

STUDENT HANDBOOK
Cowden-Herrick
Jr/Sr High School
2018-2019



COWDEN-HERRICK JR/SR HIGH SCHOOL

P.O. Box 188
633 County Highway 22
Cowden, IL 62422
(217) 783-2125

ADMINISTRATION

Seth Schuler, Superintendent
Brett Boehm, Principal
Barb Boehm, Secretary
Crystal Wehrle, Secretary

Table of Contents

I. School	3
II. Legal Requirements	3
III. Student Handbook	3
IV. School Philosophy	3
V. Enrollment	
Student Health Records	4
Immunization.....	4
Student Classification.....	4
Classes.....	4
Student Records.....	4
Student Activities.....	6
Student Fees.....	6
Early Graduation.....	6
Tuition Students.....	6
Statement of Nondiscrimination/Grievance.....	6
VI. Attendance	
Daily Attendance.....	7
Excused/Unexcused Absences.....	7
Truancy.....	7
College Visits.....	8
Tardiness.....	8
Leaving School During School Hours.....	8
Student Absence Procedure.....	8
Absences and Homework.....	8
Student Withdrawal From School.....	9
Emergency School Closings.....	9
VII. Conduct	
PBIS.....	9
General School Conduct.....	9
Prohibited Student Conduct.....	10
Weapons Prohibition	15
Disciplinary Procedures.....	15
VIII. Curriculum	
Planning.....	18
Course Load.....	18
Schedule Changes.....	18
Credit for Alternative Courses/Programs.....	18
Grading/Homework Policy.....	21
Parent Portal	21
Deficiency Notes.....	21
Report Cards.....	21
Cheating/Plagiarism.....	21

Semester Exams.....	21
Awards.....	21
Requirements for Graduation.....	22
Grade Point System.....	23
Part-Time Students.....	23
Graduate Honors.....	23
Accepting Credits.....	23
Honor Roll.....	24
No Social Promotion.....	24
Physical Education.....	24
IX. Communicable Disease, Drill, and Buses	
Communicable Disease.....	25
Fire Drills.....	25
Tornado Drills.....	25
Police Assisted/Shelter in Place Drills.....	25
School Bus.....	25
X. General Information	
School Day.....	26
Lunch.....	27
Vending Machines.....	27
Textbooks.....	27
Student Insurance.....	27
Learning Center.....	27
Study Hall Conduct.....	28
Lockers.....	28
Driver Education for a Freshman Student.....	29
Preparation for College.....	29
Student Rights and Responsibilities.....	29
Parent Rights and Responsibilities.....	30
Inspection of Student Records.....	31
Medication Policy.....	32
Smoke Free Policy.....	32
Gym Rental.....	32
Parents Right-to-Know.....	32
Chain of Command	32
Visitors	33
Video & Audio Monitoring Systems.....	33
Title I School.....	33
Notice for Directory Information Under FERPA.....	33
Asbestos Management Plan.....	34
XI. Extra-Curricular and IHSA Rules	
Extra-Curricular Activities.....	34

COWDEN-HERRICK JR/SR HIGH SCHOOL

STUDENT HANDBOOK

2018-2019

SECTION I SCHOOL

The Cowden-Herrick Jr/Sr High School was established and is maintained for the purpose of providing all students residing within Cowden-Herrick Community Unit #3A the educational opportunities that they are entitled to and need. The graduates of Cowden-Herrick Schools should and must be able to meet the academic and vocational demands of the society in which he or she must live and work.

SECTION II LEGAL REQUIREMENTS

- A. All children between the ages of seven (7) and Seventeen (17) are required by law to attend public school within the District wherein the child resides for the entire time that the school is in session.
- B. Non-related residents may be admitted to Cowden-Herrick Schools upon payment of tuition. Tuition must be paid in advance, and is determined by per capita cost of the preceding year. The Board reserves the right to accept or reject any tuition student.

SECTION III STUDENT HANDBOOK

- A. This booklet has been designed to acquaint students with the policies, procedures and standards of Cowden-Herrick Jr/Sr High School. Reasons for many policies have been set forth to help gain understanding and cooperation. Regulations and policies are determined by state law, local School Board policies, and sound educational practice. This booklet will be helpful as a handy reference throughout the school year. **It should be read carefully. Students are responsible for knowing its contents.** The signature page should be signed by both student and parents or guardian, and returned to the office where it will be kept on file.
- B. The Student Handbook, as approved by the Board of Education, is also part of Board policy.
- C. In addition to the items covered in this handbook, the school administration may establish certain written rules and regulations not inconsistent with those established by the Board of Education.
- D. 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, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.
- E. Additional information is available from District Offices including:

1. The School Emergency Plan
2. The Asbestos Management Plan

SECTION IV SCHOOL PHILOSOPHY

A. **Students** Each student, as a integral part of our democracy, should be trained to think independently, discipline themselves, respect the right of other people, evaluate the heritage of tradition that has contributed to the development of our democracy, understand the changing world in which they live, and react with a responsibility that will make them an effective citizen. In keeping with this philosophy, Cowden-Herrick Jr/Sr High School will attempt to do the following:

1. Provide opportunities for students to master the basic skills of reading, writing, and arithmetic.
2. Provide an environment that helps students demonstrate a good attitude toward learning.
3. Provide a feeling among students of self-worth, and help students adapt to a world of change.
4. Provide equal educational opportunities to all students.
5. Provide opportunities in training for the world of work.

SECTION V ENROLLMENT

A. **Student Health Records**: Every student enrolling at Cowden-Herrick Schools must have a physical exam on file. Physicals are required for 6th and 9th graders before entering school and must be on file by October 15. In addition 6th graders must have a dental exam on file as well. All athletes must have a yearly physical before participation in practice or events. Physicals must be signed by a licensed physician, as stipulated by the Illinois School Code. Records will be maintained by the Shelby County Department of Public Health.

B. **Immunization**: Students must have up-to-date immunizations prior to October 15 or they will not be allowed to attend school until the immunizations are completed.

C. **Student Classification**: Classification and promotion procedures at Cowden-Herrick Schools are based on years completed and units of work completed.

D. **Classes**: In compliance with federal Law (Title IX) all academic, vocational, and physical education courses are offered to all students without regard to sex. Students should remember that in all classes, the teacher is in charge, and any rules, seating arrangements, or regulations set forth by the teachers must be followed.

E. **Student Records**: A complete cumulative record will be maintained for each student in attendance. These records will be considered confidential, and any discussion or report of such records will be given only to authorized personnel as governed by policies of the Board of Education of District #3A. Parents and students may see their personal records. However, it is recommended that a qualified person be present to explain various test scores. As you leave high school, the college or employer will request information from your cumulative record where you have made application. Information such as grades, school attendance, extra-curricular activities, and rank in class will be requested. The kind of information recorded in your records may be the very thing that gets you into the college of your choice or the special job you want. Therefore, you can see that it is very important that your record is complete, accurate and shows you at your best. It is very important that you know that your progress through school is carefully recorded. The purpose of such a record is two-fold:

1. It serves as an organized set of information about you which will aid you, your parents, and your teachers in understanding, formulating, and helping you achieve your life goals.
2. It serves as a source of information for colleges, training programs, and employers in future years.

Definitions:

Permanent Records: (official records that constitute the minimum personal data necessary for operation of the education system) may include:

1. Student's name
2. Birth date and place
3. Race

4. Sex
5. Social security number
6. Name and address of parent or guardian
7. Academic work completed, grades, rank, graduation data, Prairie State Exam scores
8. Attendance data
9. Accident and health record.
10. Record of release of permanent record information.
11. Honors and awards.
12. School sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Records: (information of clear importance but not absolutely necessary to the school in helping the child or protecting others) may include:

1. Family background
2. Intelligence test scores
3. Aptitude test scores
4. Reports of psychological evaluations
5. Achievement test scores
6. Extra-curricular activities and office held in school-sponsored organizations.
7. Honors and awards
8. Teacher anecdotal records
9. Special education files, records, and tapes
10. Verified reports or information from non-education persons, agencies, or organizations
11. Verified information of clear relevance to education of the student.
12. Record and release of temporary records.

The Family Educational Rights and Privacy Act affords parents and students age 18 years of age (“eligible students”) certain rights with respect to student’s education records. These include:

1. The right to inspect and review the student’s education records within forty-five days of the day the District receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parents or eligible student believes is inaccurate or misleading. The parents or eligible student may ask Cowden-Herrick Community Unit #3A to amend records that they believe is inaccurate or misleading. They should write the school Principal clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
4. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with FERPA.

The address of the office that administrates FERPA is:

U.S. Department of Education
 600 Independence Ave. SW
 Washington, DC 20202-4605

F. **Student Activities:** Extra-curricular activities play an intrinsic part in our complete school program; however, since the basis of education is the development and teaching of subject matter, the Board of Education has adopted the following rules and regulations:

1. All activities on evenings followed by a school day should be terminated by 10:00 P.M. Activities on evenings followed by a non-school day should be terminated by 11:00 P.M.
2. All activities must be cleared through the office. When a club or organization plans an activity, the date must be reserved on the school calendar, and the activity must take place. Any postponement must be made by special arrangement with the Principal.
3. All school activities should be held at the school building. However, clubs and classes may be permitted such out-of-town activities as skating parties, bowling parties, etc. Permission depends upon the discretion of the school sponsor and the principal. All transportation must be provided by school bus, with faculty members as chaperones.
4. Each class or organization is limited to one party per semester unless pre-approved by building administration.
5. Out-of-school or out-of-district high school students may be invited to any formal or informal club or class activities as a date, but are subject to the same rules of conduct as Cowden-Herrick students. Junior high or grade school students are prohibited from attending high school activities regardless of where they go to school, unless such activities are open to the general public. No person over the age of 20 will be allowed to attend any school activities unless such activities are open to the general public.
6. All dances are subject to a no re-admittance policy as well as all other school policies.

