

# 2011-12 Abingdon Middle/High School Student Handbook



## Mission

To assure our students achieve academic and social education to ensure life-long learners.

## **Foreword**

This handbook is designed to assist students and their families in planning and understanding procedures at Abingdon High School. Students and their families are urged to read this handbook together and to discuss the many rules and regulations necessary for the operation of the school. You are urged to call the high school office if you have a question concerning any of this material. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules, regulations and codes of conduct. This handbook is available on-line at <http://abingdon.k12.il.us/>.

## **Student Rights and Responsibilities**

The Board of Education of Abingdon Community Unit School District #217 of Knox and Warren Counties of Illinois in support of the aims of public education believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. We believe that, while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, pupils who fail to perform those duties required of them upon attendance in public school may be excluded from school.

- A. Students shall respect their peers and all adults. This shall include conformity to school rules and regulations, to those provisions of law which apply to the conduct of students and to directives of staff members and school officials.
- B. Good citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. A student's conduct shall reflect consideration of the rights and privileges of others.
- C. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others are expected. Respect for real and personal property, pride in one's work, and achievement shall be expected of all students.
- D. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

## **Directory**

Please go to the following website on the Internet, <http://abingdon.k12.il.us/> and/or call the AHS Main Office at (309)-462-2338, between the hours of 7:45 am – 3:45 pm, to access staff contact information.

Principal: Mr. Jay Hurder

Dean of Students: Mr. Joe Nichols

School Counselor: Mrs. Stacy Nagel

School Nurse: \_\_\_\_\_ (TBD)

Transportation/Maintenance/Building & Grounds: Mr. Mark Branch

Secretary: Mrs. Tracy Magnison

Attendance/Clerical Aide: Mrs. Betty Rosenberry

Technology Director: Mr. Mark Rogers

Abingdon Middle/High School Fax number is **462-2492**

***Middle School Students:*** To call the **Homework Assignment Line** for each grade, call the office at **462-2338** after 3:45 P.M. and before 7:45 A.M. Monday through Friday or at anytime during the weekend and follow the directions given by the answering machine. For information about school activities and early dismissals, call the same number during the same hours and follow the directions given by the answering machine.

## School Daily Schedule

School begins at 8:00 A.M. for grades 6-12. Students are not to arrive before 7:45 A.M., unless eating school breakfast then 7:30 A.M. and must remain in the Cafeteria until 7:45 A.M. Abingdon Middle/High School is not responsible for students who are on campus before 7:45 A.M., or before 7:30 A.M. if eating school breakfast.

The sixth and seventh grade students will enter the Abingdon Middle/High School using the door on the west side of the building. The sixth grade students will congregate on the lawn just southwest of that west door. The seventh grade students will congregate on the lawn just northwest of that west door. The eighth grade students will enter into Abingdon Middle/High School using the triple north doors which lead to the hallway by the Stockdale Auditorium. They will congregate on the north side outside these doors. When students enter the building, they are to go directly to their first period class after getting their books and school materials from their lockers.

Students who need to enter the building between 7:50 A.M. and the beginning of classes **must have a written pass from the teacher they need to see.** This pass should be obtained from the teacher the day before and presented to any staff member requesting it. Teachers on door duty will be able to write passes for those students needing to use the rest room or those who unexpectedly need help from a teacher.

Students who are tardy at the beginning of the school day are to report to the office with a note from the parent/guardian stating the reason for the tardiness. **Excused tardies** will be those for which the office receives a written note from the parent or a parent phone call. **Unexcused tardies** will be those for which no note or phone call was received. **A Central Detention will be assigned for each unexcused tardy.**

### AM/HS Daily Schedule

Warning Bell	7:55 am
Period 1	8:00 – 8:53
Period 2	8:56 – 9:46
Period 3	9:49 – 10:39
Period 4	10:42 – 11:32
HR/Lunch	11:35 – 12:00
AMS Pd. 5	11:35 – 12:25 pm
HR/Lunch	12:03 – 12:28
AMS Lunch	12:28 – 12:53
AMS HR	12:56 – 1:21
AHS Pd. 5	12:31 – 1:21
Period 6	1:24 – 2:14
Period 7	2:17 – 3:07

### 2:14 pm Early Dismissal

Warning Bell	7:55 am
Pd. 1	8:00 – 8:53
Pd. 2	8:56 – 9:46
Pd. 3	9:49 – 10:39
Pd. 4	10:42 – 11:32
HR/Lunch	11:35 – 12:00
AMS Pd. 5	11:35 – 12:25 pm
HR/Lunch	12:03 – 12:28
AMS Lunch	12:28 – 12:53
AMS HR	12:56 – 1:21
AHS Pd. 5	12:31 – 1:21
Period 6	1:24 – 2:14

### 11:30 am Early Dismissal

Warning Bell	7:55 am
Pd. 1	8:00 – 8:53
Pd. 2	8:56 – 9:46
Pd. 3	9:49 – 10:39
Pd. 4	10:42 – 11:30

## Lunch Procedures

Before going to lunch, students are to put their books in their lockers unless they plan to study during the lunch period. **At lunch time, you must mind your supervisors.** Once everyone has eaten, the supervisors will determine whether or not the weather is good enough to go outside. If you are not going outside, you will remain in the cafeteria or go to the gymnasium until the bell rings. After you return to the middle school, take all the books and school materials with you that you will need for your next class.

## Closed Campus

Students **are not permitted to leave the school grounds** during the lunch period. **Exception: Only the student's parent or legal guardian may pick up his/her child and take that child to lunch. The parent must report to the AM/HS Office to pick up the student.** The student **must check into the office upon his/her return from lunch.**

## II. ACADEMICS

### Accreditation

Abingdon High School is recognized by the Illinois Office of Education and belongs to the Prairieland Athletic Conference.

### Requirements for Graduation

Starting in 2010-11, students will be required to earn at least 26 credits to graduate from AHS.

To graduate from AHS the following requirements must be completed:

English . . . . .	4	Credits (including English I, English II, and English III)
Mathematics . . . . .	3	Credits (including Algebra and Geometry courses)
Science . . . . .	3	Credits
Social Studies . . . . .	3	Credits (including United States History I, II, III and IV)
Physical Education . . . . .	4	Credits
Health Education . . . . .	0.5	Credit
Consumer Education . . . . .	0.5	Credit
Driver's Education . . . . .	0.5	Credit
Fine/Practical Arts (electives)	7.5	Credits

\*Driver's Education requirement is limited to the classroom portion only. A student must earn at least three (3) credits before he/she is allowed to take Driver's Education, any exceptions must be approved by the Principal.

\*All students must satisfactorily pass written examinations on the Illinois and United States Constitutions and on the display of the American flag before they may graduate from AHS.

\*All students are required to complete a total of eight (8) documented hours of Community Service before they may graduate from Abingdon High School.

We recommend that emphasis be placed upon certain courses based on post-high school plans:

#### College-Prep Curriculum

English . . . . .	4 credits
Math . . . . .	4 credits
Science . . . . .	4 credits
Social Studies . . . . .	3 credits
Health Education . . . . .	0.5 credit
Consumer Education . . . . .	0.5 credit
Physical Education . . . . .	4 credits
Fine Arts . . . . .	3 credits
Practical Arts . . . . .	5 credits

#### Vocational Curriculum

English . . . . .	4 credits
Math . . . . .	3 credits
Science . . . . .	3 credits
Social Studies . . . . .	3 credits
Health Education . . . . .	0.5 credit
Consumer Education . . . . .	0.5 credit
Physical Education . . . . .	4 credits
Fine Arts . . . . .	2 credits
Practical Arts . . . . .	8 credits

Fine Arts: Foreign Language, Art, Band, Choir, Drama

Practical Arts: Home Economics, Industrial Arts, Agriculture Education, Business Education, Technology Education, Area Vocational Program, Cooperative Education (COE), Driver's Education

### Early Graduates—(High School only)

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to **November 1st** of the student's seventh semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.) Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in

denial of the early graduation petition. The student and a parent will schedule a conference with the Principal and the senior counselor prior to **November 1st** of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

### **Valedictorian/Salutatorian Honors**

AHS determines the Valedictorian (#1) and Salutatorian (#2) for the graduating class by calculating the overall G.P.A. and final class rank of all graduates AFTER their last semester of the school year (over 8 semesters).

### **Course Transfers and Withdrawals**

All course transfers or withdrawals will be handled by the Counselor and will be reviewed by the Principal. All transfers and withdrawal forms will be signed first by the Counselor, parent/guardian, then by the teachers and the Principal before the transfer or withdrawal is approved. Students may not change their course schedules during the first week of the semester without the Principal's approval. Students who are habitually disruptive in a course may be dropped from that course and credit may not be given.

### **System of Grades**

The letter grade A, B, C, D and F are used (see "Grading Scale"). Point values used in averaging class rank and honor roll are A=4, B=3, C=2, D=1 and F=0, except for weighted courses (see "Weighted Grades"). There will be semester exams at the end of both semesters. All students will take semester exams at the end of each semester unless the student has been excused by an adopted school policy (see "Semester Exam Exemptions").

For official transcripts and all reports, grades are based on cumulative semester grades, not on quarter grades.

Physical Education & Driver's Education - During the semester that a student is enrolled in Driver's Education course he/she may be taken out of P.E. for "Behind-the-Wheel" driver training. The P.E. grade for this semester will be calculated on actual P.E. course participation of non-driving days only.

Students who retake a year-long course where one semester was passed and one semester was failed will receive the grade of audit (AU) for the semester that was previously passed. Under no circumstances is credit earned or GPA affected by a course that is audited.

