



**Arthur Jr. / Sr. High School**  
**301 E. Columbia St.**  
**Arthur, IL 61911**  
**(217) 543-2146**  
**(217) 543-2174 fax**  
**[www.arthur.k12.il.us](http://www.arthur.k12.il.us)**

**"EAGER TO TEACH AND LEARN"**

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### **INTRODUCTION**

It is the philosophy of the Arthur Junior/Senior High School that all students possess great abilities and are entitled to the best education available. It is also our belief that Arthur Junior/Senior High School is a very special place that has earned the right to be respected. Each person is expected to respect themselves and others at all times. Common sense and courtesy are the cornerstone at all successful schools.

This handbook has been designed by the Board of Education, the administration, the faculty and the students as a guide to the high level of expectation that is an integral part of our tradition in the Arthur schools. Any omissions or situations not addressed in this handbook will be dealt with at the principal's discretion.

The phone number of the Arthur Junior/Senior High School is 543-2146. We urge parents to contact us at any time. By communicating with each other we can continue to build upon the fine foundation that has made OUR schools second to none!

### **MISSION STATEMENT**

The mission of Arthur CUSD #305 is to provide for the needs of all persons associated with it. A community where students, teachers, and parents can work together to inspire lifelong learners. An environment that educates all students to their full potential while developing character, leadership and self-worth, empowering each student to meet the challenges of the future.

### **CHAIN OF COMMAND**

As situations in the school setting that cause concern arise, the chain of command should be followed when communicating these concerns. The chain of command is as follows:

1. Student - Teacher communication
2. Teacher
3. Principal
4. Superintendent
5. School Board

### **STATEMENT OF NON-DISCRIMINATION**

It is the policy of Arthur Community Unit District #305 to not discriminate against students and their family based upon color, race, nationality, sex, religion, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless or actual or potential marital or parental status, including pregnancy. The principal is the grievance coordinator. Report violations to the principal verbally and/writing. The coordinator will investigate the grievance.

### **ENGLISH LANGUAGE LEARNERS**

For the Identification of Eligible Students, Home language surveys will be administered as needed to screen the English language proficiency of each student identified as having a non-English background.

### **BIRTH CERTIFICATE AND PROOF OF RESIDENCY**

Required for registration are a copy of the student's certified birth certificate and proof of residency.

**BUILDING DIRECTORY**

**ROOM                      THIRD FLOOR**

301      Social Studies  
 302      Student Lounge  
 303      English  
 304      Art Storage Room  
 305      Art  
 306      Math

**SECOND FLOOR**

201      Computer Lab  
 202      Title I Math  
 203      Girls' Rest Room  
 204      Nurse/ISS  
 205      LD Resource Room  
 206      Consumer Science  
 207      Teachers Workroom  
 208      High School Office  
 209      Principal's Office  
 210      Guidance Office, Technology Coordinator Office  
 211      Media Center/ Study Hall  
 220      Band  
 221      Choral

**FIRST FLOOR**

101	Agriculture	123	Science
102	Janitor Supply	124	Self-Contained Room
103	Storage Room	125	Physics, Chemistry
104	Boys' Rest Room	126	Biology
105	Industrial Technology	127	Girls' Rest Room
106	Shop	128	Boys' Rest Room
107	Superintendent's Office	129	Weight Room
108	Spanish/English	130	East Gym
110	Cafeteria	131	East Boys' Shower Room
111	Kitchen	132	West Boys' Shower Room
112	Recreation & Conference Room	133	Janitor Supply
113	Teachers Workroom	134	Storage Room
114	Teachers Workroom	135	West Stage Entrance
115	Girls' Rest Room	136	Coaches Office
116	Janitor Supply	136	East Stage Entrance
117	Boys' Rest Room	137	Boiler Room
118	Resource Room	140	West Gym Girls' Locker
119	English	141	West Gym
120	Mathematics	142	West Gym Boys' locker Rm.
121	Social Studies	143	Girls' Rest Room
122	Language Arts	144	Boys' Rest Room