G. **Student Fees:** The school will furnish all regular textbooks for grades 6 through 12 for a rental fee. This does not include consumable workbooks, lab fees, or P.E. uniforms, which must be purchased separately by the student. Students on free lunch may request a waiver. Sports fees must be paid prior to attending the first practice in a sport. A complete list of fees will be given upon request as well as at school registration.

H. **Early Graduation:** Early graduation may be requested from the Cowden-Herrick Community Unit #3A Board of Education. It is solely at the discretion of the Board whether to grant such requests. If the request is granted, the Early Graduate will forfeit any and all consideration for awards such as Valedictorian, Salutatorian, High Honors, appearance in special presentations (such as slide shows, choir, or band) and so forth. The Early Graduate may wear the cap and gown and participate in graduation exercises to receive their diploma. A required form "Applying for Early Graduation" is available in the High School office.

I. **Tuition Students:** Students who live outside of Cowden-Herrick Community Unit #3A may apply for admission as tuition students. Application must be made to the Board of Education and admission is solely dependent upon the decision of the Board. Tuition will be billed according to policies of the Illinois State Board of Education and Illinois School Code. Tuition students may receive a diploma from Cowden-Herrick Community Unit #3A if requirements are met. Tuition students will NOT be eligible for awards or recognition that is reserved for resident students such as: valedictorian, salutatorian, honor student recognition, and other recognition given graduating seniors.

J. **Statement of Nondiscrimination/Grievance:** No student of Cowden-Herrick shall on the basis of race, religion, color, national origin, age, handicap, or sex be excluded from participation in, be denied the benefits of, or activity of the District. In the event of any grievance, the following procedure is outlined:

1. Complainant will contact the District Coordinator (Superintendent) and state the specific grievance in writing.
2. The building Principal will be directed to thoroughly investigate any notice of non-compliance.
3. In the event that the Principal cannot reach a satisfactory solution, the matter will be referred to the District Coordinator for review and resolution.
4. If a solution cannot be reached at this level, the problem will be referred to the Board of Education for final review and resolution.
5. All grievances will be documented, and all procedures will become a matter of record maintained by the District Coordinator.

SECTION VI ATTENDANCE

A. **Daily Attendance:** The obligation for regular and continuous attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of a pupil. Parents are requested to report student absences by telephone. A parental note explaining the student's absence is required upon their return to school. In the event that a student has reached 4 or more absences per semester, the building administrator may require the student to provide a doctor's note for an excused absence. It is not our intent to penalize students who have an extended illness, injury or some extenuating circumstances. We feel our policy does provide a way for them to earn credits. If at any time you have questions concerning your child's attendance, please feel free to call the high school office. The Principal must be notified of extenuating circumstances. Any student who is not in attendance for five (5) consecutive days with no notification from a parent or guardian will be dropped from enrollment.

B. **Excused Absences:** Excused absences will include illness, death in the family, and family emergencies, as provided by the Illinois School Code. The building principal will decide whether an absence is excused or unexcused based upon school code. Students will NOT be able to make up work when absences are unexcused. Excused absences permit students to make up work that has been missed. For this purpose, they will have the same number of days as they were absent in which to make-up work that has been missed. However, it is the student's responsibility to obtain the assignments missed during the absence. Announced tests must be taken on the day the student returns.

C. **Unexcused Absences:** Unexcused absences are those attributed to shopping trips, over-sleeping, skipping school, failure to bring a note after an absence, leaving school without administrative approval or any other reason not authorized by the Principal. If the absence is unexcused, the student will not be allowed to make up work missed and will receive a "0" for the day. Students leaving school without the permission of the principal will be subject to disciplinary action which may include but is not limited to lunch detentions, after school detentions, or suspension.

D. **Truancy:** The following definitions are terms which apply to students frequently absent from school:

- a. **Truant:** a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- b. **Valid Cause:** a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety of the student.
- c. **Chronic Truant:** a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.
- d. **Truant Minor:** a child to whom supportive services, including prevention, diagnostic,

intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused. Actions to be taken with truant students are further described in the Board of Education Policy Manual. Outside resources such as local and county social agencies, police departments and the truant officer from the Educational Service Region may be utilized in trying to correct student truancy.

E. **College Visits:** Senior students will be allowed two (2) days (total) and junior students will be allowed one (1) day to be used for college visits. Student will be excused if the school is notified by the parent/guardian and the absence will be counted as a college day. College visits are to be cleared one week in advance with the guidance office. A college visitation form will be given to the student to be signed by the college.

F. **Tardiness:** Being late for school inconveniences your teachers and fellow students. Students should be in their assigned seats and ready to begin when the tardy bell rings. Students who are tardy to class are to report to their teacher why they are late. The teacher will determine if the tardy is counted. Teachers will keep a record of tardiness and may assign detentions as counted tardiness accumulates. The following is a guideline for tardiness.

3rd tardy—Detention Parents notified

4th tardy—2 Detentions Parents notified

5th tardy—Referral sent to Office ISS assigned Parents Notified

6th tardy—Referral sent to Office 2 ISS assigned Parents Notified

Every other tardy— Additional ISS assigned

G. **Leaving School During School Hours:** During school hours no student is permitted to leave the school premises without permission of his/her parent or guardian **and the Principal**. Parental consent may be written or in the form of a telephone call to the Principal. Before leaving the building, the student must sign out on a “sign out sheet” in the office. A student may not leave the school grounds once he/she has arrived to start the day.

H. **Student Absence Procedure:** When a student has been absent from school for any reason, the following procedure is followed:

1. Have a parent or guardian call the office and inform them that you will not be at school.
2. Upon arrival at school following any absences, report to the school office with a note from your parent or doctor explaining the absence. The student has one day to bring in the parent/guardian note for absence or it will be unexcused.
3. You must get an Admit Slip from the High School office before classes begin in the morning. This should be presented to each teacher each period of the day. The purpose of the Admit Slip is to readmit you to class, and to notify the teachers as to whether your absence was excused or unexcused. Failure to call or send a note will result in an unexcused absence.

I. **Absences and Homework:** students are allowed one day for each day of absence to make up assignments that are missed on the day of absence. If a student has an assignment due or a test scheduled on the day of the absence and they were in attendance the day before the assignment due date, the assignment or test will be due or taken on the day they return unless arrangements have been made with teacher and building administration. In the instance that a student misses several consecutive days, the student will still be allowed one day for each day of absence. For example, if a student misses Monday thru Friday they will have one day for each day missed to complete assignments. Monday’s homework will be due the Tuesday they return, Tuesday’s homework will be due the Wednesday they return and so forth.

This will give the student a day to ask questions about the homework missed instead of trying to complete everything at once with less help and support. Students will still be required to keep up on current assignments.

J. **Student Withdrawal From School:** Before a student withdraws from school, his intention of withdrawal should be reported to the Principal's office and teachers a few days in advance. The student should pick up a withdrawal form in the office, which will be returned to the Principal's office when it has been completed. Transcripts will not be forwarded unless the procedure is followed.

Students who are absent 5 consecutive days without notification from a parent or guardian will be dropped from enrollment and must re-enroll to continue attending.

K. **Emergency School Closings:** Anytime that it becomes necessary, due to weather or other emergency, to close the school, the Superintendent will notify the radio stations, and they will broadcast that information. The radio stations are: Shelbyville WRAN 98.3 FM, Effingham WXF 97.9 FM and WCRC 95.7 FM. If this occurs prior to school in the morning, the Superintendent will inform the radio stations as early as possible of that decision. They will usually have this information for a 6:30 A.M. broadcast. It will also be broadcast on WAND-TV and WCIA-TV. You and your parents should listen for that information. If possible, please try to avoid calling either the school or the radio station; as such an emergency will already have created a difficult and sometimes confusing situation.

In the event that bad weather or other emergencies cause school to be dismissed early, that information will also broadcast on radio stations and WAND-TV. The Superintendent will try to allow sufficient lead time for parents to make arrangements, but it is strongly recommended that all parents and students have plans made in advance as to what is to be done under such circumstances.

Included in the emergency closing procedure is our school reach notification system. In the event of a school closing or scheduled change, parents/guardians will be notified via a school reach phone call. Please make sure the number that you want to be called is given to the office.

SECTION VII CONDUCT

A. **PBIS:** Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Beginning in the fall of 2010, our PreK-12 district has been implementing the PBIS system. Full implementation will take 3-5 years to achieve. Our administration and staff are eager to become a PBIS school with the ultimate goal of maximized achievement for all of our students. Our PBIS school motto is:

BE RESPECTFUL...BE RESPONSIBLE...BE READY TO SUCCEED!

BE A BOBCAT!

B. **General School Conduct:**

1. You should conduct yourself properly at all times while at school or on the school grounds. (This includes extra-curricular school functions.)
2. You should be careful to observe the rules of common courtesy, and should be fair in all dealings with your fellow students.
3. You should not run, shove or push in the halls, or be unnecessarily loud or noisy.

4. You should be careful to deposit all waste and scrap paper in the wastebaskets.
5. You should not mark on walls, desks, and should respect school property and the property of others.
6. You should conduct yourself in a sensible manner when you are around your girlfriend or boyfriend.
7. You should be particularly careful to observe the safety rules if you drive to school, and should abide by the special rules of the school regarding automobiles.
8. You should be polite and courteous when you visit other schools, respect the property of the school, and display good sportsmanship.
9. The guidelines are in keeping with sound educational practice and should always be remembered. Their observance will provide you with a good learning environment and a school you can be proud to attend.