### **AM/HS Grading Scale**

100 - 93	A
92 - 85	B
84 - 77	C
76 - 69	D
68 - 0	F

### **High School Grade System** (80% + 20% -- Based on Percentages)

*Final Grade* = sum of 80% times semester percentage grade,  
plus 20% times the semester exam percentage grade

Below is an example of how a "final grade" is calculated for AHS:  
 $0.80 \times 93\% + 0.20 \times 90\% = 92.4$  (round to whole #) = 92% = "B"

### **Weighted Grades**—(High School only)

The High School uses a weighted grade system. Students at all four grade levels will be eligible to select courses which will receive grade weighting. Weighted grades apply to grade point average (GPA) & class rank. The following courses will receive additional grade weighting:

English I (Honors)	Advanced Math	Chemistry II
English II (Honors)	Pre-Calculus	Physics
English III (Honors)	College Math (Level 100+)	Spanish III
College English (Level 100+)		

The method of weighting to be used will be to increase grade point averages by one (1) point as follows:

<u>Grade</u>	<u>Weighted</u>	<u>Non-Weighted (Comparison)</u>
A	5.0	4.0
B	4.0	3.0
<u>C*</u>	<u>3.0*</u>	<u>2.0</u>
D	1.0	1.0

\*Notes:

Students must earn a semester grade of C or higher to receive the weighted grade toward GPA. Also, students who do NOT earn a C or above in an “Honors” course may be denied taking future “Honors” courses.)

### **AM/HS Honor Roll**

Names of students achieving the honor roll each quarter will be published in the local newspapers. Grade point values used to determine the honor roll are as follows: A = 4; B = 3; C = 2; D = 1 and F = 0.

Honor students will qualify by earning the following GPA criteria figured on a quarterly basis:

- High Honors----- 3.75 – 4.0 or above
- Honors----- 3.50 – 3.74
- Honorable Mention----- 3.25 – 3.49

### **Cheating/Plagiarism**

Cheating and/or plagiarizing on an examination, quiz, homework and/or other school work will not be tolerated. Students who do cheat and/or plagiarize will receive a grade of zero (0) for the work involved. There will be no alternate lesson provided, parent/guardian will be contacted and disciplinary action may be taken.

### **Semester Exam Exemptions**—(*High School Seniors only*)

1<sup>st</sup> Semester Exam Exemptions:

“Meets/Exceeds” in the following ACT/PSAE areas = Semester Exam Exemption in the respective course:

- Reading and/or Writing = Exempt from English course semester exam (not applicable to college course)
- Mathematics = Exempt from Math course semester exam (not applicable to college course)
- Science = Exempt from Science course semester exam (not applicable to college course)

2<sup>nd</sup> Semester Exam Exemptions:

- Earn an “A” (93% or above) as overall daily grade in the class for the semester AND
- Five (5) or fewer “excused” absences in the class for the semester AND
- Three (3) or fewer “unexcused tardies” in the class for the semester AND
- Zero (0) “unexcused absences” in ALL classes for the semester AND
- Zero (0) disciplinary infractions for the semester (i.e. no central office detentions, referrals, suspensions, etc.)

### **Transfer or Foreign Exchange Student Transcripts**

Any transfer student, foreign exchange student or AHS student who has taken courses as part of an approved foreign exchange program will have the courses evaluated by the principal to meet the criteria for Abingdon’s weighted grading system and/or academic status at AHS. Upon completion of this evaluation a cumulative grade point average, class rank, class status and graduation requirement status will be assigned to such student. Students may sacrifice credits when being properly placed as an incoming AHS student based on lack of coursework, lack of transferable courses and/or grades.

### **Report Cards and Mid-Term Reports**

Students will receive report cards for 1<sup>st</sup> Semester/2<sup>nd</sup> Semester at end of both semesters. Mid-Term/Quarter reports will be posted on Skyward parent/guardian to view at the midpoint of each 18-week semester, or term. Students/parents are encouraged to schedule a conference with the teacher to discuss ways and means of

improving academic performance in a course to bring the grade to a more desirable level. Parents are encouraged to contact a teacher if there is any concern about the progress of their child.

### **Academic Credits and Class Status**

Due to conversion from “8-Block” to “Traditional” daily class schedule in 2010-11, the total number of credits needed to graduate from high school will be as follows:

<b>Class of 2012 =</b>	<b>27</b>
<b>Class of 2013 =</b>	<b>27</b>
<b>Class of 2014 =</b>	<b>26</b>
<b>Class of 2015 =</b>	<b>26</b>

All students earn the privilege, via academic credits, to be socially promoted to the grade level, or “class,” of Sophomore, Junior and/or Senior. High school students get promoted to their proper “class” after each semester.

### **Special Means for Earning Credit**

1. Credits earned through extension and correspondence study will be accepted toward meeting high school graduation requirements providing the following requirements are met:
2. The pupil taking correspondence courses for credit has had the course approved by the Principal in advance of enrollment in the course.
3. Such credit earned shall be earned through the satisfactory completion of courses offered by the college or University extension division accredited by the North Central Association or some other regionally accredited association.
4. A maximum of two (2.0) credits may be counted except for adult or physically handicapped students. The amount of work being pursued in regular high school classes plus the amount taken by correspondence and/or extension shall not exceed the regular load carried by the full-time high school students of Abingdon High School unless previously approved by the Principal.

\*The institution offering the correspondence work must be approved by the State Department of Education in which it is located.

\*The credits earned must meet the requirements for school graduation at AHS.

### **Summer School Study**

Credit may be earned in summer school courses at Abingdon, when offered, or from other accredited institutions. Each course must meet for 120 clock hours for one (1.0) credit or 60 clock hours for one-half (0.5) credit. Approval for enrollment for summer school courses must be secured from the Counselor and Principal prior to enrollment.

### **Cooperative Education (COE)**

Students may be eligible to be in a work-study program and take the corresponding, required COE course. Students must meet specific credit criteria AND obtain prior approval in order to be in the COE program. Those students interested in participating in this program must meet with the school counselor to discuss eligibility.

### **Area Vocational School**

Vocational education opportunities will be offered without regard to race, color, national origin, sex, or handicap. Individuals interested in gaining further information on this policy should contact the Principal. Students from Abingdon High school who are members of the Junior and/or Senior classes may enroll in courses offered at the Area Vocational Center, located at Galesburg High School.

Registration for these courses is held in the spring of each school year. Three (3.0) credits are earned upon the successful completion of the course at the G.A.V.C.

AHS offers preparatory courses for the courses offered at the G.A.V.C. Some of the courses are required before enrolling in courses at the G.A.V.C.

Students accepted to attend courses at G.A.V.C. will ride the school bus, provided by the Abingdon School District, to the G.A.V.C. and back to Abingdon High School. A student may not drive to G.A.V.C. Failure to ride the transportation prescribed by the Abingdon High School District will cause the student to be dropped automatically from attendance at G.A.V.C. In the event that the course schedule is such that a student cannot ride the bus and attend G.A.V.C., that student must obtain special permission from the Principal to drive to G.A.V.C. In such cases a letter of parent approval for the student to drive, a waiver of school liability, and proof of insurance must be filed with the Principal before the semester begins.

Students enrolled in Auto Mechanics may find it necessary to take their vehicle to this course at the G.A.V.C. on special occasions. When this time arises, a note, signed by the teacher and signed by a parent/guardian of the student, must be presented to the AHS Main Office 24 hours prior to the student taking the vehicle to G.A.V.C. When this permission is received, only the student can be transported in this vehicle to G.A.V.C. Any other student riding in this vehicle will be dropped from attendance at the G.A.V.C.

### **Homebound Instruction**

Parents should contact the school to find out if their student qualifies for homebound instruction. If all requirements are met, a homebound student will be provided with a teacher.

### **Dual-Credit Program**

The Dual-Credit Program allows students to take courses at AHS and/or Carl Sandburg College and earn both high school and college credit. It is restricted to juniors and seniors. Certain course restrictions apply and students must obtain approval from the Counselor and Principal prior to registering for courses. Financial obligations and transportation are the student's responsibility. Students should request applications from the Counselor early in the semester prior to enrolling in this program.

### **High School Standardized Testing Program**

Abingdon High School administers a battery of state and national assessments and vocational tests to track the progress of the students. Listed below are the classes and their respective assessments:

*Freshmen:* EXPLORE (diagnostic assessment of academic potential)

*Sophomores:* PLAN (preparation/pre-assessment for the ACT).

*Juniors:* Armed Services Vocational Aptitude Battery (ASVAB) is scheduled by the Counselor and is given for career exploration.

Preliminary Scholastic Aptitude Test / National Merit Qualifying Test (PSAT/NMSQT) is an optional test for college-bound students and/or students seeking "Illinois State Scholar" status.

\*Prairie State Aptitude Examination (PSAE) is given in the spring.

\*ACT Assessment is incorporated into the PSAE along with State-developed skills tests.

Students will be able to receive a Prairie State Achievement Award for meeting qualifying scores on the PSAE.

ASSET test is given by Carl Sandburg College for students enrolling in the dual-credit program.

**\*(Note: All "Juniors," or students in grade 11, are required to take the ACT/PSAE.)**

*Seniors:* Workplace Skills Test is a vocational assessment to predict student success in the workplace.  
Scholastic Aptitude Test (SAT)—as needed for college entrance.  
ACT retakes are available to improve an ACT score.  
ASSET test is given by Carl Sandburg College for students enrolling in the dual-credit program and/or for registration into Carl Sandburg College.

### **Academic incentives for standardized test performance (ACT/PSAE; PLAN; EXPLORE)**

*(Seniors only)*

\*“Meet” Illinois State Standards in Reading AND Math on PSAE = 1 month of open-campus lunch OR

\*Earn an ACT Composite score at or above the IL State Average = 1 month of open-campus lunch

\*“Meet” in Reading + Math AND “Exceed” in area(s) on PSAE = Additional month per each “Exceeds” area

*(Sophomores only)*

\*“Meet and/or Exceed” the College Readiness Benchmarks on the PLAN assessment in the areas of English, Reading, Math and/or Science = 2 weeks of open-campus lunch AND Front-of-the-lunch line for 1 week

*(Freshmen only)*

\*“Meet and/or Exceed” the national average scores on the EXPLORE assessment in the areas of English, Reading, Math and/or Science = 1 week of open-campus lunch AND Front-of-the-lunch line for 1 week

### **Middle School Standardized Testing Program**

The ISAT (Illinois Standard Achievement Test) will be administered in the spring to sixth, seventh, and eighth grade students. Additionally, RtI (Response to Intervention) benchmark testing will be done in the fall, winter and spring or additionally as needed.