**PERSONNEL**

Mr. Travis Wilson	Superintendent
Mr. Gary Alexander	Principal
Mr. Jeremy Rodebaugh	Technology Coordinator
Mrs. Serena Honn	Unit Secretary
Mrs. Beth Camp	High School Secretary
Mrs. Letitia Farris	Guidance
Ms. Krystal Brewer	Paraprofessional
Mrs. Jamie Budd	English
Mrs. Kathleen Burdick	L.D.Resource Room
Mr. Craig Moffett	Junior High Social Studies, Geography
Ms. Valerie Cornwell	Quest, P.E., Health
Mr. Doug Davis	Social Studies, Speech/Drama
Mrs. Deborah Flavin	Spanish
Mrs. Kelly Glennon	Business, Computers
Mr. JD Graham	Science
Mrs. Dee Honn	Math
Mrs. Amy Hooten	LD Independent Learning Room
Mrs. CynD Lindsey	Paraprofessional
Mrs. Joyce Jurgens	Consumer Science
Mrs. Glenda Marks	Junior High Science
Mr. Stephen McClarey	Vocal Music
Mrs. Joan Sutherland	Media Specialist
Mrs. Janelle Rafferty	English, Reading
Mrs. Marylisa Renfro	Art
Mr. Michael Reynolds	Industrial Technology
Mrs. Katherine Rosenbaum	Instrumental Music
Mr. Dale Schuring	Math
Ms. Wendy Leenerts	Agriculture Education
Ms. Jennifer Scott	Title I Mathematics,
Mrs. Darcy Singer	Junior High Reading, High School English
Mr. Mark Smith	Science, Math
Mrs. Sarah Smith	Junior High/High School Math
Mrs. Jessica Vanausdoll	Junior High Self-Contained Room, English, Reading
Mr. Jared Vanausdoll	Quest, P.E., Health, Drivers Education
Mrs. Joni Cornwell	Nurse
Mr. Ken Munds	Supervisor - Building and Grounds
Mr. Bill Coleman	Custodian
Mrs. Cheryl Harlin	Custodian
Mrs. Rebecca Thornton	Kitchen/Custodian
Mrs. Brenda Munds	Kitchen

**BOARD OF EDUCATION**

Linda Collins	President
Scott Daily	Vice President
Doug Kitchen	Secretary
Ronnie Cole	
Monica Miller	
Jason Ray	
Steffanie Seegmiller	

### **EMERGENCY PROCEDURES**

All classrooms will have an emergency procedure handbook posted in the classroom that covers specific emergency procedures that may be encountered. This includes evacuation, reverse evacuation, lock down situations or other situations as we constantly update and streamline this information. Students will have opportunities to practice these procedures with the staff to be familiar if such occurrence is necessary. As in all drills, students are aware they must remain quiet in order to hear any directions that are given related to the situation at hand. Guests who are visiting the building at any of these times will be instructed as to how to proceed.

### **LIBRARY FEES**

1. Fines will be charged for interlibrary loans. This will be determined by the library who owns the materials.
2. A \$5.00 reprocessing fee will be charged if a student receives a final notice for overdue materials.

### **FREE AND REDUCED MEALS, TEXTBOOKS AND FEES**

A free and/or reduced price for school lunch, breakfast, textbooks and fees are available. Students will receive application forms at registration.

### **SCHOOL YEAR**

The school year consists of two semesters, one beginning in August and one in January. Each semester is divided into two grading periods. Report cards are given to students at the end of each period. Any credit earned through summer school will be dealt with on individual basis.

### **DAILY BELL SCHEDULE**

#### **JUNIOR HIGH SCHEDULE**

1st Period	8:05-8:51
2nd Period	8:54-9:42
3rd Period	9:45-10:31
4th Period	10:34-11:20
Lunch	11:20-11:50
5 <sup>th</sup> Period	11:53-12:39
6th Period	12:42-1:28
7th Period	1:31-2:17
8th Period	2:20-3:06
Home Room	3:09-3:30

#### **HIGH SCHOOL SCHEDULE**

1st Period	8:05-8:51
2nd Period	8:54-9:42
3rd Period	9:45-10:31
4 <sup>th</sup> Period	10:34-11:20
5 <sup>th</sup> Period	11:23-12:09
Lunch	12:09-12:39
6th Period	12:42-1:28
7th Period	1:31-2:17
8th Period	2:20-3:06
Home room	3:09-3:30

### **HOME ROOM POLICY**

#### **Earned Privilege Release Program**

The purpose of the Earned Privilege Release Program is to reward students who consistently attend school and achieve good grades. The school day concludes at 3:30 p.m., but students who maintain average and above average grades, as well as students who have incurred three or fewer absences in the current semester are dismissed at 3:06 p.m. on Fridays. This may be expanded to more days as the year progresses and notification will be sent home if it becomes a reality.