C. Prohibited Student Conduct: Students at Cowden-Herrick High Jr/Sr. School are expected to conduct themselves in a respectable manner at all times. An entire community is often judged by the conduct of the students of its jr/sr. high school. Let's do our best to see that the reputation of our communities and our school does not suffer because of a lapse in the responsibility of any of our students. The following activities are considered inappropriate at school, and are therefore prohibited. The following is our behavioral chart that outlines behaviors that are Teacher managed and those that are Office Managed:

Cowden-Herrick Schools PBIS Discipline Behavior T-Chart

Minor Infractions/ Classroom Managed	Major Infractions/ Office Referral
Attendance/Tardy	Defiance/Disrespect/Insubordination/Non-Compliance
Dishonesty	Fighting
Dress Code Violations	Chronic Bullying/Harassment
Bullying/Harassment	Technology Violations
Cheating/Plagiarism	Chronic Verbal/Physical Intimidation
Verbal/Physical Intimidation	Vandalism/Disrespectful to School Property
Electronic Device Violations (Audio & Video Players, Etc.)	Chronic Attendance Issues
Excessive Talking	Chronic Talking/Disruption
Profanity	Chronic Late and/or Incomplete Homework
Food, Candy, Gum & Drink Violations	Weapons/Drugs/Alcohol

Defiance/Disrespect/Insubordination/Non-Compliance	Other
Inappropriate Verbal Language	
PDA violations	
Toys/Non-School Materials	
Disruption	
Unprepared for Class	
Missing Homework	
Other	

Behaviors that are **Teacher Managed** will be subject to student conference, parent contact, and after school detentions. Any behavior that becomes repetitive will be referred to the office for Administrative action. Behaviors that are **Office Managed** will be subject to student conference, parent contact, after school detention, and suspensions.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes on the school premise.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale during the school day or school sponsored activities:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled

substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. Any student exhibiting symptoms of being under the influence of a prohibited substance as defined above will be examined by school administration and/or local first responders both for the student's safety and to determine the cause of the symptoms. Violation of these policies will result in law enforcement being notified and disciplinary action which could include suspension or expulsion.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Students who possess cell phones or any other electronic devices other than calculators and bring them to school are to keep them off and in their lockers. Students are not permitted to carry any of these items and failure to follow this policy will result in the device being taken and parents picking it up from the office. Repeated violations will result in disciplinary action being taken including but not limited to detention and suspension.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop a disruptive behavior.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Bullying is defined as any negative actions on the part of one or more students in which there is an imbalance in strength or influence between the bully and the victim, including but not limited to: Physical contact (hitting, pushing, holding, kicking, use of violence, intimidation, force etc.), extortion or stealing, damaging personal property, verbal abuse (derogatory remarks, name calling, taunts, threats, etc.), stalking, harassment, sexual harassment, rude gestures, omitting peers from activities, perpetrating rumors, causing public humiliation, or bullying using a school computer or a school computer network or other comparable conduct. Students that have demonstrated this aggressive behavior, after said behavior pattern has been reviewed by a committee (principal and teachers); the student will be designated as a bully. Parents/guardians of students that have been designated as a bully will be notified of the designation and the reasons for the designation. A program to educate the parents and the bully will begin and is designed to stop the bullying activities. Soliciting help from the parents to change

the bullying behavior will be one of the primary goals. The program to help change the behavior of the student may include counseling, special education referral, and disciplinary action. Disciplinary action may include restriction of privileges, time out, after school detentions, demerits, suspension and expulsion. All teachers and students will receive training in bullying prevention. Students will participate in an educational program to avoid bullying and how to handle the bully in the appropriate manner. The student's teacher and the principal will be the contact person for bullying problems. Refer to Board Policy page 399. (Cowden-Herrick CUSD 3A revised on 2-12-2015. Policy number 7:180).

11. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Acts or Threats of Violence: Acts or threats of violence against a student or school employee shall be handled in the most serious manner, including, detention, suspension, expulsion, and/or notification of the County Sheriff's Department. This shall include endangering or threatening the safety of another person. Parents may expect that they will be called at home or work to remove students who act in a violent or threatening manner.
23. Leaving School Grounds Without Permission: A student may not leave the school grounds once he/she has arrived to start the school day without permission of the principal. Signing out does not constitute permission to leave. Students who violate this policy will be subject to disciplinary action which may include but is not limited to lunch detentions, after school detentions, or suspension.
24. Prescription Drugs: Students needing to take prescription drugs during the school day need to leave the medicine in the office where it will be administered by the Principal or school's designee.

25. Public Display of affection: Students are to conduct themselves in a sensible manner when they are around their boyfriend or girlfriend. This must be limited to holding hands. No holding, cuddling, kissing or similar inappropriate contact is permitted. Consequences for violating the PDA policy will include but not be limited to a verbal warning, parents being notified, detention, or suspension.
26. Required Dress for Students: Proper attire for school reflects school and personal pride which results in achieving the goals of being respectful, responsible and ready to succeed. The following dress is not allowed for students: (1) clothing which advertises in any way: alcohol, tobacco, violence, racial hatred or denigration, explicit or implied sexual connotations, or gang related attire. (2) Clothing which does not cover the person from the top of the shoulder to the approximately mid-thigh (including normal movement). No halter-tops, spaghetti straps, tank tops, tube tops, mesh tops, or any clothing which shows bare midriff during normal activities, and no see-through clothing. Sleeveless shirts are allowed provided the shoulder seam is hand width. Tops and shirts may not have large sleeve openings. All shirts must have regular sleeve openings that cover the shoulders, abdomen, sides and back with no cleavage or undergarments showing. (3) Slacks, pants or shorts which fit below the normal waistline. If a belt is required to keep the pants, jeans or shorts in place, then a belt must be worn. Pants with holes of any kind above the appropriate short line that show skin must be covered. Students may wear shorts of proper length and fit. Shorts must reach tips of fingers when arms are at side and hand is flat.

School personnel will determine appropriateness of clothing. Any attire that impedes or disrupts the learning environment of the school that is not mentioned above will be considered a violation of the Required Dress Policy. Students in violation of the required dress policy will be asked to correct their attire by changing into P.E. clothes until suitable clothing can be located and delivered to the student. Repeated violations of this policy will result in disciplinary action including but not limited to detentions, late stays or suspensions.

27. After School Activities: Students remaining on the school premises after school has been dismissed must be involved in a supervised activity or practice session. Those not involved will be required to leave.
28. Visitors: Bringing students from another school during school hours is not encouraged. Permission for visits of this type must be cleared with the office and teachers notified in advance. Visitors may only visit for one-half day, unless special permission is granted from the office.
29. Evening Activities: Cowden-Herrick Jr/Sr School students are actively encouraged to participate in, and attend evening activities such as athletic events, concerts, etc. However, many students including elementary students attend these activities without the benefit of parental supervision. While these events are open to public, they are sponsored by and under the jurisdiction of Cowden-Herrick Community Unit #3A. Therefore, behavior that is considered inappropriate or disruptive to the activity being held may result in a student being dismissed from the school premises without the return of admission. In addition, since this is an extension of the school day, students may also be subject to regular school disciplinary procedures.
30. Student Vehicles and Driving: Any student intending to drive to and from school must register their car at the Principal's office and pay the school district parking fee. Students must obey the driving laws of the State of Illinois, as well as the following established by Cowden-Herrick High School.
 1. Students who drive cars, ride bicycles or motorbikes should park and lock them as soon as they arrive at school. Students will not be allowed to sit in their car before school. Students should park in three rows; two will be in the middle of the parking lot and one row along the south edge of the lot. Cars will also not park behind the school's busses.
 2. Students may not park in the row closest to the building as this is reserved for teachers and other school personnel.
 3. Any student who drives to school must leave his/her vehicle in the parking lot until the end of the day. The only exceptions to this rule are those students enrolled in off-campus education programs. Students whose parent or guardian has previously contacted the

- Principal in person, by phone, or in writing, and permission is given by parent or guardian and Principal for the student may leave at a specific time on a specific day.
4. No driving shall be allowed at noon, regardless of where a vehicle is parked, unless special permission is obtained from the Principal. Students are not allowed to sit in their vehicle during noon hour.
 5. Student drivers shall arrive at school on time.
 6. Any student who refuses to follow the above rules will be subject to disciplinary action, and/or the suspension of his or her driving privileges for a specified period of time.
 7. Since only those students who ride the shuttle bus are dismissed at 2:45 P.M. students who find it necessary to be dismissed at this time must follow the procedures listed in number three above.
 8. Those students with permission to leave, but who take with them student(s) not having permission, may also be subject to suspension of driving privileges for a specified period of time.
 9. Students will not be allowed to drive on to the school grounds after lunch, unless special arrangements by phone or in person, are made between the student's parents and the Principal's office. Safe and courteous driving protects not only the student driver but, passengers, other drivers, and pedestrians as well.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Any behavior that is not listed above or in the behavior code and that impedes the learning environment of the school district will be dealt with as the need arises by school administration. The actions for such behaviors will include but are not limited to parent contact, lunch detention, after school detention, late stay detention, suspension, or expulsion*

D. Weapons Prohibition: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

E. Disciplinary Procedures:

1. **Student Detention:** A disciplinary measure which may be used at Cowden-Herrick Jr/Sr High School is the issuance of detention(s). Teachers may assign detentions as needed for behaviors that occur within the classroom. Administration may assign detentions for behaviors that occur within and outside of the classroom. Below are the general guidelines for students who receive a detention.

- a. Students assigned to lunch detention should bring their lunch and something to work on while serving the detention.