### **Middle School Curriculum**

The *sixth grade curriculum* for Abingdon Middle School consists of language arts, literature, science, mathematics, world history, ISAT preparation, physical education, art, and choir.. The *seventh grade curriculum* consists of language arts, literature, science, mathematics, health, geography, ISAT preparation, physical education, art, and choir.. The *eighth grade curriculum* consists of language arts, literature, science, mathematics, American history, ISAT preparation, physical education, art, choir, introduction to agriculture and industrial technology.

### **Requirement for Middle School Promotion**

Students shall be promoted to the next grade upon completion of a minimum of four academic subjects with a final grade of a “D-“ or better. Three or more final grades of “F” will result in a student being retained. However, students may be considered for promotion based upon the following:

1. The student’s ISAT scores in the subject areas in which he or she is deficient meet or exceed state standards.
2. The student’s Stanford Achievement Test scores in the subject areas in which he or she is deficient are at the national average or above.
3. The student shows proficiency on the school’s local assessment in the subject areas in which he or she is deficient.

If the above criteria are met, promotion becomes possible.

Failure to meet any of the criteria for promotion could result in the student being required to attend summer school (if offered) at the parents’ expense. At the end of summer school, showing evidence that the deficiency has been taken care of will result in promotion.

All students must satisfactorily pass a written examination on the state and federal Constitutions and the display of the American flag to be promoted to the ninth grade.

### III. POLICIES AND RULES

#### **Attendance: Abingdon CUSD #217 Attendance Policy**

Parents have the legal obligation (Illinois School Code, Section 21-1, 26-2) to see that their children attend school at all times it is in session. A student will be considered truant from school if they are absent for any part of the school day because of an unexcused absence. Students are required to have either a parent note or phone contact to be considered an excused absence. Emails are not considered an acceptable method of contact due to inability to consistently confirm the true identity of the sender. If an email is received, a follow-up call to parents of elementary and middle school students will be initiated to confirm the absence as excused. Excused absences will be given after written confirmation is delivered to the office for illness, funerals, attorney visits, court appearances, Dr./Dentist/Orthodontist appointments, etc. Parents are strongly encouraged to make such necessary appointments after school hours.

After three consecutive days of absence, a note from a qualified health care professional (M.D.) will be required to consider the absence as excused. **Additionally, after ten absences (five per semester) throughout the year, a note from a physician for each additional absence will be required in order to consider the absence excused.** These notes must be turned into the office within 24 hours of the student returning to school. If a note is not received, the absence will be considered unexcused and given zeros for any work that was to be included on the day of absence, including, but not limited to, homework, tests, quizzes and presentations. If a student reaches seventeen days of absence, either excused, unexcused, or a combination thereof, they will be considered chronic truant and their name will be turned over to the Regional Office of Education (ROE) for their disposition. The ROE may make visits to parents or contact students to develop a plan to improve students attendance. The ROE truancy officer has the authority to make a determination of responsibility for absences and may write tickets to parents and students for fines which must be paid or elevated to court intervention.

Any student who is absent without excuse for any part of a school day will not be permitted to participate in extracurricular activities for that day. Students will not be allowed to attend extracurricular activities until they have attended one full day of attendance prior to that activity, unless excused by the building principal. This means if a student misses any part of the day of attendance just prior to the weekend, the student will not be allowed to participate in any extracurricular activities taking place throughout the weekend. This policy includes, but is not limited to athletic events, band, choir, group trips, etc. If a student is required to attend these activities for a class participation grade, they will not be allowed to attend and be assigned a zero as a grade.

**A. Attendance for Athletes:** All athletes are expected to be in attendance **the whole day of the game to be eligible to participate. If the game is on a non-attendance day, the athlete is expected to be in attendance the whole day before the non-attendance day in order to be eligible to participate.** Exceptions would be attending a funeral, a written doctor's excuse registered in the office, or a court appearance not involving a crime by the student (i.e. witness, etc.). **These absences must be prearranged and personally approved by the building principal or his/her designated representative.**

**B. Tardiness:** Students are expected to arrive to school and class on time. Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and individual student learning process. Tardiness is categorized as excused or unexcused. The only reasons recognized by District #217 for excused tardiness are: medical appointments, funeral attendance, and illness. All other causes of tardiness are considered unexcused. Please help your child get to school on time to avoid consequences. Any student not in class at the designated start time and showing up between 1 – 5 minutes late is considered “tardy” for that class. Students who arrive for class more than 5 minutes late shall be considered “absent” for attendance

purposes. Any student not in his/her seat in the classroom when class begins will be considered tardy for that class. The passing time allotted between classes is sufficient for students to go from class to class without being tardy.

Tardiness is excusable when:

1. a student is detained by a teacher or at the office. (An “excused” pass must be issued by the teacher causing the tardiness).
2. the busses are late.
3. extreme weather conditions prevail.

Any other reason for tardiness not included in the above is deemed an “unexcused” tardiness.

**C. Excuses for Absences:** Pupils cannot profit from school work unless they attend school regularly. Regular daily attendance is the responsibility of the parent (or guardian) and the student.

It costs the school district and the local taxpayer dollars in state aid when a student is absent. Responsibility for observing the regulations and following the procedures outlined on this and the following page rests with the student. Upon the student's return to school following an absence, he/she must: do the following:

1. bring a note with him/her, signed by the parent or guardian, which contains the following information: the date (or dates) of absence and the specific reason for the absence. (If the parent or guardian contacted the school by phone concerning the student's absence, a note is not necessary).
2. give this note to the secretary in the middle school office before first hour class.
3. get assignments from the teachers.
4. call H.A.L.(Homework Assignment Line) at 462-2336 and follow the instructions on the answering machine.

**D. Classification of Absences:**

1. **Excused** - Students are excused for the following:
  - a. personal sickness,
  - b. sickness or death in the immediate family, and
  - c. personal business whenever a parent or guardian deems it to be necessary.

With an “excused” absence, the student will make up the work missed and credit will be given. The responsibility for making up the missed work lies with the student. One day will be given for each day's excused absence. This time frame may be extended in the case of a long-term absence.

2. **Absences for parental vacations:** Prior to the contemplated vacation, **arrangements for this type of absence must be made with the principal by the parent or guardian of the student. If the request is approved, the student will be given a letter of permission which must be submitted to each of his/her teachers at least two school days prior to his/her departure.** Any teacher who feels that the absence will have a serious adverse effect upon the success of the student in his class will note this fact on the student's letter of permission. A copy of this letter will be placed in the student file.

3. **Unexcused:** Any type of absence other than those mentioned in 1 or 2 above will be unexcused. All assignments missed due to unexcused absences will be made up with no credit given.

**E. Sickness at School:** No student is permitted to leave school for any reason unless he/she has secured permission from the nurse or the office.

Students who become ill during the school day and are sent home by the school nurse or principal must follow the same procedure on return to school as other students who have been absent. No student will be sent home alone without consent from parents or adult family member.

**F. Truancy:** Any student who willfully avoids attendance at school and who has no acceptable excuse will be considered truant. (In-school suspension).

### **Perfect Attendance Certificates**

In order to receive a perfect attendance award certificate and be recognized at the end of the school year, a

student cannot have missed any school days or any part of a day for any reason. In addition, the student cannot have been tardy for any reason. The list of students with perfect attendance will be submitted for publication, and the perfect attendance will be recorded on the report card.

Students whose only absences or tardies are for doctor's appointments, attending funerals, or other excused absences validated by the administration can receive recognition for the quarterly perfect attendance awards. These absences and tardies, however, remain as absences and tardies when the calculations are done for the perfect attendance certificate awarded at the end of the school year.

**Leaving Campus** - Permission must be gained from the supervising teacher and the Principal before a student can leave school before the end of the school day. Verbal and/or written permission from parents/guardians must be granted and documented in the AHS Main Office before dismissal may be considered. Students may not leave campus once they have arrived in the morning. i.e. come on campus and then leave to walk across the street to the park.

**Sickness at School** - Students who become ill during the school day may be sent home by the school nurse and/or the Principal and must follow the same procedure upon return to school as other students who have been absent. Parents/Guardians will be contacted and must make arrangements for the transportation of their sick child from school to home.

**Important Notice to Parents/Guardians: Please, request all daily assignments for your sick/absent child before 9:00 am of the day you wish to pick the assignments up from the AM/HS Main Office.**

**Pre-arranged Absence** - Students who know they will miss school prior to their absence (i.e. field trips, family vacations, conventions, state tournaments) will make every effort to discuss with their teachers how they can make up their work before the absence. Students who will be absent for reasons other than illness should make arrangements before the absence occurs. Parents/Guardians will contact the high school office for a pre-arranged absence form to be signed by the teachers and the parents/guardian. Permission for such absences will be determined on an individual basis.

**Make-up work** - is the responsibility of the student. Arrangements for make up work must be made with all teachers immediately upon return from an absence during "Homeroom" period. If a student chooses not to obtain all of his/her make-up work on the same date he/she returns to AHS, then the student will be assigned to "lunch detention" AND lose all privileges until all make-up work is obtained from his/her teachers.

### **AM/HS Make-up Work Policy**

After each class absence:

Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining their make-up assignments during Homeroom on the day he/she returns. Amount of time allowed for make-up work shall not exceed the amount of time missed. For example, if gone 5 calendar days, they have 5 calendar days to make the work up—a day for a day.

Make-up work is due one day following class for each class meeting missed, starting with the day the student returns from an excused absence. (I.e. if you miss a Monday, you get your assignment on Tuesday, and then it is due on Wednesday of that same week).

All work that was assigned well before the absence (pre-arranged) is due upon the student's return.

