Notify the parents of the injury by telephone (parent telephone numbers should be readily available on injury or equipment card.).
4. Determine the hospital to which the injured athlete is to be taken.

5. Contact the home or hospital after the contest or practice to check on the condition of the injured athlete.
6. Fill out an accident report form in the nurse's office of the high school as soon as possible.
7. Assist, as necessary and appropriate, with the implementation of any rehabilitation program prescribed by the attending physician.
8. Require, when necessary, a medical clearance before practice and/or competition is resumed.

PART XIII

AWARDS, SCHOOL EQUIPMENT, QUESTIONS

Letter Awards

Requirements for earning a letter vary with each sport. Each coach will give these requirements to the athlete at the beginning of the season. An athlete may not be awarded a letter if he/she violates eligibility, rules, sports guidelines and/or training rules.

School Equipment

Students are responsible for all equipment issued to them. Athletic uniforms, both practice and game, are supplied for the sole purpose of athletic participation. A student may modify his or her uniform in accordance with their religion, cultural values or modesty preferences. This equipment is not to be used for any other purpose. When the season is completed, all equipment is to be returned to the school.

School Safety

The district coaches will explain safety measures to every athlete before he/she participates in any sport.

The policy for the use of the weightlifting room is available in the athletic director's office. No student should use the weight room without proper instruction and an instructor present in the room.

QUESTIONS

Please feel free to contact the school office or the Athletic Director for more information.

RANDOM DRUG TESTING POLICY

APPLICABLE TO STUDENTS PARTICIPATING IN ATHLETIC ACTIVITIES AND/OR PURCHASING PERMITS TO PARK ON CAMPUS

Substance abuse is a common occurrence in our society and community, which can endanger the welfare of students who participate in athletic activities or operate a vehicle, both of which require adherence to various health and safety standards. There is great concern regarding the increase in substance abuse taking place within the community. Students who avail themselves of the privilege of participating in athletic activities and/or of parking on campus at Anna-Jonesboro Community High School District # 81 act as representatives of the District and are viewed as leaders within the community.

To protect the health and safety of students engaging in athletic activities and/or driving on campus and to ensure that student leaders and District representatives maintain high standards of conduct, it is the policy of the District to require that students submit to random drug testing as a condition of participation in athletic activities and/or of purchasing a permit to park on campus. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug test to a student participating in athletic activities and/or parking on campus based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug use. Any drug test conducted on the basis of reasonable suspicion shall be performed in accordance with the test procedures specified in the rules implementing this policy. Positive tests based on reasonable suspicion may result in consequences under the Student Discipline Code as well as under the Athletic Conduct Code.

Legal References:

Bd. of Educ. of Indep. School Dist. No. 92 v. Earls, 122 S. Ct. 2559 (2002).

Joy v. Penn-Harris-Madison School Corp., 212 F. 3d 1052 (7th Cir. 2000)

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998), *cert. denied* 119 S.Ct. 68 (1998).

Vernonia School Dist. 47 J v. Acton, 515 U.S. 646 (1995).

Schall by Kross v. Tippecanoe County School Corp., 864 F.2d 1309 (7th Cir. 1988).

ADMINISTRATIVE RULES

I. Purposes

The purposes of the Random Drug Testing Policy of Anna-Jonesboro Community High School District # 81 are to 1) protect the health and safety of students participating in athletics and/or driving to school and 2) maintain high standards of conduct for athletes as role models and representatives of the District

II. Definitions

A. Athletics include Interscholastic Athletic Activities which are sponsored by the District and/or involve athletic competition between District students and students of other school districts or private schools.

B. Prohibited Substances are substances that are prohibited under the District's Student/Parent/Athletic Handbook listed in Part VII Training Rules and Regulations of the A-J Athletic Handbook.

C. Students, for the purposes of this policy, refers to students who participate in athletics and/or purchase a permit to park on campus.

D. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the student. The observations may relate to the chronic and withdrawal effects of controlled substances.

III. Consent

All students and parent(s) or legal guardian(s) of minor students must sign the District- approved consent form (Student Information Sheet) as a condition to participating in any athletics and/or to purchasing a permit to park on campus. By signing and returning the consent form to the District, the student and parent(s) or guardian(s) agree that the student will comply with the random drug testing policy and these rules. Failure to sign and return the consent form will result in the student being prohibited from participation in athletics and/or from purchasing a parking permit.

IV. Testing Protocols

A. The District shall comply with the testing protocols of the qualified testing facility selected.

B. The selected laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and supervise chain of custody of the specimens.

C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

V. Testing Procedures

A. Students participating in athletics will be subject to random testing for drug use throughout the school year in which the student participates in any athletic activity and throughout the subsequent school year. The principal or the principal's designee will randomly select students from time to time. Students will not be given advance notice of the drug test.

B. Each student will be assigned a number. The principal or the principal's designee will select a random amount of the students from time to time for drug testing.