- b. Detentions will be served during lunch hour, before school, or after school. Detentions served before or after school require administrative approval.
- c. Students arriving late to the detention room will not be allowed to serve detention, and will be issued an additional detention.
- d. Students who fail to serve an assigned detention will be referred to the office for disciplinary action.
- e. Detention rescheduling will be done by administration only and only with direct parent contact. NO reschedules will take place the day of the detention unless school is dismissed early. Students who go home sick on the day of the detention or who are absent on the day of the detention will not be excused from the detention unless a Doctor's excuse is provided upon returning to school.

Student detentions at Cowden-Herrick High School must be served according to the following rules:

- a. students will arrive on time to the detention room
- b. students will bring study materials or something to read
- c. the teacher in charge will assign seats
- d. students will remain quiet in the detention room
- e. students will be issued an additional detention if the above rules are not followed

2. **Suspension:**

a. **In-School Alternative Placement (ISS):** ISS will be an exclusion of a student from the routine school day, except that the student shall remain at school in a restricted isolated area under supervision. Work completed during ISAP may be turned into the teacher for credit.

b. **Out-of-School Suspension:** A student guilty of certain prohibited activities, gross disobedience, or misconduct, may be suspended for a period not to exceed ten days. If suspension exceeds ten days it will be reviewed by the School Board or a hearing officer appointed by it. The Principal will give any student subject to suspension an informal hearing before disciplinary action is taken. Any student suspended on more than two occasions will not be allowed to return to school without being accompanied by one or more parents or guardians. If a written request to review the suspension is received, the School Board or a hearing officer appointed by it shall review such suspension, and at that time, parents or guardians of the student may appear to discuss the suspension with the Board or its hearing officer. Students who are given out-of-school suspension will have those days counted toward the ten day limit. Students in suspension status will be allowed to do coursework for credit. **NOTE: It is the student's responsibility to obtain coursework from the school office for each day suspended and return the work to the office at the beginning of the following day. Failure to do so will result in not receiving credit for the coursework.**

c. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

d. After seven suspensions of any kind, the parent of the student will be notified by certified mail that he/she, along with the student, will attend the next regular Board meeting. This will provide an opportunity to discuss solutions with the Cowden-Herrick Community Unit #3A Board of Education.

3. **Expulsion:**

a. The Board may expel students guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion. If an expulsion hearing is held before the Board of Education, the administrative recommendation will be that the student be expelled for a minimum of 18 weeks and up to two years. The Board of Education will be the hearing officer for the expulsion hearing and will take the recommendation of the administration to expel very seriously. The student will be afforded due process rights throughout the process and will be allowed to present witnesses at the hearing and to be represented by an attorney at their own expense. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the Board or with a hearing officer appointed by it to discuss their child's behavior. Such request shall be made by registered mail, return receipt requested, and shall state the time, place, and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

b. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

4. **Re-Engagement of Returning Students:** The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

5. **Student Interrogation:** In the event there is a request made by law enforcement officers to question a student in the school building, during the time the school day is in session, about an alleged incident that occurred during the time that school was not in session, the Principal will notify parents or guardians before the student shall be questioned. In the event that parents cannot be notified, the law enforcement officer will take the student into protective custody and interrogate the student off school premises.

6. **Search & Seizure:** In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

a. **School Property and Equipment as well as Personal Effects Left There by Students:** School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

b. **Students:** School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

c. **Seizure of Property:** If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

7. **Corporal Punishment:** Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

SECTION VIII CURRICULUM

A. **Planning:** Students should plan their high school program in terms of their own goals, abilities, interests, and needs. Care should be taken that high school graduation requirements are met, and students who plan to attend college should plan their courses to be able to satisfy entrance requirements. The school Guidance Counselor will be able to provide valuable assistance in this area, and should be consulted.

B. **Course Load:** Each year, during both semesters, students will be allowed one (1) class period for study hall and one (1) class period for P.E. The remaining class periods must be devoted to required or elective courses. A list of both required and elective courses available to each grade level may be obtained from the office. It is recommended that students adhere to the four year plan developed for them. All students are to take six (6) academic subjects, one (1) study hall, and one (1) class period for P.E.

C. **Schedule Changes:** Changes in a student's schedule must be made within the first week of the semester. Only changes that are absolutely necessary will be considered. Though students will be asked for input when creating schedules, scheduling conflicts may limit class options.

D. Credit for Alternative Courses and Programs, and Course Substitutions:

[For high school and unit districts]

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior or has administrative approval;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

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

A student in grades 3-12 is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

E. **Grading/Homework Policy:** Homework is proven to increase student achievement when done appropriately.

Students must:

1. Be organized and write down assignments when given
2. Be sure that assignments are clear; don't hesitate to ask teachers for clarification
3. Set aside a regular time each day for homework
4. Be sure to complete all homework when due and seek help with any difficulties encountered

Teachers must:

1. Use homework to provide independent practice for students following "Modeling" and "Guided Practice" in the classroom
2. Make assignments which will prepare students for both classroom and state assessments and which are important enough to contribute to a student's grade
3. Graded assignments must be returned to students in a timely manner (preferably the next day).
4. Assignments must be included as a significant percentage of students' grades.
5. Do NOT use homework as punishment nor give "no homework" as a reward
6. High school students should typically have a total of 1-2 hours of homework per night

Parents should:

1. Expect students to have homework each evening.
2. Set aside a specific time and place for homework.
3. Communicate to teachers whenever questions about homework arise.
4. Check your student's daily assignment list and check for completion.
5. Be supportive and provide assistance to students.

F. **Parent Portal:** Parents of students at Cowden-Herrick Schools have the ability to monitor the grades, attendance, lunch account information and discipline via the internet through the use of the **SISK12 PARENT PORTAL SYSTEM**. Parents are encouraged to monitor this activity and contact faculty or other school personnel as the need arises. To use the parent portal system, parents will need a valid email address and access to the internet. Parents can use the internet in any of the district buildings.

G. **Deficiency Notes:** Parents of students whose work is unsatisfactory will be notified of this fact midway through the grading period, in the hope that through parental cooperation, failure may be avoided. Such deficiency notices will be sent through the mail.

H. **Report Cards:** Report cards will be handed out following the end of each nine-week period. However, report cards are not issued to students until all fees and fines have been paid.

I. **Cheating/Plagiarism:** Any student who is involved in cheating on a test paper or daily assignment will have parents notified, will receive a grade of zero on that particular paper, and may be required to take the Semester Exam for the class for which the cheating occurred.

J. **Semester Exams:** Semester exams will be given at the end of each semester in all areas. The exams will count 20% of the semester grade. Any student that has a "B" average with one (1) absences, or an "A" average with two (2) absences or less are exempt from taking the semester exam in that class. Seniors are exempt for the second semester exams unless the exam is needed for the student to pass the course. Any student who has received a suspension will be required to take exams. Students in violation of the cheating/plagiarism policy may also have to take exams.

K. **Awards:** Trophies to honor academic achievement will be presented during Commencement Exercises to the Valedictorian(s), Salutatorian(s), and any graduating senior who attains a grade point average of 3.5000 or higher at the end of seven semesters. Trophies other than Valedictorian(s) and Salutatorian(s) will be determined by averaging all major credits: with A=4 points, B=3 points, C=2 points, D=1 point, carried out four decimal places and not rounded off. All subjects except Band, Chorus, and Physical

Education are considered major subjects. A tie at the Valedictorian or Salutatorian level will result in Co-Valedictorians or Co-Salutatorians.

Trophies for Valedictorian(s) and Salutatorian(s) will be determined by averaging ALL subjects completed during the four years of high school using the Grade Point System. GPA will be carried four decimal places and NOT rounded off. A tie at the Valedictorian or Salutatorian level will result in Co-Valedictorians or Co-Salutatorians.

L. **Requirements for Graduation:** Students must earn 24 credits to graduate. A Carnegie Unit or credit is earned by passing one full-credit course which meets one period each day, 5 days per week for 36 weeks or two eighteen-week semester courses, which meet one period each day, five days per week.

Below are the required graduation requirements from the Illinois State Board of Education.

English	4 years
Math	3 years (1 year Algebra) (1 year Geometry)
Writing	2 years (1 year English) (1 year Other)
Science	2 years (1 year biology)* (1 year physical science)*
Social Science	2 years (1 year U.S. History) (1 year Gov't/Consumer Ed)
Electives	1 year

Below are the required curriculum courses and credit requirements for Cowden-Herrick High School

Drivers Education	0.50 credits
Consumer Education	0.50 credits
Language Arts	4.00 credits
Health	0.50 credits
Math	3.00 credits
Practical Arts	1.00 credits
Physical Education	2.00 credits
Science	2.00 credits
Social Studies	2.00 credits
Electives	8.75 credits

*****Cowden-Herrick High School students are required to take foreign language. Beginning with the freshman class of 2015, students are required to complete a biology and physical science class to meet graduation requirements. Other subjects may be required as needed based upon state mandates or local district requirement changes.*****

In addition, no student may graduate without successfully passing a written examination on the Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois,

the proper use and display of the American Flag.

Weighted Grades: Calculus, Physics, Chemistry, Anatomy and Physiology, Trigonometry, Accounting II, and Ag Business Management grades will be weighted with a factor of one. Other classes may become weighted or current weighted classes may lose their weighted status based upon rigor and state action.

Students earn three grades in each class (1st Quarter, 2nd Quarter, and semester exam grades) which are averaged to give a Semester Grade using a 40%, 40%, 20% formula. Semester Grades will be determined using the following scale:

GRADE POINT SYSTEM NUMERICAL PERCENTAGE EQUIVALENTS

A+	=	4.0 points	100 +
A	=	4.0 points	92-99
A-	=	3.6 points	90-91
B+	=	3.3 points	88-89
B	=	3.0 points	82-87
B-	=	2.6 points	80-81
C+	=	2.3 points	78-79
C	=	2.0 points	72-77
C-	=	1.6 points	70-71
D+	=	1.3 points	68-69
D	=	1.0 point	62-67
D-	=	0.6 point	60-61
F	=	0.0 points	0-59

*****FINAL SEMESTER AVERAGE WILL BE ROUNDED TO THE NEAREST HUNDREDTH*****

Grade Point Average and Rank will be determined by averaging ALL CLASSES carried out four decimal places and NOT rounded off using the scale above.