It is the student's responsibility to obtain and complete any missed work from all of his/her teachers.

Work which is “sent home” is never equivalent to work completed in class for a variety of reasons, so parents should not expect that a student out for an extended absence can be as well prepared for tests as one in class every day.

### **AM/HS Homework Policy**

#### **PURPOSE OF HOMEWORK:**

- Reinforcement and review of material covered in class.
- Completion of projects and assignments begun in class.
- Study and preparation for test and quizzes.
- Practice necessary skills and problem solving techniques.
- Enrichment activities to supplement classroom material.
- Introduce new material to be covered in class.

#### **STUDENT BENEFITS:**

- Homework completion is directly related to the success of students.
- Homework completion helps form the habits of independent study (self-initiative, self-discipline, responsibility for one’s own learning) which is an integral part of life-long learning.
- Homework completion encourages the development of time management skills.

#### **PARENT’S ROLE:**

- Expect their child to have and do regular homework.
- Show an interest in what is being done and how well by following up on homework.
- Provide an atmosphere helpful to orderly homework/home study.
- Use the assignments to generate discussion on what is being learned in school.
- Provide assistance or encourage students to seek assistance with more difficult homework.

### **Visiting School**

Abingdon Middle/High School welcomes adult members of Abingdon Unit District 217 to visit classes and to observe the school in operation. Students from other schools who want to visit Abingdon Middle School must arrange for that visit in advance with the Abingdon Middle School principal. **No student from another school may visit without prior approval by the principal. All visitors are to report to the main office to register and to be guided to the area which they wish to visit.**

### **College Visitation**

The Counselor or the Principal will contact the college prior to a student visit and will make arrangements with specific college personnel for the visit. Efforts should be made for these visits to take place on days when students will not miss regularly scheduled classes. The college is expected to provide appropriate information as a basis for helping students make informed decisions concerning their choice of a college for advanced study.

Upon returning from a college visitation, students must return the visitation verification form to the office. It must be signed by the college official before an excused absence is allowed. Students must indicate a serious intention to attend the college before a visitation permit is granted. Students are expected to go by themselves and not take other students along “just for the ride.” All college visitation verification forms must have the parent/guardian, counselor and principal’s signatures before leaving.

Note: A general rule of two (2) college visits for seniors and one (1) for juniors is in effect. Only this allowable number of visits will be excused absences on student attendance records. Anyone requesting more than this allotted number must have the principal’s approval.

## **Withdrawal from School Procedures**

Students who withdrawal or transfer from AM/HS will follow this procedure to receive the refund from the office.

1. Secure a clearance sheet from the AM/HS Main Office.
2. Secure clearance from all of his/her Teachers, Counselor, Librarian, Secretary and Principal.

## **Lockers**

- The lockers are school property. Therefore, the school reserves the right to open and search lockers for health and safety reasons or when there is reasonable suspicion that a locker contains an illegal or harmful controlled substance, or object which could be considered a weapon. School officials may conduct such a search without the student's knowledge or consent.
- Locker decorations which undermine the spirit/content of the Code of Student Conduct and basic objectives of education are prohibited. Students should not have the expectation of privacy in the use of district lockers.
- Students may not share locker combinations with others and should report broken or malfunctioning lockers to the school office immediately.
- P.E. lockers and locks are provided for each student. Be certain that your P.E. locker is locked at all times; especially when in P.E. class and when away from class or locker room. Students are discouraged from bringing valuables and large sums of money to school. The school is not responsible for lost or stolen goods.

## **Cars and Motorcycles**

A parking area is provided for the students and staff of the school. The parking row nearest the building is reserved for the faculty, staff and visitors. Each student who drives must register all vehicles that he drives to school and purchase a parking permit for each vehicle. Registration shall be done during the beginning of each term or whenever said student begins to drive to school. Students shall immediately leave vehicles upon parking and remain out of the vehicle during school! Careless driving will be dealt with by calling the police. All parking shall be done head-in, that is, the front of the car shall be nearest the parking block and the car shall occupy only one parking space.

It is understood by parents, guardians and students that any person, who causes a vehicle to be located, drives a vehicle or has control of a vehicle in a school parking lot, shall be deemed to have consented to a search of such vehicle. The search may be conducted for any reason and at any time by school officials or by law enforcement officials at the request of school officials. The entirety of the vehicle shall be subject to search, including but not limited to, the passenger compartment, the trunk or the undercarriage of the vehicle and any containers located therein, whether locked or unlocked.

## **Bicycles, Skateboards, Roller Skates, Roller Blades**

Sixth graders and seventh graders who ride bicycles to school are to park them on the west side of the school. Eighth graders who ride bicycles to school are to park them in the bicycles racks on the north side of the building. Since the school cannot supervise the bike racks during the day, the students are totally responsible for the security of their bikes. As soon as the student arrives on school property, he or she is to walk the bike to the rack, and when leaving, he or she is to walk the bike from the rack. Do not ride them. This will avoid accidents. The bicycles are also "off limits" during the lunch period.

**Skateboards, Rip Boards, roller skates, roller blades, etc. are not allowed on school property due to the risk of personal injury as well as to other students.**

**No student shall be in a car or other motor vehicle while school is in session, including the lunch period, unless with their parent(s)/guardian(s). No motorized scooters are permitted on campus.**

Students may be dropped off and picked up in the middle/high school parking lot.

## **THE BUS LANE IS NOT TO BE USED!**

### **Electronic Signaling Devices**

Entertainment items shall not be brought to school unless requested by a teacher for educational purposes AND with prior approval from the principal. This includes but is not limited to radios, tape players, pagers, Discmans, MP3 players, IPODs, video games, etc.

### **Phones**

The phones in the office and the classrooms are for student use in emergency situations only. Forgetting something at home is not classified as an emergency, and the students may not be granted the use of the phone. Parents are requested to call the school and ask for a message to be given to their child only in the event of an emergency.

### **Cell Phone Policy**

Abingdon CUSD #217 prohibits student use of all electronic devices, including cell phones, pagers, IPODS, and MP3 players, during the school day. This includes, but is not limited to, using cell phones to make voice calls, take photos, check the time and send or receive text messages or any other application of an electronic device.

\*Students are allowed to bring an electronic device (cell phone), but it must be turned off and left in the students' locker, at the high school and middle school and book bag at the grade school, once a student arrives on campus and must remain turned off until the end of the school day. Additionally, devices are not to be visible at any time for any reason during the school day. At no time during the school day may a cell phone or an electronic device be on a student's person.

\*Students involved in before or after school academic programs shall observe school hour rules during these programs.

\*Violations of the policy will result in disciplinary action being taken.

\*Neither the school nor its personnel will be responsible for the loss, damage, or theft of an electronic device brought to school or a school event. This statement applies even if the phone has been confiscated by school personnel.

### **Cell Phone Discipline**

1<sup>st</sup> offense /parent called to pickup phone/ up to 30 min. detention

2<sup>nd</sup> offense /parent called to pick up phone/10 day check-in phone to office/ up to 60 min. detention

3<sup>rd</sup> offense /parent called to pick up phone/30 day check-in phone to office/ up to 4 hr. Saturday school

4<sup>th</sup> offense/parent called to pick up phone/rest of school year check-in phone to office/ up to 1 day I.S.S.

5<sup>th</sup> offense/parents called to pick up phone/no phone to school/ up to 2 days I.S.S.

Continued offenses/parents called to pick up phone/no phone to school/up to 3 or more days ISS/OSS

**If a student is caught with an unregistered cell phone, it will be confiscated, and the student will not be allowed to have the cell phone at school for the remainder of the school year. Additionally, any student caught in possession of their cell phone and using it during the school day, will also lose cell phone privileges for the remainder of the school year (they will not be allowed to bring the cell phone to school). "Sexting" is the practice of sending inappropriate photos of oneself or another person through cell phone text messages or other electronic means. Any form of "sexting" (sending or possessing such pictures) will not be tolerated and will result in immediate discipline; including, but not limited to, suspension (ISS and/or OSS), expulsion, or possibly even criminal charges under the child pornography criminal code.**

*Any further offense by the student will be considered gross insubordination and will be handled with the Principal according to the school disciplinary code of conduct.*

### **Drug Abuse**

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs is not permitted on school busses, in school buildings or on school grounds at any time. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs in violation of this policy, the student shall be referred for disciplinary action. Such action may include suspension or expulsion for a specified term. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parental cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. In all cases of suspension for drug usage, medical clearance shall be required prior to re-admittance.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school busses or school property and submit such drugs to the proper authorities for analysis.

### **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one (1) calendar year, but no more than two (2) calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **School Attire**

A student's attire and grooming shall be in the best interest of the school with respect to health, welfare, and safety of the individual and student body and must not interrupt the orderly process of education. Shoes, sandals, or equivalent shall be worn to prevent the spread of disease. Schools are to be proper models of society. We, therefore, expect our students to dress in an appropriate manner at school. Specifically:

1. Students shall not wear clothing with writing or symbols which
  - a. Promote or advertise drugs, alcohol, or tobacco products;

- b. Are sexually explicit, suggestive, or otherwise inappropriate;
  - c. Denigrate others.
2. Student dress shall be modest and appropriate for a school setting. All students must be clothed from the top of the shoulders to the mid-thigh area (or longer). Hats, non-prescription sunglasses, and tank tops are not acceptable attire.
  3. Tops shall be at least three (3) inches in width at the shoulder and shall gather directly under the arm. Otherwise, a sleeveless top may be worn over or under another sleeved garment. Shorts, dresses, skirts should not be shorter than the length of the out-stretched fingertips when the arms are held straight down the side. All shorts, slacks, pants, and jeans must be worn at the waist, and undergarments must not be visible.
  4. T-shirts with logos which are meant to resemble recognized logos for otherwise unacceptable products may not be worn at school; i.e. a shirt with a logo designed to look like a beer label but not actually that label. T-shirts are NOT to be knotted in the back.
  5. Jeans or pants will be worn tastefully. Jeans are not to be worn pulled down or “slouched.” Jeans should not have any holes above the out-stretched fingertips when arms are held straight down the sides.
  6. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style, which pose a safety hazard are inappropriate and may not be worn at school.
  7. Appropriate footwear is to be worn at all times. Tennis shoes are required to be worn during P.E. participation.
  8. Coats, coveralls, or any outdoor second layered clothing items are prohibited from classrooms and must be stored in student lockers.
  9. Sleepwear is not considered appropriate dress for school situations. This includes “slippers,” pajamas (tops and/or bottoms), lounge pants, or any other item typically worn to sleep in.
  10. Any student in violation of the school attire rules may be asked to change into P.E. attire, have a parent bring in a suitable replacement, or wear clothing provided by the principal. Any refusal of a student to comply with this rule will result in removal from the classroom for the remainder of the day and the possibility of additional discipline.