If a student's name appears on the weekly eligibility list on Monday because of a below average grade, they will be required to attend home room for the entire week (Monday-Friday, 3:09-3:30).

As far as attendance is concerned, beginning with the fourth absence in a semester and every subsequent absence, thereafter during the semester, a student is required to attend homeroom the following week (M-F) after the absence.

#### **FEE SCHEDULE**

Junior High	\$27.00	Breakfast	\$1.60 per day
Grades 9-12	\$ 8.00 per class	Lunches	\$2.10 per day
Assignment Book	\$2.00 per book		

Any student whose parents are unable to pay fees should discuss the matter with the principal.

#### **ENTERING THE BUILDING IN THE MORNING**

Students upon arrival at Arthur Junior/Senior High School before 7:55 a.m. will report directly to the cafeteria unless permission has been given to attend special rehearsals, practices or meetings with staff members. At 7:55 a.m. students will be permitted to go to their lockers. No student should ever be in the building without the direct supervision of a member of the Arthur School District staff.

All students should enter the north doors upon arrival at school or the far-east door in the Jr. High wing. We will not be using the circle drive door for vehicle drop-off or pick-up. This door is used for bus or pre-school use.

Students arriving at school after lunch should report directly to the cafeteria or stairwell.

#### **VISITORS**

Parents and patrons are always welcome to visit the Arthur High School. However, students are not allowed to have guests at school. Please report to the office for a visitor's badge.

#### **VISITORS TO DANCES**

Students who request to bring dates/visitors to any of our dances must complete a form from the office in its entirety and return it to the high school office at least three days in advance of the event. The form will require a signature from the Arthur's student's parent, the guest's parent and the principal or administrator from the guest's school.

#### **PREREQUISITE**

A prerequisite is a course that must be successfully completed before taking certain other related courses.

### REQUIRED COURSES

Courses designated by state law or the local district which must be successfully completed to meet the requirements of graduation from Arthur Junior/Senior High School.

### GRADING

GRADE		POINT VALUE
A	Indicates that the student has completed all of the essentials of the course with superior understanding and application of its principals and show the will and capacity to work with minimum teacher guidance.	4
B	Indicates that the student has completed all of the essentials of the course with a good understanding and application of its principles.	3
C	Indicates that the student has completed the basic essentials of the course with an adequate understanding and application of its principles.	2
D	Indicates that the student has completed the minimum essentials of the course with a minimal understanding and application of its principles.	1
F	Indicates that the student has failed to complete the minimum essentials of the course and has failed to understand and apply its principles.	0

Each nine weeks grade will count 40% of the Semester grade and the Semester exam 20%.

A mandatory performance report will be sent home to those students who are failing, near failing, or not achieving their capabilities. This will be done approximately every four weeks into the grading period. However, a teacher may send a report home at any time during the nine weeks. Contact between the school and parents will be maintained.

Grading Scale:	A	93 -100
	A-	90-92
	B+	87-89
	B	83-86
	B-	80-82
	C+	77-79
	C	73-76
	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
	F	0-59

Any student failing the last nine weeks of the semester and the final exam will not pass the semester.

### **CREDIT**

Credit is granted upon successful completion of a course of study. To graduate from Arthur High School students must earn 24 credits to graduate. All students must have:

English	4 credits
Science	2 credit
Math	3 credits
U.S. History I	1 credit
U.S. History II	1 credit
PE/Health/Dr. Ed	4 credits
Consumer Ed	½ credit
Passing score on the Constitution test	

Students not on a schedule to graduate may earn one unit of credit per summer school, and may earn one unit by an approved correspondence course during their high school career. All classes will receive ½ credit per semester

### **REQUIRED SUBJECTS**

#### **FRESHMAN YEAR**

English I, Math Course, Science Course, Driver Education (if age eligible), Physical Education (Inc. Health)

#### **SOPHOMORE YEAR**

English II, Math Course, Science Course, U.S. History I, Physical Education, Driver Education (if not completed freshman year)