M. **Part-Time Students:** Please refer to the policy available in the high school or district office.

N. **Graduate Honors:** To be considered for valedictorian or salutatorian at Cowden-Herrick High School, student must complete four (4) years at an accredited high school and early graduates will not be considered for these honors. Their grade point average for class rank will be carried out four decimal places and not rounded off.

O. **Accepting Credits:** From non-accredited schools

1. After evaluation of their transcript by the Principal and Guidance Counselor:
 - a. Non-accredited school credit will not be accepted.
 - b. Placement may be temporary.
2. Placement and/or acceptance of non-accredited school credit.
3. Placement or credits may be accepted:
 - a. Contingent upon score student earns on:
 - i. Sufficient documentation of work completed
 - ii. Standardized achievement test results
 - ii. Transcript review

The student must score average or be placed one grade below.

P. **Honor Roll:** Honor roll is determined each nine weeks according to the following:

<u>High Honors</u>	<u>Honors</u>	<u>Honorable Mention</u>
(3.7 - 4.0)	(3.3 - 3.6)	(3.0 - 3.2)

Other Requirements are as follows:

1. A student must take at least four (4) subjects to be eligible for the honor roll.
2. Any “D” or “F” in any area will keep a student off the honor roll.

Q. **No Social Promotion:** For students in grades 6-8. A student will be retained at their current grade level if he or she has received an “F” grade in more than 50% of the graded subjects.

R. **Physical Education:**

Excuses: Parents notes are good for only two (2) consecutive days, and the note must accompany the student the same day they do not dress. Doctor notes are required for more than two (2) consecutive days of non-participation. Students who have excused absences from Physical Education must write a short 1-2 page report on a physical education topic or topic assigned by the teacher in order to receive the points that were missed due to the absence or excusal from participation.

Grading

Every day in this class that we are able to dress is worth 3 points. Up to 3 points may be taken off each day for the following:

- 2 points for not dressing
- 2 points for not participating
- 1 point for each instance of inappropriate behavior
- 1 point for each instance of inappropriate play
- 1 point for each instance of inappropriate language
- 1 point for improper dress
- 1 point for each instance of improper attitude
- 1 point for being tardy and or unprepared for class
- 1 point for jewelry

Detentions may be given after three no dress or improper dress violations. Detentions may be given for serious or repeated disciplinary problems.

There will be two to four tests/quizzes in physical education each quarter. Each test/quiz will be over the rules of the particular sport/activity we are currently participating in at the time. The test/quiz will be multiple choice, short answer, true/false, and/or matching. The information on the test/quiz will be gone over in class throughout the course of the activity.

General Regulations:

1. No street shoes on gym floor
2. No gum chewing in gym
3. Wait in the gym after class---not in the hall
4. Keep locker and locker room clean
5. Take gym suits and socks home every Friday
6. Label shirt, shorts, and shoes
7. Keep lockers locked at all times
8. Use hall corridors for coming to and leaving class
9. Any lost lock will result in a \$5.00 fee
10. No horseplay in the locker rooms

11. Weights are off limits unless given permission by instructor

DO NOT LEAVE VALUABLES OR MONEY IN LOCKER OR ANYWHERE ELSE.

SECTION IX COMMUNICABLE DISEASES, DRILLS, and BUSES

A. **Communicable Disease:** Students suspected of having any communicable disease, or living with persons thus affected, shall not be permitted to remain in the public schools, unless specifically authorized by the local Department of Health. In all cases, school officials shall be governed by the orders of the local health office.

B. **Fire Drills:** When the alarm sounds you should:

1. Know the exit assigned to the room in which you are located
2. Move quickly and quietly out of the building and approximately 100 feet from the building
3. Always assume that a fire alarm is the real thing
4. Wait outside until you are instructed to return to the building, and then do not loiter outside
5. Notices explaining procedures and instructions will be located on bulletin boards at various locations throughout the building
6. Special drill activities will be planned to assure safe and proper exit from the building area
7. False fire alarms constitute sufficient reason for suspension from school

C. **Tornado Drills:** Three short, continuous blasts of the school bell system will signal a tornado warning. Students are to proceed to the appropriate area assigned to the room in which they are located. Doors and windows are to be open on the east and north sides of the building, and closed on the south and west sides. Never remain in the gym, which is the most dangerous place to be if a tornado should hit.

D. **Police Assisted/Shelter in place Drills:**

1. The office will announce that the building is in a “lock down” situation.
2. Teachers are to lock their doors and take roll.
3. Teachers report to office any students unaccounted for.
4. Students move to the wall furthest from the classroom entryway.
5. Students remain in classrooms and doors locked until the office announces the “all clear”.

***** Special drill activities will be planned to assure that orderly movement and placement of students is in the safest available building area *****

E. **Bus Drills:** Special drill activities will be planned to assure that students are acquainted with bus safety and proper evacuation procedures, as stipulated by the State Board of Education.

F. **Instructions to School Bus Riders:** School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. The pupil transportation service section of the Illinois Office of Education compiled the following instructions. It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop to help keep the bus on schedule
2. Stay off the road at all times while waiting on the bus

3. Be careful in approaching the place where the bus stops
4. Do not move toward the bus until the bus has been brought to a complete stop
5. Do not leave your seat while the bus is in motion
6. Be alert to a danger signal from the driver
7. Remain in the bus in the event of a road emergency until instructions are given by the driver
8. Be absolutely quiet when approaching a railroad-crossing stop
9. Treat bus equipment as you would valuable furniture in your own home
10. Never tamper with the bus or any of its equipment
11. Assist in keeping the bus safe and sanitary at all times
12. No eating is allowed on the bus
13. Carry no animals on the bus
14. Keep books, packages, coats and all other objects out of the aisles
15. Leave no books, lunches or other objects out in the aisles
16. Be courteous to fellow pupils and the bus driver
17. Help look after the safety and comfort of smaller children
18. Do not ask the driver to stop at places other than the regular bus stop: he is not permitted to do this except by proper authorization from the District office
19. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
21. Use or possession of tobacco products on the bus is prohibited. Students who use or possess tobacco products on buses will be subject to disciplinary action which may include but is not limited to lunch detentions, after school detentions, or suspension.

G. **Bus Discipline:** Violations of the instructions, reported to the building Principal by the bus driver, will result in disciplinary action.

1. Minor violations:
 - a. 1st offense - student conference
 - b. 2nd offense - parent conference
 - c. 3rd offense - disciplinary action which may include but is not limited to lunch detentions, after school detentions, or suspension from school or the bus.
2. Major violations:
 - a. Disciplinary action which may include but is not limited to lunch detentions, after school detentions, or suspension from school or the bus.

SECTION X GENERAL SCHOOL INFORMATION

A. **School Day:** The high school day is divided into eight periods of approximately forty-four (43) minutes each. Students have three (4) minutes to pass from one class to the next and a thirty (30) minute lunch period.

<u>PERIOD</u>	<u>TIME</u>
1st	8:00 – 8:43
2nd	8:47 – 9:30
3rd	9:34 – 10:17
4th	10:21 – 11:04
5th	11:08 – 11:51
Lunch	11:51 – 12:24
6th	12:28 – 1:11
7th	1:15 – 1:58
8th	2:02 – 3:00

Herrick shuttle students only - 2:45

B. Lunch:

1. Students may bring their lunch to eat at school. A cafeteria is provided which offers lunch and breakfast.
2. The school campus is closed over the noon hour. Students may not leave the school grounds unless they are picked up by their parents.
3. Parents may bring lunch to the children over lunch but no other lunches may be delivered.

NO OUTSIDE BEVERAGES OR FOOD PRODUCTS ARE TO BE BROUGHT INTO THE BUILDING UNLESS THEY HAVE BEEN APPROVED BY THE ADMINISTRATION.

C. Vending Machines (HIGH SCHOOL ONLY): A vending machine is available for use. Purchasing items from these machines during class hours is not permitted. Wastebaskets are provided for trash.

ALL FOOD MUST BE TAKEN TO THE CAFETERIA OR OUTSIDE DURING LUNCH UNLESS APPROVED BY ADMINISTRATION.

D. Textbooks: Textbooks are rented to the students and become his/her responsibility while being used. Consequently, textbooks which are lost, stolen, destroyed or damaged must be paid for by the responsible student on a prorated basis. Some classes require the purchase of workbooks.

E. Student Insurance:

1. The school will offer an optional insurance program to all students in the school, but anyone who is planning to go out for athletics or cheerleading must either purchase this insurance or present a waiver, signed and dated by parent or guardian, stating that the student is covered by a family policy at home. Also listed must be the company, policy number, and any other pertinent information.
2. Although the school will attempt to select the best student policy available within a reasonable price, participants should be aware that all cost incurred through injury, etc., may not be recoverable through student insurance. It thus becomes the responsibility of the student or his parents or guardian to assume liability. Students may NOT participate in sports activities without some type of insurance coverage.