### **P.E. Uniforms**

P.E. uniforms shall consist of the following:

1. Plain, one-colored pair of shorts (no cut-offs), with a relatively plain blouse or t-shirt. (No half shirts or short shirts).
2. All items must be hemmed and look neat.
3. All items are to be worn right side out.
4. Socks and shoes must be worn. If shoes have velcro closure, they must be fastened. If shoes require laces, they must be in the shoes and tied.
5. P.E. clothes must be separate from street clothes.
6. Sweat pants and/or sweatshirt may be worn over shorts and tops. All P.E. clothes must conform to the above rules. The P.E. teacher has the discretion of deciding on modesty and safety of the uniform.

One of the requirements to pass physical education is to dress each day for physical education class in a recommended uniform or an alternative uniform that has been approved by the physical education teacher and/or principal in an acceptable fashion. No spray deodorants or glass containers will be permitted in the locker room. P.E. clothes are not to be worn to other classes!

### **Study Hall/Homeroom**

Study Hall/Homeroom is scheduled to allow for daily communications and/or school activities that could interrupt/disrupt academic classes. Activities that may be conducted during Homeroom include: homework,

tutoring, mentoring, meetings, surveys, assemblies, etc. Daily attendance will be taken for Homeroom.

### **Study Hall / Homeroom Regulations**

1. All students should be seated and quiet when class begins.
2. No one will be allowed to leave the study hall without a pass except in emergencies.
3. Students presenting forged passes shall lose privileges for the remainder of the year.
4. LIBRARY USE: Students may be allowed to go to the library, at the discretion of the instructor and after roll has been taken, but only if there is an adult supervisor in the library, and the library is not being used by another class. Also students may be barred from the library until they have returned all overdue books.
5. Failure to comply with the library regulations will result in the suspension of library privileges for the length of time to be specified by the librarian.
6. Rest room permission: Rest room permission is granted by the supervising teacher.
7. Talking will be with permission only.
8. Bring materials to read or study each day. Trips from the study hall to your lockers will not be allowed.
9. LITTERING: Please help keep litter in the waste basket.
10. DAMAGE TO DESKS AND CHAIRS: Those caught inflicting damage, however small, will be disciplined.
11. Please keep these regulations and do not ask that exceptions be made.

### **Social Relationships**

Student relations at school shall be in good taste. Public displays of affection shall be limited to hand-holding only. Embracing, kissing, and other activities of poor, questionable taste shall not occur. Such acts shall be considered *Discipline -- Category I* (see "Code of Student Conduct").

## **IV. CODE OF STUDENT CONDUCT**

### **Philosophy and Expectations**

We believe children are individuals who possess unique needs and potentials. The primary goal of School District #217 is to provide a safe and successful experience for each student and to provide the best learning environment for all students.

One of the functions of the school system is to oversee and direct disciplinary matters. Discipline is the responsibility of the students, parents, and the school system. It is the responsibility of the parents and school to encourage self-discipline. Self-discipline is the acceptance on the part of the student of responsibility for his/her own actions and is the appreciation of the rights of others. Self-discipline is a quality valued by the school, the community, and essential for life-long success.

Every student attending AHS will be provided with a copy and/or access to an e-copy of the Code of Student Conduct within fifteen (15) days of starting classes. A written receipt from parents or guardians of students confirming receipt of the Discipline Code shall be required. New students will follow the same procedure.

A parent, student, teacher advisory committee shall meet with representatives of the administration to develop policy guidelines on student discipline. The Board of Education shall review recommended guidelines, revise where necessary and approve a final draft of the Code of Student Conduct.

### **Courteous Behavior**

Students and staff members of Abingdon Middle/High School are to interact with one another in a courteous, considerate manner. This can be accomplished by using "Please," "Thank you," "Excuse me," "You're welcome," "Pardon me," and "I'm sorry." Each student should also show respect by quietly listening during all assemblies. Other ways everyone can show courtesy are removing hats upon entering the building and while in

it, opening doors for people, refraining from interrupting those who are speaking, picking up dropped items for others, and helping keep the building and grounds free from litter and graffiti.

### **Good Taste**

The conduct of students at school shall be in good taste. Public display of affection is prohibited.

**Hats are never to be worn in the building.** Dew Rags are not allowed. Clothing that threatens the health and safety of the individual or the school environment or is a disruption to the educational environment shall not be worn. This includes, but is not limited to, shirts advertising tobacco or alcohol products, clothing depicting “look-alike” symbols for tobacco or alcohol products or advocating behavior inappropriate for the middle school setting as well as see-through clothes, half shirts, halter tops, shirts showing bare midriffs, tank tops, and clothing made of fish-net. Also, students’ clothing shall be appropriate for the season in which it is worn. No shorts are to be worn in the winter. No outdoor coats may be worn in the classroom unless permission is given by the principal and teacher.

### **Courteous Behavior**

Students and staff members of Abingdon Middle School are to interact with one another in a courteous, considerate manner. This can be accomplished by using “Please,” “Thank you,” “Excuse me,” “You’re welcome,” “Pardon me,” and “I’m sorry.” Each student should also show respect by quietly listening during all assemblies. Other ways everyone can show courtesy are removing hats upon entering the building and while in it, opening doors for people, refraining from interrupting those who are speaking, picking up dropped items for others, and helping keep the building and grounds free from litter and graffiti.

## **GOVERNING REGULATIONS**

### **Code of Student Conduct Duration, Notification, and Acknowledgements**

This entire Code of Student Conduct will remain in effect for the 2010-11 school year unless there is a program change. No changes or modifications shall be made during said times without the approval of the Board of Education.

The building principal or his/her designee will inform the students in each school throughout the district of the contents of the Code of Student Conduct. Written acknowledgement from the parents or guardians relative to the receipt of the Code of Student Conduct will be required. This data will be on file in the principal’s office or the office of the principal’s designee.

Every student attending Abingdon High School will be provided annually with a copy and/or access to an e-copy of the Code of Student Conduct within fifteen days of starting classes. A written receipt from parents or guardians of students is required.

## **DISCIPLINARY SYSTEM & PROCEDURES**

### **Progressive Discipline System**

The purpose of discipline in school is primarily to provide a learning experience for students who violate school rules. The lesson is that rules are necessary to the safe and orderly conduct of the educational process (all students have a right to expect such a learning environment) and that there are consequences for the violation of school rules and the rights of others.

The responsibility to provide a safe and orderly environment in our schools is shared by everyone: Parents, Students and All District Employees.

It is impossible to write rules and regulations to cover every situation. Acts not covered by the code will be handled at the discretion and judgment of the principal or designee who will act for the good order and protection of the school. While the discipline procedures are listed in order of increasing severity, each case will be handled individually. A particular case could warrant immediate suspension or expulsion without initial lesser punishments being levied.

Recognizing that discipline should be a progressive process, with the exception of those behaviors identified as “zero tolerance,” any number of disciplinary options is available to teachers and administrators.

Several disciplinary options are described below. However, it may be determined that other forms of discipline may, on an individual basis, be appropriate in lieu of, or in addition to, those outlined within the Code of Student Conduct below:

### ***Pre-Suspension***

Many times the classroom teacher is the first to be aware of problems and is considered to be the principal’s designee. In such cases the teacher shall take initial corrective steps which could include but not limited to:

\*Student/teacher conference.

\*Parental contact.

\*Withholding of privileges

\*Temporary removal from the classroom

\*Detention and/or disciplinary writing pertaining to the infraction.

A student may be detained before or after school for disciplinary reasons provided the parent and/or guardian of such student have been given at least 24 hours advance notice by telephone or through the mail. In addition, students must notify their parent/guardian of their detention.

If the problem persists, the student will be sent to the office for further action and the problem will be viewed as an official first offense. Written notification will be sent to the office as soon as possible after the offense.

If there is an actual or threatened danger, the student will be removed from the classroom immediately.

### ***Saturday Detention Program***

The purpose of the program is to provide an educational and disciplinary alternative to an ISS. It is also designed as an alternative to students missing valuable instructional time from the regular classroom. Saturday Detention may be used in lieu of Discipline “Category I” Disciplinary Responses at the discretion of the building administration.

### ***In-School Suspension (ISS)***

The purpose of the program is to provide a disciplinary and educational alternative to the regular classroom.

\*School administrators may assign students to suspension. While assigned to ISS, students will be required to do assignments that may or may not be related to their classroom work.

\*It is the responsibility of the student to comply with all ISS procedures.

\*It is the responsibility of the student to complete all work for the duration of the original ISS placement. Work is to be completed by a time agreed upon by the principal and student and he/she will earn full credit for all completed work.

\*Students may not attend or participate in school activities while in an assignment to ISS. A student is considered to have completed an ISS assignment at the end of the time assigned to the ISS.

\*Parents will be notified by telephone or mail that their child has been assigned to ISS and for what violation.

### ***Out-of-School Suspension (OSS)***

An out-of-school suspension is a disciplinary tool that is used when earlier attempts to correct a student’s behavior have been unsuccessful or the behavior warrants an immediate, temporary exclusion from school.