#### **JUNIOR YEAR**

English III, U.S. History II, Physical Education

#### **SENIOR YEAR**

English IV or English IV-Weighted, Physical Education, Consumer Education

### **ELECTIVE SUBJECTS**

Introduction of Agricultural Industry, Agricultural Science, Agribusiness Management, Basic Horticultural Science, Ag Mechanization and Technology  
Art I, II, III, IV  
Computer Concepts, Software Presentation, Website Design, Desktop Publishing  
Accounting I & II, Information Processing 1A, Information Processing 1B  
Speech & Drama  
World History, Geography  
Orientation to Home Economics, Clothing & Textiles, Child Development, Commercial Foods and Catering, Living Environments, Adult Living, Parenting  
Tech Math (Dual Credit at Lake Land College), Algebra II, Pre-Calculus\*, Calculus\*  
Band, Chorus,  
Biology, Honors Biology, Environmental Science\*, Anatomy & Physiology\*, Chemistry\*, Physics\*  
Spanish I, II, III, & IV\*  
Communication/Production, Transportation/Energy, Construction Skills IA, Construction Skills IB, Drafting/CAD I (Dual Credit at Lake Land College)  
\*denoted weighted course. See Weighted Grading.

COLLEGE PREPARATORY ENDORSEMENT is four years of English, including College Prep English; three years of Science; three years of Social Studies, three years of Math beginning with Algebra I; two credits from foreign language, music, art, or vocational courses.

#### **WEIGHTED GRADING**

Junior and Senior designated classes will receive an honor point to be figured in with their grade average. Weighted Classes include Anatomy and Physiology, Environmental Science, Physics, Chemistry, Pre-Calculus, Calculus, English IV-Weighted, Spanish IV.

#### **CLASS LOAD**

All students are required to carry a regular load of subjects. A regular load is no fewer than 7 subjects. Any deviation from this must be cleared through the principal's office.

Students will not be allowed to audit classes.

Precedence in course selection will be Senior, Junior, Sophomore, Freshman.

#### **COURSE CHANGES**

All class changes must be made the second full day of the semester. It may be necessary to drop courses from the curriculum due to various factors such as lack of interest, unavailability of faculty, etc.

To add or drop a class a conference with the student, teacher, principal and parent or guardian must be held. There must be communication with the parent and the Principal to consider adding or dropping a class.

#### **INCOMPLETE GRADES**

It is the responsibility of the student to complete all class work and assignments. All incomplete grades must be completed within 2 weeks after the close of the grading period. If not done incomplete grades will become a failure. Extension may be granted by the administration if a justifiable cause is proven.

#### **EXAMINATIONS**

All high school students are required to take semester examinations at the end of the first and second semester. Second semester seniors who are doing B-average (or better) for the semester by averaging the third and fourth quarter letter grades AND are in good standing are exempt from taking final exams.

#### **REPORT CARDS AND STUDENT RECORDS**

Report cards are given out on Thursday following the grading period. The school will follow the recommendation of recent court decisions regarding student records. Any communications regarding this matter should be made through the principal.

#### **HONOR ROLL**

This is a published list of high grade average students. The honor roll is published after each nine weeks and the end of the semester.

HIGH HONORS - GPA 3.51 and above.

HONORS - GPA 3.21 - 3.5

HONORABLE MENTION - 2.85 -3.2

### **ELIGIBILITY**

Academic eligibility for Illinois High School Association and Illinois Elementary School Association sanctioned competition and any other Inter-scholastic competitions will be governed by the prevailing regulations of the IHSA, IESA or school district rules.

#### Eligibility standards for participation in IHSA sanctioned activities.

1. You must pass thirty (30) credit hours of high school work per week. This represents 6 academic classes. If a student is failing more than one class the student will be considered ineligible.
2. You must pass thirty (30) credit hours of high school work the previous semester to be eligible the next semester.

#### Illinois Elementary School Association (IESA)

1. A contestant shall be doing passing work in all of his school subjects.
2. No contestant may participate at the same grade level for two different academic years.

Grade determination will be based on the current quarter status of the student. Eligibility will be governed by the current quarter grade status unless the student has failed in the preceding quarter. If a student is failing at the end of a quarter they are ineligible and will remain ineligible into the next quarter until they establish a passing grade for the present quarter.

### **HOMEPLUS**

Parents and students may access grades and attendance information on line at [arthur.k12.il.us/homeplus](http://arthur.k12.il.us/homeplus). Contact the office at 543-2146 for the student password.

### **PARTICIPATION**

Students who are ineligible will not be permitted to participate or attend evening activities, excluding practices and Prom.

### **TEACHER CURRICULAR AUTHORITY**

The teacher will organize and establish standards for each course in adherence, but not limited to the standards set forth by the State Board of Education. Certain requirements must be met by students in each course to qualify for credits. The teacher is responsible for grade averaging and the assignments for the course.