F. Learning Center:

1. The Library-Learning Center should be a source of pride to the students, staff, and communities. Included in the Learning Center is a large quantity of reading material, computers, video equipment, and digital cameras.. Magazines and newspapers will be placed in the Learning Center for students on a temporary basis. Students are reminded to be responsible for the materials and furnishings in the Learning Center, and should take care not to damage them. Any student who abuses any of the equipment or materials will be banned from the Learning Center and be subject to disciplinary measures including but not limited to detention, late stay and suspension.
2. During the school day, students may use the Learning Center with the consent of and supervised by a classroom teacher. Books may be checked out for a period of two weeks. Books that are checked out should be returned to the "book return" slot at the circulation desk. Restitution must be made for lost or damaged books or equipment. Magazines may be signed out from the library if a student wishes to take them to another classroom. Students must sign out magazines in the "Magazine Binder" located at the library desk and signed in upon return. Magazines MUST be returned to the library at the end of the day.

Library Checkout Procedure

To check out an item:

1. Make sure you see the words “CHECK-OUT” at the top of the screen. (If you see “CHECK-IN”, hit the F8 key to switch.)
2. Find your library card on the rolodex spinner and scan it. Your name will now appear in the top.
3. Open your book(s) and scan the Cowden Library barcode inside on the upper-right hand corner of the flyleaf. If you are taking more than one book, you need to scan each item separately. You will see the name of the book appear in a list under your name.
4. Use the mouse to click on the “CLEAR” button at the bottom of the screen to get the receipt to print. Tear off the receipt and place it in the pocket of your book(s).

To renew an item:

1. Scan your library card
2. Scan your item.
3. A message will come up stating that you already have this item checked out and asking, “Do you want to renew this?”
4. Click the “YES” box and your new receipt will automatically print.
5. Repeat these steps if you want to renew more than one item.

To check out movies:

You must check out movies with the librarian on duty. All movies are under lock and key.

If you have any trouble checking out or renewing, fill out the information required on the clipboard behind the library computer and the librarian will take care of things for you.

G. **Study Hall Conduct:** Students will be seated and ready for work when the tardy bell rings. They must have their books and materials with them. No one may leave the room without permission of the teacher in charge. Students must not talk without permission. Students are expected to maintain good behavior on their own accord.

During the study hall time, teachers will tutor students in the areas that they are struggling as well as provide assistance in areas of test preparation and homework help. Teachers will NOT be allowed to use this time as an extra prep period. All teachers will be given an assignment of tutoring or supervising students and will treat the study hall as a regular classroom with daily attendance and continuous tutoring in specific or generalized content areas.

Progress for each student will be evaluated 7 times throughout the year through the use of progress reports and 3 times per year using a standardized evaluation tool. Students will be continually monitored between grading periods and the appropriate RTI services will be implemented. The evaluations will be conducted at each progress and quarter grading period. (1st progress, 1st quarter, 2nd progress, semester, 3rd progress, 3rd quarter, 4th progress)

H. **Lockers:** Lockers are assigned to students the first week of school. They are the property of the school, and will be subject to inspection by school authorities as the need arises. Students, however, are responsible for their care, content, and condition. **The school will not be responsible for items lost or stolen from lockers (tapes, radios, calculators, money, etc.). If you have an item of value--don't bring**

it to school! Valuables may be kept in the office for your protection. If a problem arises with the working order of a locker, see the custodian. (Remember, damaging a locker is the same as damaging other school property.) In addition, students should clean out their locker at the end of school year. Students who choose to lock their lockers must provide the office with a key or combination. Failure to do so will result in the removal of the lock by cutting it off. In addition, no food or beverages should be kept in lockers unless a student has brought the items for their lunch and the items are in an airtight tamper proof container.

I. Driver Education for A Freshman Student: A freshman student may be allowed to enroll in Driver Education. However, the following criteria must be met.

1. Effective January 1, 1995, the State of Illinois requires a student to have passed eight (8) academic courses in the last two (2) semesters before being allowed to enroll in a Driver Education course.
2. Student's birthday must fall so that the student will be sixteen (16) before the following school year.
3. If the size of the Driver's Education class is not already more than twenty-five (25). Sophomores will receive priority.

J. Preparation for College: Many times there is a vast difference between being eligible for graduation and being prepared for college entrance. The criteria for high school graduation used by Cowden-Herrick High School and the criteria used to determine Freshmen admission are often not the same. Since most high school students do not make a decision about which college to attend until late in their Junior year or early in their Senior year of high school, we suggest that students select courses which keep as many college doors open to them as possible. A conference with the Guidance Counselor can answer most questions about entrance requirements. It is generally recommended to take four (4) years of English, two (2) years of Foreign Language, and as many years of Math, Science, and Social Studies as possible.

A suggested timetable for application to post-secondary school (trade, technical, and colleges) is as follows:

1. During your Junior year, take the A.C.T. (American College Testing program). This is a four-part examination designed to measure a student's scholastic development in English, Mathematics, Social Studies, and Natural Science. It is an admission requirement of most post-secondary schools. The test may also be used to gain a realistic view of strengths and weaknesses in your achievement in time to improve before graduation. Registration forms are available in the guidance office.
2. Visit schools in which you have an interest. Arrangements must be made through the guidance office. If this is not possible, much information can be secured from the many colleges, technical, and trade school representatives that visit Cowden-Herrick High School each year. Students must arrange a college visitation day through the guidance counselor to be an excused absence. Each senior will be allowed two (2) college visitation days. Each junior will be allowed one (1) college visitation day.
3. Apply to post-secondary schools early during your Senior year. Applications and housing should be arranged as soon as possible.
4. Apply for financial aid in January of your Senior year. Forms should be in the guidance office by January and help will be offered in filling them out. It will also help if your parents prepare their income tax return as soon as possible.

K. Student Rights and Responsibilities: Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students, while maintaining an education atmosphere conducive to teaching and living process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are

certain rights and responsibilities for students at Cowden-Herrick High School.

Students' rights are:

1. The rights to an education consistent with what is currently recognized as useful and relevant to issues and goals, such as employability, socialization, and general, well-rounded knowledge of the community, country, and world in which we live.
2. The right to dress and groom themselves according to their personal tastes, as long as such dress and grooming does not present health or safety hazards, or substantially disrupt the educational process.
3. The right to free speech and expression, so long as the exercising of this right does not present a substantial material disruption of the educational process.
4. The right to form, join, or be associated with organizations of their choosing, as long as the organization activities, purpose and membership requirements do not violate state or federal law.
5. Married and/or pregnant female students have the right to receive all educational services, and to participate in all programs and activities of the school under the same conditions as other students, as long as their physical or mental condition permits.
6. The right to enroll in academic, vocational or Physical Education class, or to participate in extra-curricular activities without regard to sex, physical handicap, creed or national origin, except in athletics where equal opportunities have been provided for students of each sex.

Student responsibilities are:

1. To accept responsibility for his or her own actions.
2. To become informed of and adhere to the rules and regulations established by the Board of Education, and implemented by school faculty, staff and administration.
3. To respect the rights and individuality of other students, faculty, staff, and administration.
4. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
5. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
6. To be punctual and present in the regular or assigned school program, to the best of one's ability.
7. To refrain from gross disobedience or misconduct, or behavior that materially and substantially disrupts the education process.
8. To maintain the best possible level of academic achievement.
9. To respect the reasonable exercise of authority by faculty, staff, and administration in maintaining discipline in the school and at school sponsored activities.
10. To participate with enthusiasm and in a dependable, self-reliant manner in the civic, athletic, and social activities of the school.

L. Parent Rights and Responsibilities:

It shall be the policy of Cowden-Herrick High School to grant each parent or guardian the following rights:

1. To inspect their child's school record
2. A conference with faculty or other personnel
3. Visiting school and/or classrooms, providing arrangements are made in advance and benefit to the student will be derived
4. To offer suggestions or constructive criticism regarding the educational system.
5. To have questions or concerns regarding the educational program answered in accordance with accepted Board procedure.

To further help the child develop good behavior habits, parents should adhere to the following responsibilities:

1. Instill in their children a respect for authority, for the rights of others, and for private and public property
2. Know their children's friends

3. Know where their children are when they are away from home
4. Teach their children to obey teachers and other persons in authority
5. Support the action of the teacher or Principal in talking with their children, and confer privately with the teacher or Principal if the action taken is not understood or if there is a question regarding appropriateness.
6. Confer personally with a teacher or the Principal when requested
7. Insist that their children be prompt and regular in school attendance
8. Carry out the recommendations made by the school in the best interests of each child
9. Talk with their children about school activities; Take an active interest in each child's progress in school and in their report card
10. Safeguard the physical and mental health of the children by taking them for periodic health examinations
11. Insure adequate rest for their children each night
12. Arrange for a time and place for children to do homework assignments, and supervise them in its completion
13. Encourage their children to participate in wholesome activities in the school and community
14. Understand and comply with rules of the school concerning pupil conduct

M. **Inspection of Student Records:** It shall be the policy of Cowden-Herrick Community Unit # 3A to fully comply with the Illinois School Students Record Act (Article 50, the School Code of Illinois) and grant to the parents or guardians of each student under 18 years of age the following rights:

1. To examine all information contained in their child's school record, including reports and other information sent to the school by hospitals, clinics, private doctors, and other professionals
2. To examine all other information maintained by the school concerning their child (This does not include personal notes of school staff persons, as long as the note is not shared with other persons.)
3. To challenge the contents of the record (excluding grades) asking for correction or deletion of inaccurate, misleading, or inappropriate data, or insert into the records a written explanation of your own about the contents
4. To have confidentiality of the contents of the records
5. To receive an explanation of the contents by a qualified professional
6. To obtain copies of your child's records, although a fee may be assessed not to exceed thirty-five (35) cents per page
7. To designate, in writing, persons who may have access to your student's school records
8. To have your request to examine the records granted within fifteen (15) days
9. To be notified annually of:
 - a. the types of records maintained by the District
 - b. the names of persons who are responsible for these records
 - c. the location of these records
 - d. the retention and destruction schedules
 - e. persons having access to the records without your consent
 - f. that information designated "directory information"
 - g. your rights under the law and procedures for exercising these rights

Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to court order of subpoena, or in connection with an emergency where the records are needed by law enforcement or medical personnel to meet a threat to the health or safety of the student or other persons.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.