- \*A suspension is for a period not to exceed ten school days.
- \* School administrators may assign students to suspension.
- \*During the school day no student shall leave school until in the company of the parent, guardian or approved adult. A student whose presence poses a continuing danger to persons, property or an ongoing disruption may be removed by a police officer for disorderly conduct.
- \*Any suspension shall be reported as soon as possible to the parent and/or guardian of such pupil along with a full statement of the reasons for the suspension and notice of their right to a review.
- \*During the period of suspension a student may not be in, on, or about school or school grounds without the permission of the school administration, to do so will be considered trespassing.
- \*Students may not attend or participate in school activities during the dates of OSS. Violation of these conditions will result in further disciplinary action.
- \*Students will be allowed to make up all work missed and will earn full credit for all work completed within building policies related to make-up work.

Students who receive a minimum five (5) day suspension for violent or aggressive behaviors (assault, fighting, etc.) MAY get their suspension reduced through successful participation in Anger Management class(es).

### ***Expulsion***

Expulsion from school is a formal process whereby an individual has the right to an education withdrawn for a period in excess of ten days.

- \*Only the local Board of Education may expel a student.
- \*The student and the student's parent and/or guardian shall be notified of the reason(s) for the proposed expulsion by registered letter from the appropriate administrative official which will state:
  - The rules and regulations allegedly violated
  - The date, time and place of the Board of Education hearing. The hearing must take place within 10 school days of the violation
- \*The expulsion shall not take place until after the Board of Education has had the opportunity to hear the case and render a decision. Students are suspended from school pending expulsion procedures.
- \*At a hearing by the Board of Education a student has the right to:
  - Counsel at his/her own expense
  - Present witnesses
  - Question the person who made the recommendation to expel
  - Make a statement in his/her own behalf

Note: If expelled from District #217, the term "expulsion" MAY be placed in a student's permanent record.

### ***Probation***

The Board of Education may allow probation as a part of expulsion.

Probation allows students to return to school under specific conditions outlined in the probation contract. If a student is allowed to return to school on principal's probation, the student and a parent/guardian must schedule an appointment and meet with a school administrator and re-enroll prior to the beginning of the probationary period. Failure to do so will be a violation of the terms of the probation.

If the terms of the probation are violated, the expulsion shall immediately go into effect. The principal shall notify the Board of Education in writing when the terms of the probation are violated.

Seniors serving probation may be allowed to participate in high school culminating activities at the discretion of the Board of Education and/or high school administration.

During the period of expulsion a student may not be in, on, or about school grounds without permission of the school administration. A violation of this provision would be considered trespassing and the student would be subject to arrest.

### **Discipline -- Category I**

- Refusal to identify self and/or produce I.D.
- Being in an unauthorized area
- Distractive/inappropriate/unsafe dress
- Forgery on any school-related document
- Violation of closed campus lunch and/or bringing food/drinks on campus during school hours without permission
- Violation of parking regulations
- Littering
- Inappropriate display of affection
- Disruptive/inappropriate behavior
- Refusal to follow directions
- Possession of tobacco products, smoking materials and/or inhalants
- Computer misuse
- Gambling
- Possession/use of cellular phones, pagers, or other personal electronic entertainment devices on campus during school hours without permission

### **Disciplinary Responses--Category I**

At discretion of the principal and/or designee:

First Offense: Not to exceed two days In-School Suspension

Second Offense: Not to exceed three days In-School Suspension

Third Offense: Not to exceed five days Out of School Suspension including direct parent/guardian contact

Further Offenses: Not to exceed ten days Out of School Suspension, including direct parent/guardian contact, and may include recommendation for expulsion

### **Discipline -- Category II**

- Blackmail/Coercion/Extortion
- Fighting
- Truancy
- Sexual Harassment/Misconduct
- Hazing
- Vandalism
- Verbal abuse/profanity directed at ANY staff member, which includes all District #217 employees
- Written/Verbal threat toward another student
- Intimidation/Bullying/Harassment
- Gross computer-related misconduct
- Non-felony theft
- Use of tobacco products, smoking materials or inhalants
- Involvement in gangs, satanic cults, hate groups and related activities
- Tampering, obstructing, and/or interfering with security devices

### **Disciplinary Responses--Category II**

At discretion of the principal and/or designee:

First Offense: Not to exceed five days Out of School Suspension.

Further Offenses: Not to exceed ten days Out of School Suspension, includes direct parent/guardian contact, and may include an assignment to an alternative program or school or possible recommendation for expulsion.

### **Zero Tolerance Offenses**

Zero tolerance offenses are actions which will result in disciplinary consequences and can include a request for an expulsion hearing before the Board of Education. Zero tolerance offenses include:

-Arson

-Bomb Threat (tracing equipment is in place at all schools)

-False Fire Alarm

-Burglary, Robbery and/or Theft (Felony), as related to school property, are violations on a year-round basis

-Malicious Destruction and/or Defacing of School Property (Felony Vandalism), as related to school property, are violations on a year-round basis

-Assault/Battery

-Written/Verbal Threat and/or Physical Attack of any staff member

-Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alikes, alcoholic beverages

-Possession/use/distribution of a weapon, ammunition, explosive or look-alike devices of any kind\*

\*NOTE: Public law regulating Gun-Free Schools requires any student found to have brought a firearm to school to be expelled for a minimum of one calendar year. The Board of Education may reduce the expulsion period to less than one calendar year.

Note: When appropriate, Zero Tolerance Offenses will be reported to local legal authorities.

### **Disciplinary Responses -- Zero Tolerance**

In cases of First Offense in Zero Tolerance Category for:

Bomb Threat.

False Fire Alarm

Burglary, Robbery, Felony Theft

Malicious Destruction of Property (Felony Vandalism)

Written/Verbal/Physical threat and/or attack of school personnel or another student(s)

Possession/Use of Drugs or Drug Paraphernalia including all controlled substances, look-alikes and alcoholic beverages

The administration may impose a required ten day suspension. This discretion may be exercised based on the student's past disciplinary record and significant variables of the case. The Board of Education would receive written notification of such cases and the administrative action(s).

### **Additional Disciplinary Responses:**

\*The Board may require a student to participate in a school-approved substance abuse program, conflict or anger management class and/or undergo psychological evaluation.

\*Student may be assigned to an alternative program/school.

\*It is possible for a violation of school rules to result in disciplinary action of up to two calendar years.

\*Violations by graduating seniors may result in exclusion from school-sponsored graduation ceremonies, activities, and/or other disciplinary action.

\*Students in ISS three or more times may be subject to out of school suspension.

\*Violation of the discipline code may result in notification and action by legal authorities. Staff members are required to notify the principal if they find a firearm at school. The principal is required to notify law

enforcement officials and the parents of the student bringing the firearm to school.

\*Depending on degree of seriousness of any offense, alternative disciplinary consequences may be used, allowing for certain steps in the process to be eliminated.

NOTE: Students who have had a case in Teen Court are still subject to terms and conditions of the AHS Code of Student Conduct.

### **Detention**

When teachers assign a detention to a student, the student will serve that detention with the teacher who assigned it for offenses labeled *Detention - Teacher*. The detention will last at least until 3:30 P.M., and the teacher assigning the detention will let the student know when and where the detention is to be served. When a student is assigned a detention for offenses labeled *Detention - Central*, the detention will be served from 3:10 P.M. until 4:10 P.M. *Central* detentions will be served on **Tuesdays and Thursdays**. Students will be notified of the location of the *Central* detentions. Any student who fails to serve a *Central* detention will be assigned a day of in-school suspension (I.S.S.).

### **Code DET**

Students who receive three (3) or more central detentions, one (1) or more in-school suspensions (I.S.S.), three (3) or more unexcused tardies (habitual tardiness), or **any** out-of-school suspensions (O.S.S.) will lose privileges for activities held during the quarter in which the detentions, tardies, or suspensions were assigned. Each student will begin the next quarter with a clean slate.

Below is the list of privileges which may be taken away from a student. Additions to this list may be made as the year progresses.

***The following privileges may be taken away: Dances, Pep Assemblies, Holiday parties given by the Student Council, Reward activities for students with perfect attendance, Field Trips and/or any other “privileges” as determined by AM/HS administration.***

## **V. EXTRACURRICULAR ACTIVITIES**

### **HIGH SCHOOL**

#### **Extracurricular Activity Eligibility Requirements**

AHS encourages and enforces a “No Pass – No Play” policy for extracurricular activities. For any student to be an active participant in any AHS extracurricular activity, he/she must be passing all courses. Eligibility checks will be made on weekly and semester bases. AHS calculates weekly extracurricular eligibility based on a cumulative semester grade and on the final semester grade for IHSA purposes. Before starting weekly eligibility checks, AHS allows a “two-week grace period” at the start of each semester to allow for adequate number of grades to be accumulated in all courses.

A student who fails to pass all courses on a weekly check will be ineligible to participate for seven (7) calendar days for the following week.

A student who fails two (2) or more courses at the end of a semester will be ineligible for the entire following semester (i.e. Fall to Spring and/or Spring to Fall of following school year).

AHS employs a “3 Strikes” policy for academically ineligible students throughout each season:

Strike #1 = ineligible for seven (7) calendar days and all contests within this time frame

Strike #2 = ineligible for seven (7) calendar days and loses individual athletic award/honors

Strike #3 = ineligible for seven (7) calendar days and/or may be removed from the team\*

\*Any student who reaches “Strike #3” may choose to file a petition with the Principal to request a conference with the parent/guardian, Athletic Director, and head coach/sponsor to determine the student’s status—removal

from team or remain with the team with agreed upon conditions to remediate academic deficiencies.

**Clubs**—(*High School only*)

The following clubs/organizations may be offered to students to expand their educational experience: Art Club, Key Club, Fine/Performing Arts Club, Industrial Arts Club, National Honor Society, Student Council, Yearbook and FFA. Other clubs/organizations may become part of our school if sufficient student interest arises and a staff member will sponsor the group. Each club attempts to sponsor activities for its own club and all-school activities throughout the year. Money-making activities of all clubs and classes are coordinated through the Principal’s office. Membership in all clubs/organizations at Abingdon High School is a privilege, not a right; therefore, violation of governing rules may result in a loss of membership.