If necessary the teacher has the authority to remove a student from class for disruptive behavior. The student will be sent directly to the principal's office.

### **PRINCIPAL'S CURRICULAR AUTHORITY**

If a student fails to respond to corrective disciplinary measures applied by the principal, the student may be administratively removed from the course by the principal and there will be no obligation on the school's part to place the student in another class. When the student is removed from the class for the remainder of the semester course work being done in the class will be assigned. Parents will be notified by mail.

### **JUNIOR HIGH CURRICULUM**

Each junior high student will have one period each day for each of the following subjects: English, Mathematics, Social Studies, Science (7<sup>th</sup> grade Life Science, 8<sup>th</sup> grade Earth Science), Language Arts (Reading and Orthography), Physical Education/Quest (7<sup>th</sup> grade, contains information regarding recognizing and avoiding sexual abuse and abduction).

Each junior high student may select an elective from the following subjects during his/her junior high career: Agriculture (1 Sem.), Art (1 Sem.), Industrial Arts (1 Sem.), Home Economics (1 Sem., contains information regarding recognizing and avoiding sexual abuse and abduction.), Chorus, Junior High students may elect to take Band in lieu of study hall.

### **PROMOTION/RETENTION**

According to a recently passed state law, students may not be promoted to the next higher grade based upon age or any other social reasons. Students at Arthur Jr. High School will be promoted to the next higher grade based upon demonstrated mastery of locally developed subject area outcomes and report card grades. Parents will be kept abreast of their child's progress throughout the year.

Parents of students who do not meet the mastery of subject area outcomes requirement or the grade requirements as stated on the report cards will meet with the child's teachers and principal to determine a course of action which is determined to be in the best interest of the child. Junior High students who fail more than two subjects will be retained or remediated.

This course of action could include remedial assistance in a summer school program, a tutorial program arranged by the parents, or retention in the current grade.

### **ZAP PROGRAM**

#### **Zeros Aren't Permitted**

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually or occasionally, fail to get homework assignments completed on time. It is first and foremost an expectation of a higher academic standard for all students. ZAP, which involves the entire staff, clearly emphasizes the belief that homework assignments/projects are important and must be completed. The ZAP Program is not a form of punishment, but rather a program to send the message that failure is not acceptable.

ZAP meets Tuesday, Wednesday, and Thursday from 3:40-4:30. Students automatically qualify for the program if they fail to return any assignment. (ZAP does not apply to completion grades taken over the course of the 9 week grading period). Teachers will complete the ZAP form and give it to the student. The student will be allowed to contact their parent at this time. The teacher will then e-mail the name of the student to the ZAP instructor. Students will then be assigned ZAP session that day. However, if the student returns the form and the assignment to the Zap instructor by 3:30 that day, they will not have to attend ZAP. The ZAP instructor will manage and maintain all ZAP documents/items and records.

Students will attend ZAP, each session, until all missing assignments are complete. When students have completed the assignment the ZAP instructor will return the assignment to the teacher. Students will receive partial credit for all assignments completed.

### **CLASSROOM DISCIPLINE**

Students are expected to exhibit positive classroom behavior and be respectful to teachers and fellow students. Behavior which is not conducive to the educational process will result in the student being "removed from class".

The following procedure will be used when a student is "removed from class":

First offense -- A conference with the student, teacher, and principal may be conducted. The student will receive a failing grade for that class period that day and will not return to the class that day.

Second offense -- A conference with the student, teacher, principal and parent(s) will be conducted. The student will receive a failing grade for that class period that day and will not return to the class until the conference is conducted.

Third offense -- The student will be removed from the class for the remainder of the semester and be assigned course work being done in class. A conference with the student, parent, teacher, and principal will be conducted.

### **DISCIPLINARY ACTION**

The usual sequence for disciplinary action is:

1. Reprimand
2. Detention
3. Conference
4. Saturday School
5. Suspension
6. Expulsion

**Progression through the sequence of outlined discipline will be up to the discretion of the principal.**

### **DETENTION**

Detention is a time of required supervised study or conference with a teacher or member of the administrative staff. Detention will be served between 7:30 AM and 8:00 AM in the library. Tardiness will be considered a no-show. After each third detention is served, the student will be assigned Saturday School. Detentions will start over at Semester. Individual teachers may assign students detention to be served in their rooms from 3:30 to 3:45.