C. Each student selected will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The designated monitor will escort the student to the collection site. The student selected will not be allowed to go to his/her locker prior to testing.

D. Before submitting a specimen, the student will fill out, sign, and date any form that may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the laboratory administrator of any medications legally prescribed for the student in the preceding thirty (30) days, or of other circumstances that may affect the results of the test. The parent(s)/guardian(s) shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope and shall not be viewed by District employees.

E. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle.

F. The monitor obtaining the urine specimen will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands in the presence of the monitor prior to entering a private stall. The door of bathroom will be closed so that the student is by himself/herself in the bathroom while providing the specimen. The monitor will wait outside of the bathroom. The student will have two minutes to produce a urine specimen. The monitor will verify the normal warmth and appearance of the specimen.

G. Each selected student will remain at the collection site until he or she has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in athletics and/or to park on campus. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

H. After the student has produced a specimen, lab personnel will test the specimen in the presence of the student. If the lab personnel determine that it's necessary to send the specimen for further testing, the specimen will be sealed and transported to the laboratory. The student will sign a form stating that the specimen has been sealed and initial the seal. Only the laboratory personnel testing the specimen may break the seal.

I. A specimen will be deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. The student will be requested to provide a second specimen as soon as possible. The student will remain eligible for athletics and/or for parking on campus pending completion of the testing.

J. For retesting purposes pursuant to section VII.B of this policy, the unused portion of a specimen that tests positive shall be preserved by the laboratory for a period not exceeding six months.

VI. Confidentiality

A. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be submitted back to the principal or principal's designee with no student name attached; only the random identification number will appear on the results sheet.

B. Positive test results will be disclosed to school personnel on a "need to know" basis. The results of negative tests will be kept confidential to protect the identity of all students being tested.

C. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

VII. Notification of Test Results

A. The principal or principal's designee will provide notice of positive test results to the affected student and to his/her parent(s) or guardian(s) if the student is a minor. Upon notification of the test results, the principal or principal's designee will review with the student and his/her parent(s)/guardian(s) the consequences of a positive drug test as identified in Section VIII of this Policy and inform the student and his/her parent(s)/guardian(s) that such consequences will be implemented immediately. Also at this time, the principal or principal's designee will schedule a conference to be held within the next two school days to discuss the test results with the student and his/her parent(s) or guardian(s) if the student is a minor.

B. At the conference, the student and his/her parent(s) or guardian(s) may submit any additional information explaining and/or challenging the positive test result and may also request that the laboratory retest the student's urine specimen at the expense of the student and his/her parent(s) or guardian(s). Upon such request, the laboratory will retest the student's urine specimen as soon as practicable.

C. At the conference, the principal or principal's designee will review with the student and his/her parent(s)/guardian(s) the consequences of the positive drug test, and will provide the student and his parent(s) or guardian(s) names of substance abuse counseling and assistance agencies.

D. The student will remain subject to the consequences identified in this Policy pending any retest of the student's urine specimen or challenge by the student or the student's parent(s)/guardian(s).

E. If a student and/or the student's parent(s)/guardian(s) requested retesting pursuant to this Policy, and the subsequent testing was negative, the student may participate in athletics for which s/he is eligible and/or may park on campus, subject to the terms of the Athletic Conduct Code and the Student/Parent Handbook.

F. If at any time during the testing the student refuses to submit to the urinalysis and/or follow the procedures and abide by the consequences provided for in this policy, the student will be suspended from participating in all athletic activities and/or will not be allowed to park on campus for one calendar year and until after a test is conducted and the student tests negative.

VII. Consequences

A. Any student who tests positive will be suspended from participating in all athletic activities pursuant to Part VII - Training Rules and Regulations set forth in the Student/Parent/Athletic Handbook and/or from parking on campus pursuant to language set forth in the Automobile Regulations of the Student/Parent/Athletic Handbook. Prior to resuming participation in athletic events and/or parking on campus, the student will test weekly (at the student's expense) until the results of this test are negative. If the results are positive, the student will not be reinstated to participate in athletic events or to park on campus.

B. The student will be required to participate, at the student's expense, in a school-selected drug assistance program or a student-selected program approved by the District for 6 weeks.

IX. Financial Responsibility

A. The District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow up drug tests necessitated by an invalid specimen. If a student and his/her parent(s) or guardian(s) challenge the test results and request a follow up test, that test will be the financial responsibility of the student and his/her parent(s) or guardian(s).

B. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the parent(s) or guardian(s).

X. Compliance with Other Rules

A. Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Anna-Jonesboro Community High School District # 81 athletic activities or automobile regulations, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.

**FOR MORE INFORMATION ON THE ILLINOIS HIGH SCHOOL ASSOCIATION,
PLEASE REFER TO THE IHSA ELIGIBILITY KEY PROVISIONS.**