**Class Officers and Class Elections**—(*High School only*)

Class officer elections shall be conducted by the Student Council representatives of each class. Each class shall elect a President, Vice-President, Secretary and Treasurer and Student Council Members. Class elections will be held in the spring. A student must turn in a petition to the class sponsor signed by fifteen (15) students and three (3) faculty members (two of whom must be sponsors in order to be considered a candidate for an office.) A student elected to an office MUST maintain a 2.5 GPA (checked at each Quarter and Semester grading period).

No student may hold more than:

- A. One major and one minor office.
- B. Three minor offices.

Major Office:

- A. President of any class or organization.

Minor Office

- A. Any other office in any organization.

**Class Funds**—(*High School only*)

Unused or unencumbered class funds become the property of the Board of Education upon graduation. Disbursement of the funds is at the discretion of the Board of Education.

**Student Council**—(*High School only*)

The student council is the student governing body of the school. The council consists of four representatives from each class and a president and vice-president. New council members are elected in the spring. One representative from each class must be a holdover from the previous year's council.

**ABINGDON MIDDLE SCHOOL**

**EXTRACURRICULAR ACTIVITIES SECTION**

**Student Council**

The Student Council is a student government body made up of four officers (President, Vice-President, Secretary, and Treasurer) and representatives from each class. Officers must be in the eighth grade and are elected in the fall of the year by the entire student body. Representatives from the respective grades are also elected in the fall of the year. Members of the Student Council must have maintained at least a “C” average the previous year.

**Dance Rules**

From time to time, the Student Council sponsors school dances. The dance rules are as follows:

1. No high school students are allowed.
2. No tobacco products are allowed.
3. No drugs or alcohol are allowed.

4. No fighting is allowed.
5. You may not leave the dance without calling your parents in the presence of a teacher.
6. Attire for the dance will be school appropriate. This rule will be strictly enforced.
7. No suggestive dancing will be allowed.
8. Student must stay in the gym except to use the rest room or to purchase snacks.
9. All chaperones are to be treated with respect.
10. No out of district guests will be allowed.

**Any student who is asked to leave a dance for rules violations must contact parents and leave IMMEDIATELY! That student will also be prohibited from attending at least the next TWO dances and may be prohibited for attending as many as ALL future dances at Abingdon Middle School, depending on the severity of the infraction.**

### **Interscholastic Athletics**

Abingdon Middle School offers interscholastic activities to its students in football, basketball, cheerleading, and volleyball.

All athletes, musicians and cheerleaders compete under the eligibility rules of the Illinois Elementary School Association. The student must maintain a scholastic average, as established by the Illinois Elementary School Association in order to be able to compete. Scholastic eligibility will be determined each week, and if a student is passing all subjects, the student will be eligible to participate. In addition, athletes, musicians and cheerleaders are graded on their conduct in the classroom. Ineligible students will sit on the sidelines in street clothes with their team.

All athletes are expected to be in attendance **the whole day of the game to be eligible to participate. If the game is on a non-attendance day, the athlete is expected to be in attendance the whole day before the non-attendance day in order to be eligible to participate.** Exceptions would be attending a funeral, a written doctor's excuse (for an appointment, check-up, etc, NOT an illness occurring that day) registered in the office, or a court appearance not involving a crime by the student (i.e. witness, etc.). **These absences must be prearranged and personally approved by the building principal or his/her designated representative. Oversleeping is NOT an excused absence!**

### **Abingdon Middle School Athlete's Code of Ethics**

I understand that any violation of these standards will cause me to be removed from the squad and from any further participation for the remainder of the season during which the violation occurred.

#### **Respect-**

I will hold the advice and opinions of my elders, especially my teachers, coaches, and parents, in high regard. I will be courteous at all times, always respecting the rights of others.

#### **Responsibility-**

I will fulfill my responsibilities and obligations to my school, parents, and community. I will be responsible for my actions at all times.

#### **Friendliness-**

I will maintain a friendly attitude toward everyone and discourage cliques.

#### **Sportsmanship-**

I will treat all players and fans of opposing teams as well as those of Abingdon Middle School, with courtesy and respect. I will show self-control at all times and will not initiate a fight knowing this will cause

my removal from the squad for remainder of the season. I will accept the decisions of the game officials as final and will maintain self-control in victory or defeat.

#### **Appearance-**

I will maintain high standards in my grooming and appearance realizing that the way I dress influences the way I feel and act.

#### **Conduct-**

I will always keep in mind that wherever I go I am always representing my team, school and community. I will not by any of my actions anywhere, bring dishonor to myself, my team or my school.

#### **Abingdon Uniform Athletic Code of Conduct**

##### **Eligibility-**

**\*\* In all cases, the rules listed below are the MINIMUM requirements for the code of conduct. Each athletic coach may implement stricter guidelines for their respective teams as they see fit.**

Students who earn a failing weekly grade for any class will be ineligible for games for the following week. Any student earning a failing grade on a formal report (end-of-quarter report card or mid-term report) will be ineligible until the next formal reporting period. **An exception MAY be made for a student who is willing to complete an academic contract. This contract will include appropriate behavior and academic grade levels. The athlete must bring the failing grade up to at least a "C-" before being allowed to participate. The grade of "C-" or above must be maintained for the student to remain eligible during that season. The contract must be approved and signed by the athlete, coach, principal and parent.** Any student-athlete who is ineligible more than twice during any season will be dropped from the team. **Any student who is academically retained will not be eligible to participate in any extra-curricular activities during the year of retention. Due to IESA rules, this will most likely keep them from eligibility for the remainder of their time in the middle school.**

##### **Absences-**

Any student who has an unexcused absence from school will not be allowed to participate in either a game or practice the day of return or the day the absence is considered unexcused. Any unexcused absence from practice or games will result in a student-athlete being ineligible for competing in the next game or contest. Three unexcused absences will result in what is considered as "letting down the team" and will result in removal from the team. Any student who is considered too ill to attend school for any part of the day will be considered too ill to participate in games or practice that day. Any student who leaves the field or court during practice or a game and exhibits intentions of quitting (throwing off equipment and stomping off, saying "I quit," etc.) will be considered off the team as of that moment. Individual coaches may consider allowing the student-athlete to return to the team only after both the athlete and the parent discuss issues with the coach and the student apologizes to the team.

##### **Sportsmanship-**

Any student exhibiting unsportsmanlike conduct during a game or practice will receive at least a one game suspension.

#### **Curfew for Abingdon Middle School Athletes**

The curfew during the week and Sunday will be 10:00 P.M. The night before a game there will be a 9:00 P.M. curfew. **Penalty - First offense:** suspension for the game or games during the week, but the student must report for regular practice. **Penalty - Second offense:** suspension for the next two games, but the student must report for regular practice. **Penalty - Third offense:** Expulsion for the remainder of the season.

The late hour rule will not be enforced except during the season in which the athlete is competing.

#### **Use or Possession of Drugs or Alcohol by A.M.S. Students in Extracurricular Activities**

**Penalty - First offense:** suspension for the next two contests, but the student must report for regular practice. Counseling is required at the parents' expense (local or out-of-district) continuing as long as the student attends Abingdon Middle School.

**Penalty - Second offense:** suspension from participation in that activity for the remainder of the season.

**Penalty - Third offense:** suspension from participation in all extracurricular activities throughout the remainder of the student's attendance at Abingdon Middle School.

#### **Use or Possession of Tobacco by A.M.S. Students in Extracurricular Activities**

**Penalty - First offense:** suspension for the next contest, but the student must report for regular practice.

**Penalty - Second offense:** suspension for the next two contests, but the student must report for regular practice.

**Penalty - Third offense:** suspension from participation in that activity for the remainder of the season.

#### **Physical Exam and Insurance for Athletes**

Every student who participates in interscholastic athletics or cheerleading must have a health certificate (sports physical) from the doctor. The school now carries insurance on each student, so students no longer need to provide proof of insurance. No student will be allowed to practice for any athletic activity or cheerleading activity without a sports physical on file in the office.

#### **Abingdon Middle School Fund Raising**

Abingdon Middle School conducts a maximum of two all-school fund raisers each year. Money derived from these fund raisers is used to support many of the activities of Abingdon Middle School for the benefit of the students.

### **VI. ABINGDON MIDDLE SCHOOL / HIGH SCHOOL ATHLETIC POLICIES**

#### **Purpose**

These policies are an attempt to state expectations and help influence positive behavior of those students representing Abingdon High School. Student participation in extracurricular activities is voluntary. They represent the school and community; therefore, when they choose to participate their behavioral expectations are higher.

Certain rules will apply to all participants in all extracurricular activities. These rules will cover the following areas: substance use, tobacco use, criminal offense, grades, and misconduct in or out of school. This policy code shall be enforced on a year-round basis. Disciplinary consequences for violations when a student is "out of season" or during the summer will be levied in the student's next period of competition or performance.

#### **Coaches and Sponsors Rules and Guidelines**

Coaches or sponsors may have additional rules above and beyond the activity code. A copy of these rules, along with the consequences, shall be given to each participant at the beginning of the activity. All coaches must have attendance rules, including a rule concerning attendance at school the day after a game. This rule will be sport specific and may be different for each sport. The coach's or sponsor's rules will be enforced only during the season that the student participates in that activity.

#### **Determination of Violations**

All reported infractions, as well as rumors of violations, will be thoroughly investigated by the administration and coaching staff. Sources used to identify violations may include: police reports, public notices of offenses, as well as court dispositions, staff/teacher witness and information provided by law enforcement officials.

#### **Section I**

The following rules shall apply to any athlete who is observed by the coaching staff, high school faculty, and administration, or to any athlete who admits to the use or is in possession of: tobacco, alcoholic beverages, or

drugs, or under the influence of alcohol or drugs.

These rules are to be considered minimal and may be exceeded by the head coach in any sport.