The following is designated as public information and shall be released to the general public, unless parents or guardians request that any or all such information not be released:

1. student's name
2. address
3. grade level
4. birth date
5. place of birth
6. parent or guardian names and addresses.
7. information on participation in school sponsored activities and athletics.
8. the student's major field of study, and period of attendance in school.

When a student reaches the age of eighteen (18), marries, enters the military, or enrolls in a post-secondary education program, he or she assumes the rights his or her parents or guardians formerly had. He or she then has the right to access and release school records; and the parents or guardians no longer have this right, except by written permission of the student.

N. Medication Policy: Any time a student is required by a doctor to take medication during school hours, the office must be notified. Students shall not carry or keep prescription medication without notification of the office. Any prescription medication must be properly labeled, including the student's name and dosage. Students may carry non-prescription medication such as aspirin, Tylenol, etc., in small doses and may not share any medication with another student.

Prescription medication will normally be kept in the office and must be secured from access by other students. Further medication administration information may be obtained from the Superintendent's office.

O. Smoke Free Policy: All school buildings and school premises will be smoke free. The use of tobacco, in any form, is prohibited on school property at all times.

P. Gym Rental: Individuals and groups from the Cowden and Herrick Communities may rent the High School gym. Responsible persons 21 years old or older may rent the gym by making arrangements with the high school office. Please contact the office to check availability, receive rental agreement, sign contract and pay deposit.

Q. Parents Right-to-Know: Parents may request information regarding teacher qualification. This includes:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To request this information, parents should contact the office of Superintendent of Cowden-Herrick Community Unit #3A.

R. Chain of Command: Everyone involved in the Cowden-Herrick School System is dedicated to the success of our students. There may be times when parents question actions taken by a teacher or administrator; when such questions arise, it is the duty of the parent to make the school aware of their concern. Parents should first contact the teacher to arrange a conference time when the concerns can be properly discussed. If, after speaking to the teacher, the parent feels that the issue needs to be further pursued the parent should contact the building principal. If the matter is not resolved to the satisfaction of the parent, they may choose to make an appointment with the superintendent. Finally, if the parent wishes to continue, they must present their concerns in writing to the superintendent at least five days prior to the scheduled board meeting in order to be heard at the next scheduled meeting.

S. **Visitors:** All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

T. **Video & Audio Monitoring Systems:** A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

U. **Title I School:** Cowden-Herrick Jr/Sr High School operates a Title I school. One hundred percent of the cost of Title I program is paid by Federal Funds provided by No Child Left Behind legislation. Since Federal monies are used for this program, certain policies must be adopted to comply with Federal Legislation.

Those policies include:

1. School choice and supplemental services for students from schools, which are in School Improvement I status.
2. Policy to notify parents when students are taught by teachers who are NOT high qualified.

Copies of these policies are available in the High School And District Offices.

V. **Notice for Directory Information Under the Family Educational Rights and Privacy Act:**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Cowden-Herrick CUSD #3A, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cowden-Herrick CUSD #3A may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cowden-Herrick CUSD #3A to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.1

If you do not want Cowden-Herrick CUSD #3A to disclose directory information from your child's

education records without your prior written consent, you must notify the District in writing by September 15 of the present school year. Send necessary correspondence to Cowden-Herrick High School, PO Box 188, Cowden, IL 62422. Cowden-Herrick CUSD #3A has designated the following information as directory information:

Student's Name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Degrees, honors, and awards received
Electronic mail address	The most recent educational agency or institution attended
Photograph	
Date & place of birth	
Major field of study	
Dates of attendance	
Grade Level	

W. Asbestos Management: Asbestos containing building materials (ACBM) are present at Cowden-Herrick School District 3A. In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for all schools in Cowden-Herrick School District 3A, which includes the inspection report, are located in the main office of each school. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan", will be provided upon request. Should a request be made for a copy of the report or parts of the report, Cowden-Herrick School District 3A will make these available. If you have further questions, please contact the Cowden-Herrick Administration office at (217)783-2126.

SECTION XI: EXTRA-CURRICULAR AND IHSA RULES

EXTRA-CURRICULAR ACTIVITIES

Membership or participation in a school-sanctioned activity is a privilege and not a property right. Any school activity, including but not limited to clubs, sports, plays, variety shows, banquets, cheerleading, requires the student to be subject to all regulations in the handbook.

Spectator's Sportsmanship Code

1. Pay proper respect for our flag. Stand still and face the flag.
2. Applaud when the Bobcats take the field or court.
3. Show respect for your schools and your opponent's school "Loyalty Song" by standing when either is played.
4. Cheer fine play and good sportsmanship by either team. A good sport never boos!
5. Show your school spirit by supporting your cheerleaders.
6. Applaud as an injured player leaves the court or field.
7. Be silent during free throws.
8. Do not insult or provoke the officials or any unit employee.
9. Do not cause an injury or commit an act intended to cause an injury to another person.
10. Do not cause damage to property.
11. Do not commit an act which is intended to disrupt the school event.
12. Kindergarten through sixth grade students must sit with an adult during the game.

Any person who violates these rules will be subject to restriction, removal, or eviction from any school grounds and/or school sponsored or related activities. Fans that are ejected from a game home or away will sit out the next game if he/she exits quietly. If he/she does not exit quietly it will be a two game suspension. Second offense will be a three game suspension. The third will result in a calendar year suspension from the incident date.

GENERAL INFORMATION

All students who are involved in extra-curricular activities are subject to all rules and regulations passed by the Board of Education. High school students will be subject to all I.H.S.A. rules and regulations and junior high students (including 6th graders participating on junior high teams) will be subject to all I.E.S.A. rules and regulations. The I.H.S.A. and I.E.S.A. also have rules and regulations to which students, as well as school personnel and fans, must adhere. **The athletic code will be enforced during the school calendar year, 24 hours a day and 7 days a week. It will start the 1st day of school or the 1st day of practice and will end the last day of school or the last day of the athletic season. All IESA infractions will be served during the duration of the IESA career (K-8) and all IHSA infractions will be served during the duration**

of the IHSA career (9-12). This also includes summer activities sponsored by the School District.

Parent/Coach Chain of Command

Procedures to follow if you have a concern to discuss with a coach:

1. Call (618) 487-5117 at Beecher City Jr Sr High School or (217)-783-2125 at Cowden Herrick to set up an appointment to see the coach.
2. Please do not attempt to confront the coach before or after a contest. These confrontations can be emotional for both the parent and the coach. Meetings of this nature do not promote resolutions.

What a parent can do if the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, an appropriate next step will be determined.

Unsportsmanlike Conduct

If students are found to be in gross violation of the ethics of competition or principles of good sportsmanship, they may be barred from interscholastic athletic contests either as a participant or spectator or both.

Any other person or persons who are found to be in violation of the ethics of competition or principles of good sportsmanship also may be banned from interscholastic contests.

IHSA rules state: An athlete or coach who is ejected from a game will be suspended from the next contest.

Unsportsmanlike conduct will include, but not be limited to: profanity, verbal abuse, physical abuse, visual abuse, slander, or any type of initiation.

Athletes who receive a technical foul must be temporarily removed from that contest until such time as the coach determines that the behavior, which resulted in the technical, will not be repeated.

Athletes who receive a second technical foul in the same contest will be permanently removed from the contest and will subsequently be suspended from participating in the next regularly scheduled contest.

The coach or principal may take disciplinary action against an athlete, including suspension and/or dismissal from the team if, in the judgment of the coach or the principal, the athlete conducts himself/herself in a manner that is detrimental to the team and/or Beecher City School District #20 or Cowden Herrick School CUSD #3A.

Participation Limits (Athletics)

High School

1. After a student enrolls in the ninth (9) grade, he or she will be eligible for no more than eight (8) semesters and four (4) seasons of competition in any sport.
2. The student's 7th and 8th semesters must be consecutive.
3. If a student is nineteen (19) years old on or after August 15, he or she will be eligible for all of the upcoming school year. However, if the student is nineteen (19) before August 15, he or she will not be eligible for the upcoming school year.

Junior High School

1. No student will be eligible to play on any team that has high school players on it.
2. For athletic activities designated as seventh (7) grade, a student will be eligible through age fourteen (14). For all other junior high athletic activities, a student is eligible through age fifteen (15).
3. Each student must have a valid birth certificate on file in the office before he or she can compete in junior high sports.

Physical Examinations

All students who participate in athletics must have a physical examination. The physical examination is valid for a period of 395 days. The physical information must be placed on a form available from the school. A licensed practicing medical physician must perform it. Students may not participate on any team until a current physical examination is on file. This includes practice.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Insurance/Random Performance-Enhancing Testing by IHSA

Before any student participant shall be permitted to practice for or compete in any extracurricular event, and before any extracurricular equipment is issued to the Participant, the Participant must:

1. Be currently enrolled in, and have paid the current premium for, the school district's health insurance plan; or
2. Provide proof of coverage for extracurricular injuries by a private insurance carrier in the form of a certificate from the insurance carrier and have on file with the school district a signed insurance waiver.
3. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug list and an agreement to take part in random testing for the substances.

4. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Scholastic Standing

High School – I.H.S.A.