Any student may be put on detention by any staff member in cases of:

- A. Violation of the student handbook.
- B. Minor misbehavior problems.

Any student who misses a detention will be given an additional detention. If that detention is not served, Saturday School will be given. Students may not attend evening activities until all detentions have been served. Detention rules are as follows:

1. Detention time is study period.
2. Bring materials for study or a book to read.
3. No one is to be excused to leave the room.
4. No talking.
5. No visitors.
6. No newspapers or magazines are to be brought in.
7. Disruptive or immature behavior will not be tolerated.

### **SATURDAY SCHOOL**

Saturday School shall take place on designated Saturday's from 8:00 am to 11:00 am after a student has served their third detention or following the violation of school policy. Failure to serve a Saturday school on the assigned date will result in a phone conference with the student/parent and principal on the following Monday and reassignment of Saturday school for an equal amount of time. Work is not considered as an excuse, employer will be contacted by school to assist in scheduling and to verify school obligations. Students will also be restricted to closed campus lunch time until the Saturday schools are served. Detention rules will be enforced.

### **IN SCHOOL SUSPENSION**

In school suspensions will be used for discipline issues that can be corrected by working on curriculum relevant to the situation and classroom work determined by the teacher. Students serving an in school suspension are not allowed to attend evening activities. Parents will be notified and students will be segregated from the common school population for the entire day. Students will be housed in the Nurse's station/ISS room with supervision and students will have access to restrooms.

### **OUT OF SCHOOL SUSPENSION**

All out of school suspensions are reported to the Board of Education. Students on out of school suspension are not to be on school property during the term of the suspension.

All students that receive an out of school suspension will not be readmitted to any class without the student, the student's parents or guardian, the principal and any other appropriate support personnel holding a conference. This conference may happen upon enforcement. Students with an out of school suspension are **expected** to ask for missed assignments and to complete the work. By making up the work, the student will not miss educational opportunity and will be ready for the next examination. Work can be made up for credit.

Students who are suspended are entitled to request that the Board of Education review the suspension. Upon your request, in writing and received by the secretary of the Board of Education no later than ten (10) days after the post-mark of the mailed notice, the Board shall fix a time and place for the review and you will be notified accordingly.

### **EXPULSION**

Expulsion is an exclusion from school attendance and school function for any period of time up to the closing date of the school year. All credit will be lost. Credit earned will be maintained. Expulsion prohibits any personal appearance on the Arthur Junior/Senior High School property except by an approved appointment for reasons of business. Expulsion is a formal action by the Board of Education.

### **SCHOOL SPONSORED EVENTS OFF-CAMPUS**

Students may be disciplined for unacceptable behavior off-campus by the Principal or a school district supervisor, including but not limited to, coaches, chaperones, teachers, and administrators. Off-campus expectations will be enforced at the following activities including, but not limited to, away games and competitions, field trips, dances, practices, rehearsals, and other school-sponsored events.

### **PROOF OF HEALTH EXAM**

It is the policy of The Arthur School Board that ninth graders should have a health physical and dental examination prior to the first day of school.

### **MEDICAL EMERGENCY PROCEDURES**

The safety and welfare of students is a matter of concern at all times. The following procedures are developed with the proceeding goal in mind.

1. Each student will fill out an emergency procedure card.
2. These cards will be kept on file in the school office and updated annually.

### **SCHOOL ATTENDANCE THE LAW**

Art. 26 School Code of Illinois -

Any person having custody or control of a child. . . shall cause him to attend. . . school. . . when it is in session.

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

"Valid cause" for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Provided. . . who is excused for temporary absence for cause by the principal.

### **PHILOSOPHY**

It is the belief of the Arthur Junior-Senior High School that extended and numerous absences from school may cause serious loss of the opportunity to learn. All absences should be for good and valid reasons.

### **LOSS OF CREDIT DUE TO EXCESS ABSENCE**

At the high school level, credit for classes shall not be granted to any student for any case in which the student has accumulated twelve (12) or more absences in one semester.

For this purpose "absence" shall include all absences whether excused or not excused. Excluded from this shall be absences determined by a doctor's statement specifically noting days absent (I.E. hospitalization, homebound instruction, quarantine). **A doctor note verifying hospitalization, homebound or quarantine will be required for student admittance upon the first day the student returns to school.** A regular doctor appointment will be considered an absence.