*1<sup>st</sup> offense:* Suspended for 1/4 of contests.

Must attend practice. If infraction is committed in last 1/4 of contests, no award will be given. If an infraction occurs that would affect post season contests, the penalty would be decided by the Athletic Coaches Council. Before the athlete is allowed to return to participate, he/she must be enrolled and attending a substance abuse program. The student is to provide the administration with proof when the program is complete. If the athlete does not complete the course or misses any meetings, then the athlete will be suspended indefinitely for that sport and any sport thereafter. This will be at the athlete's cost with no cost to the school district.

*2<sup>nd</sup> offense:* Suspended for the season.

All violations will be reported in writing to the Athletic Director stating time, date and place of offense, with a copy to the coach involved. The player involved, coach, and Athletic Director will meet to discuss the violation and to determine the action to be taken regarding the reported violation. This meeting will be called by the Athletic Director the same day he receives written notice of the violation. If from this meeting there is not agreement by the player, coach, and athletic director on the type of ruling made, any of the aforementioned parties may request a hearing before the Athletic Coaches Council within a period of five days after his ruling. During this period the athlete will be suspended from the team but will be expected to continue practicing with the team.

## Section II

General conduct in and out of school shall be of such as to bring no discredit to the athlete, their parents, school or team. All athletes are required to travel to out-of-town contests with their squads unless permission is otherwise given. Athletes may ride home from contests with their parents only. A written permission slip signed by the parent must be given to the coach before leaving. Athletes are to be home by 9:30 pm the night before a contest and by 10:30 pm on school nights. If an event is sponsored by AHS (plays, dances, etc.) the athlete shall be home one hour after the event is over. On other nights, the athlete is expected to be home at a reasonable hour.

1<sup>st</sup> offense: Suspended for next contest. Must attend practice.

2<sup>nd</sup> offense: Suspended for 1/4 of contests. Must attend practice. If infraction is committed in last 1/4 of contests, no award will be given.

3<sup>rd</sup> offense: Suspended for the season.

## Athletic Suspensions

A student athlete must complete the season for which the suspension is being served. The athlete may not serve a suspension during a season and be dismissed from the team or quit during the season and have the suspension count. If the student athlete does not complete the season in which he or she started the suspension, the suspension would have to be completed in full during the next sport in which he or she wishes to participate.

## Athletic Coaches Council

The Athletic Coaches Council shall consist of the Principal of the high school, all coaches of the high school, and the Athletic Director who shall act as chairman of this group. Each coach shall have one vote, and the Athletic Director may vote only in the case of a tie vote. A majority vote of the high school coaches is needed to approve or reject the prior ruling. The Principal shall be extended the power of veto over any ruling made by the council.

## Physical Exam, Parental Permission and Insurance for Athletes

Every student who participates in athletics or cheerleading must have parental permission and a health certificate (physical) from a doctor. No student will be allowed to practice for any athletic activity or cheerleading activity until these qualifications are met. The school provides insurance for all activities except football. Only football requires an additional insurance policy. This policy must be in effect before practicing. It is available in the high school office. A student may substitute his family insurance for the school insurance upon signing a waiver that will be made available in the high school office.

## VII. SERVICES

### Food, Drink/Soda Machines

Food/drinks are NOT to be brought into AM/HS from businesses. The Student Council has placed a drink machine in the school for your convenience and must not be abused. These machines will be removed if not used properly. Water and decaffeinated beverages are available for purchase during regular school hours.

**However, all carbonated/caffeinated beverages are available to students only before school, after school and/or with permission from AM/HS Staff** (per Abingdon CUSD #217 Wellness Policy, effective 7/1/06).

### Cafeteria

#### Breakfast Program

A breakfast program is offered through the cafeteria. A hot breakfast will be served from 7:30 – 7:55 A.M. and must be eaten in the cafeteria.

Students who walk, ride with adults or ride bicycles are to go directly to the cafeteria no earlier than 7:30 A.M. They may go to the cafeteria after arrival and until 7:55 A.M. Students will eat breakfast in the cafeteria at designated tables and then return to the student waiting areas. Students will then be allowed in their lockers at the regular school start time. Bus riders will go immediately to the cafeteria to eat and then return to the waiting areas or classes, depending on time availability.

All food and drinks are to be consumed in the cafeteria - **no soda pop is allowed during lunch.**

After lunch, all students will wait either in the cafeteria or outside the school building until the supervisors bring them in.

Students will not be allowed in any of the hallways or classrooms of the middle school unless he/she has a pass from a teacher. Students who break lunch room rules will be sent to the **I.S.S. room** during lunch time.

Students who make excessive messes will be required to clean up their area.

Repeat offenders may be held from lunch recess to assist cafeteria staff in clean up.

### Lockers

There will be no locker decorating for birthdays and/or special occasions for individual students without discretion and approval from AM/HS Administration prior to decorating for any reason/purpose.

### Testing

The ISAT (Illinois Standard Achievement Test) will be administered in the spring to sixth, seventh, and eighth grade students. Additionally, RtI (Response to Intervention) benchmark testing will be done in the fall, winter and spring or additionally as needed.

## VIII. FEES\*

### Book Fees

Book fees are determined by the Board of Education on a yearly basis. Book fees for the school year are **\$65** for all students. The textbooks are placed in the hands of the individual student for his/her proper care. Improper

care of the textbook will cause the student to replace the misused textbook at the cost of the replacement textbook. Loss of a textbook will cause the student to replace the lost textbook.

All textbooks and workbooks are to be placed inside the student's assigned locker. Failure to follow this simple direction can lead to loss of the textbooks and/or workbooks not properly cared for. Following are the payment schedules for registering and transferring students. Refunds will only be given when requested and upon confirmation of the transfer. \*(Note: No refunds will be given to students who drop out of school.)

Payment for registering in the:

1st quarter = 100%

2nd quarter = 75%

3rd quarter = 50%

4th quarter = 25%

Refunds for transferring in the:

1<sup>st</sup> Quarter = 75%

2nd quarter = 50%

3rd quarter = 25%

4th quarter = 0%

### **Driver's Education Fee**

Students enrolled in Driver's Education who are taking the behind-the-wheel portion of the class will be asked to pay a \$60 fee at registration. This is a district fee to offset the cost of the program. This is in addition to the \$20 Illinois State Licensing Fee required to get the instruction permit (white slip). All district fees must be paid in full prior to enrolling in the class.

### **Physical Education Lock Fee**

A fee of \$1 is charged for rental of a combination lock for student lockers.

### **Parking Permit Fee**

Students driving to school must purchase a "parking permit" for each vehicle parked on our campus. Permits cost \$10 each and must be properly displayed and easily visible. Violators will be subject to disciplinary action from the principal.

### **Student Schedule Fee**

A \$1 fee will be assessed by the AM/HS Main Office to reproduce and reprint a student's course schedule.

### **Student Planner Fee**

All students are required to possess and maintain a student planner at all times while on AM/HS campus. This planner will serve as each student's "hall pass" to travel to/from locations within the building. A \$5 fee will be assessed by the AM/HS Main Office to replace a lost and/or stolen student planner.

### **Lunch Costs**

#### **Lunch and Breakfast Payment on Accounts**

Students must go to the cafeteria during breakfast hours (7:30-8:00) to pay on lunch accounts. Once students have paid on lunch/breakfast accounts, they may eat breakfast or return to the regular class designated waiting areas. The money must be given to the lunch staff and will no longer be accepted in the office. Student must have money in their lunch accounts to buy breakfast, however those students who qualify for free lunches will also qualify for free breakfast. Breakfast costs are as follows:

#### **Breakfast**

Free/Reduced Rate: \$.30

Full Pay: \$1.00

Adult: \$1.25

#### **Lunch**

Free/Reduced Rate: \$.40

Full Pay: \$2.25

Adult: \$2.50

- All food and drinks must be consumed in the cafeteria. No milk cartons are to be taken out of the cafeteria.
- A student may charge up to a negative \$5.00. After a negative balance of \$5.00, no more credit will be extended to the student until his/her debt is paid.
- **If a student account balance is in a negative state, they may only eat hot lunch or salad bar. If the student account balance is negative \$5.00 or more, the student will be allowed to eat peanut butter.**
- Students may obtain charges directly from the cafeteria personnel as the students go through the lunch line. **As of May 1 each year, no more lunch charges will be issued; therefore, students MUST have a positive account balance to eat school lunch.**
- **Lunches are charged through the use of a scan card process. Students must have enough money in their account to pay for ala carte' items.** Students will be offered a second "sandwich" choice in addition to the regular hot meal. If students choose the sandwich option, the sandwich will be substituted for the main dish offered with the regular hot lunch. All other items on the menu will remain the same and the child will be charged for a hot lunch.

### **Delinquent Book Rental and Lunch Charge Payments**

Statements will be sent by the middle school office to the parents/guardians who owe book rental and/or lunch charges when mid-term reports are mailed each quarter and with each report card distributed at the end of each quarter. Toward the end of the fourth quarter, a list of those who still owe Abingdon Middle School for book rental and/or lunch charges will then be turned over to the Board of Education office for their action. ***In order to assist families with defraying the cost of registration, an optional payment plan will be offered during student enrollment. A form may be completed and given to the middle school office to help set up a payment schedule.***

### **Frequently Asked Questions – What Should I Do?**

- If you are tardy to school, report to the Principal's Office.
- If you have been absent, report to the Principal's Office with a written excuse if your parent did not call in.
- If you have lost or found something, take it to or inquire at the office.
- If you have lost a library book or textbook, see the librarian to pay for the lost book and/or get a new one.
- If you want to try out for one of the athletic teams, see the coach of the sport.
- If you must accompany your parents on a trip when school is in session, make arrangements in **ADVANCE** with the office and your teachers.
- If you have any questions about school policies or procedures, see Mr. Adcock.
- If you wish to make suggestions about improving your school, contact your Student Council representative, you counselor, or your principal.
- If you leave school during the day, **you are required to report to the main office prior to leaving**