1. A student must be passing, on a weekly basis, all classes.
2. A student may not have more than two (2) "D's".
3. A student must have passed at least twenty (20) credit hours the previous semester to be eligible for the next semester. If the student does not pass four (4) 1-credit courses in a semester, he or she will not be eligible the next semester. For fall sports, the first check will be after the first full week of school. For all other sports, the first check will be the first week of practice.
4. The eligibility check will be at the end of the school day on Thursday or the last day of attendance for the week if there is no school on Friday of that week.
5. Grades will be cumulative for each grading period. (each semester)
6. A student may not appear at a contest in uniform while he or she is ineligible.
7. During the first and second week of being ineligible, the student may practice, but he or she may not participate in any competitions. After three cumulative weeks of being ineligible, the student will be removed from the team or activity.

Junior High School - I.E.S.A.

1. A student must be passing, on a weekly basis, all classes.
2. A student may not have more than two (2) "D's".
3. For all IESA activities, athletic as well as non-athletic, passing work will be checked on a weekly basis to determine eligibility for the following Monday through Saturday. For fall sports, the first check will be after the first full week of school. For all other sports, the first check will be the first week of practice.
4. The eligibility check will be at the end of the school day on Thursday or the last day of attendance for the week if there is no school on Friday of that week.
5. Grades will be cumulative for each grading period. (each quarter is a grading period)
6. A student may not appear at a contest in uniform while he or she is ineligible.
8. During the first and second week of being ineligible, the student may practice, but he or she may not participate in any competitions. After three cumulative weeks of being ineligible, the student will be removed from the team or activity.

Attendance

Students must be in attendance all eight class periods on the day of a competition or practice in order to participate. Exceptions to this rule would be school related activities, doctor or dentist appointments (doctor's note), court appearances (official note), funeral (parent note), and other reasons approved by the administration.

Participation Requirements

Missing a practice without an approved excuse will result in the student not dressing or participating in the next game or activity. However, the student will continue attending practice. Three (3) unexcused absences will result in the student being removed from the team or activity. Missing a game without an approved excuse will result in the student being dismissed from the team for the remainder of the season.

Personal Conduct

Poor, unsportsmanlike conduct on the bus to and from games/activity, practice, at the game/activity, or before, during, and after the game/activity will result in the following penalties:

1st Offense: Will not participate in the next game/activity.

2nd Offense: Dismissal from the team/activity.

Committing a violation of law may result in dismissal from the team/activity.

Riding the Bus to and from Events

No student will be allowed to travel to or from an extracurricular event with any other person than the student's parent/guardian, parent/guardian designated adult, or sibling. A note from the parent/guardian (stating that the student has permission to ride with: parent/guardian or parent/guardian designated adult, or sibling), with the Principal's or another approved staff member's signature, must be presented to the supervising staff member before the student will be allowed to participate in the event and/or not ride the bus after the event. Cheerleaders will ride the players' bus and sit in the front unless a fan bus is going to the game unless pre-approved by the principal.

Sanctioned Apparel

Proper dress and grooming is basically the responsibility of the student athlete and the coach/sponsor. Students must remember that they represent their community. Therefore, unless the team travels in their uniforms, attire is at the coach's/sponsor's discretion. A coach/sponsor may require additional dress requirements as long as the change does not create a hardship for the students. The coach/sponsor and the Principal

will decide if there seems to be any hardship for any of the team members.

Application and Conflict of Disciplinary Rules

In the instance of violation of school policies, rules and regulations or this Extracurricular Code by a student Participant, nothing herein or elsewhere shall prohibit the school district from imposing discipline available under this Code and disciplinary penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

Discipline Actions for Major Code Infractions

When evidence of a violation of the behavior code occurs, disciplinary action will be taken in consecutive order for each offense throughout the individual's high school career by the Athletic Director, Principal or his designee. Any disciplinary action not served or completed at the end of one school year will carry over to the next. Written parent contact will be made. If the individual and/or parent wish to appeal the decision that appeal can be made in writing to the Unit Superintendent within five school days of written notification.

Detentions

Students with detentions will not practice or compete if the detention is not served at the first scheduled time. Three detentions will result in a one game suspension. Every detention after will result in a game suspension.

Suspensions

A student receiving an in or out-of-school suspension (not caused by the use of tobacco products, alcohol, or controlled substance which is explained below) will not be allowed to practice or participate the night of the suspension and during the time that the suspension is being served. A student who receives a suspension will be suspended for the same number of games as the number of days suspended. During the course of a suspension the student will not participate or be in attendance at any contest or event which occurs concurrently with the period of suspension. A student's suspension begins at the time it is assigned. Weekend contests or events, which occur before the regular school days involved with a suspension, will be included under the period of the suspension.

Example: 1 suspension = 1 game.

Use, Possession, Distributing, Purchasing, Selling of Tobacco Products, Alcohol, and Controlled Substances

Students who are observed by a reliable source (Reliable source of information is any person that the administration considers to be reputable) using or are apprehended in possession or use of tobacco, alcohol, controlled substances, or drug paraphernalia will receive the following penalties.

Use, Possession, Distributing, Purchasing, Selling of Tobacco or Smoking Device:

1st Offense: 8 Game Suspension

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Loss of all privileges to participate as a member in all extracurricular for the remaining years enrolled in high school.

Action to Reduce Consequences of Use, Possession, Distributing, Purchasing, Selling of Tobacco or Smoking Device:

Option 1: The consequences of the first violation of a major code infraction which is first reported by the student or the parent of the extracurricular participant or participates in and completes a program for substance abuse or counseling, approved by the administration. may be reduced to 4 contest/events (Regular season or tournament) for that activity.

Use, Possession, Distributing, Purchasing, Selling of Alcohol:

During Season:

1st Offense: Dismissal from the team/activity for the remainder of the season.

No awards will be earned.

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

Out of Season:

1st Offense: Suspension for 8 contest/events (regular season and/or tournament) for that activity. If a student is involved in simultaneous activities, the suspension will be served concurrently in all of the activities. Students will not be allowed to join extracurricular activities already established in order to avoid an athletic suspension. If the participant finishes the season in good standing, the individual will be eligible for an award. If the suspension is carried over to the next activity in which the individual participates, a letter may be given after the suspension is completed. In order for the suspension to be considered served, the participant needs to successfully complete the season.

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

Action to Reduce Consequences of Use, Possession, Distributing, Purchasing, Selling of Alcohol out of Season:

Option 1: The consequences of the first violation of a major code infraction which is first reported by the student or the parent of the extracurricular participant may be reduced to 6 contest/events (Regular season or tournament) for that activity.

Option 2: The consequences of the first violation of a major code infraction may be reduced by any extracurricular participant who, at his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. The consequences of the first violation may be reduced to 6 contest/events (Regular season and/or tournament) for that activity.

Option 3: The consequences of the first violation of a major code infraction may be reduced to 4 games if the individual completes options 1 and 2.

Use, Possession, Distributing, Purchasing, Selling of Controlled Substances or Drug Paraphernalia:

1st Offense: One year suspension from all activities covered by the Code for one calendar year. At his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. No awards will be earned.

2nd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

Athletic Awards and Procedures Policy

All awards are to be issued by the Beecher City Community Unit #20 and Cowden Herrick CUSD #3A School System with the sanction of the Athletic Staff (Principal, Athletic Director, and Head Coaches).

Awards

Certificates: One will be issued to each participant with all the sports listed in which the student has participated.

Numerals: Each freshman that participates in any sport, including Scholastic Bowl and cheerleading, will receive his or her numerals for the anticipated year of graduation.

Pins: Each participant will be given a pin in each individual sport in which he or she competes. The pins will be attached to the certificate.

Plaques: A senior will receive a plaque (if earned a varsity letter senior year) acknowledging each sport or activity in which he or she has participated during his or her high school career. The senior must participate the entire season. For baseball, the student must participate in both the Fall and Spring season.

Trophies: Each varsity sport will give out five (5) individual trophies. The students receiving the trophies will be chosen by the coaches in each sport.

Varsity Letters: If a student earns a varsity letter, he or she will receive the varsity letter with a pin to distinguish the varsity letter from the junior varsity award.

How to Earn a Varsity Letter:

Any athlete may earn one varsity letter in four (4) years. The appropriate pins, as well as a certificate, will be given each year of participation. Senior athletes will receive a plaque listing all activities in which he or she has participated during his or her four (4) years of high school.

Qualifying for a Varsity Letter

The student must be in a varsity sport for a full season.

The student must stay eligible as to the rules of the I.H.S.A. or I.E.S.A. and the rules established by the Board of Education.

The student must display a good mental attitude.

The student must attend practice and show improvement.

The student must take care of all equipment and return all equipment at the end of the season.

The student must meet the individual sports requirements as stated below.

Baseball: An athlete must participate in the Fall and Spring seasons to letter. He must participate in ½ of the regular season innings. Pitchers, who play no other position, must be in 25% of the games as either a starter or in relief.

Basketball: To receive a varsity letter, an athlete must participate in half of the quarters of varsity competition.

Cheerleaders: Must cheer in all games excluding injury, illness, or pre-arranged absences by the sponsor.

Managers: Must manage a full year as a varsity manager.

Softball: A player must participate in ½ of the innings in the regular season. Pitchers who play no other positions must enter 25% of the games either as a starter or in relief.

Volleyball: A player must participate in ½ of the regular season games.

Track: A player points must equal the total number of meets.

Cross Country: A player must score in 4 meets and or beat a benchmark time for their age level. Freshmen under 20:00 Boys 24:30 Girls,

Sophomores 19:30 Boys 24:00 Girls, Juniors 19:00 Boys 23:30 Girls, Seniors 18:30 Boys 23:00 Girls.

Scholar Bowl: A player must answer 5 toss up questions and participate in the Fall and Spring seasons.

**BE RESPECTFUL, BE RESPONSIBLE,
BE READY TO SUCCEED!**

BE A BOBCAT!