### **UNEXCUSED ABSENCE**

Missing class for lack of a valid reason will constitute an unexcused absence. Unexcused absences accumulate toward the 12 day absence policy.

Examples of unexcused absences are not limited to the following:

1. Truancy.
2. Suspension
3. Shopping
4. Hair appointments.
5. Birthday celebrations.
6. Working.
7. Babysitting.
8. Drivers license exam.
9. Parental excuse for P.E.
10. False or forged excuses.

Appropriate disciplinary action will be applied to the student receiving an unexcused absence. Students with an unexcused absence are expected to ask for missed assignments and to complete the work. By making up the work, the student will not miss educational opportunity and will be ready for the next examination.

### **WHEN A STUDENT IS ABSENT**

When a student is absent it is the responsibility of the student to make up work and to arrange for any missed tests or assignments. Make up work must be completed within the number of days equal to the absence. If a student returns to class on a test day which has been previously announced by the teacher, then the test must be made up during the regular test period.

If a student returns to class on a day when a paper or project has been assigned, that paper or project is due on that day.

Absence is recorded when children are not present at school regardless of reason. If a student is absent for more than half a class period, s/he is counted absent for that class period. Parents may request homework when they notify the school of their child's absence.

### **ADMISSION TO SCHOOL AFTER AN ABSENCE**

When a student is absent from school, the parent or guardian is to notify the school on the day of absences. If this is not possible, the parent or guardian is to notify the school the following day by phone or by signed note giving the date and reason of absence. When absence is due to an appointment a card from the doctor or dentist is expected. The student must sign in at the office the day following the absence or the absence will be considered unexcused.

### **EXCUSED ABSENCE, MAKE UP WORK**

An excused absence indicates a legal absence from school with parental and school permission. Excused absences accumulate toward the 12 day absence policy. Students are required to make up all work missed and shall receive full credit for such work. Make up work must be completed within the number of days equal to the absence. Either before or upon returning, students are responsible to confer with teachers to determine a schedule for make up work. Zeros will be given for work not made up. If a student returns to class on a day when a paper or project has been assigned, that paper or project is due on that day.

Absences for the following reasons are justifiable:

1. Illness
2. Medical or dental appointments that can't be arranged beyond school time
3. Death in the family
4. Religious Holiday
5. Principal approved absence.
6. Medical excuse signed by the doctor.
7. Planned activity - parent permission, family activity  
*Early make up work is required.*
8. Work missed for school related field trips, extra-curricular activities or other absences prearranged by the principal.

#### **ABSENCES AND EVENING ACTIVITIES**

Any student not in attendance and/or in good standing during the day, will not participate or attend any school activities that evening. To be in good standing students must be in attendance for **four** class periods. Any questionable situations concerning this section must be reviewed with the principal.

\* **A PLANNED ABSENCE FORM** is required for all absences except school activities and illness. A student must ask for a form in advance of the absence from office. S/he has (1) the principal sign the form, (2) has his/her parents sign the form, (3) and then has his/her teachers sign the form. Work must be turned in **PRIOR** to date of absence.

#### **MEDICAL RELEASE**

A medical release for School Attendance, Physical Education, Sports, Marching Band, and other relative activities either complete or modified need to be specific. All notes will be interpreted as written. Personal notes will not be accepted. All notes need to have beginning and end dates (until further notice will not be accepted).

#### **TRUANCY**

Truant is a legal term used to define a child who is subject to the State Compulsory School Attendance Law and who is absent without cause from a school day or portion thereof.

When a student is truant the following steps will be taken. The administration has the right to enforce other measures of discipline.

1. Parents will be notified.
2. Appropriate disciplinary action will be taken by the principal.

### **TARDINESS**

Tardiness is being late for school or late to class without a pass. The faculty and administration or their designee shall determine tardiness. Repeated tardiness disrupts the educational process and will not be tolerated. Lateness to school because of a verified reason such as a medical appointment and late bus will not be counted as tardy. If a staff member detains a student, it is the student's responsibility to request a pass from that teacher to present to the next teacher. Students who are not in attendance for the first half of class are absent, not tardy. Students will report to the office when they are tardy or absent.

### **UNEXCUSED TARDINESS**

1. FIRST TARDY
2. SECOND TARDY - parent notification.
3. THIRD TARDY - office will assign 1 detention.
4. ALL ADDITIONAL TARDIES - office will assign 1 detention and contact parents. This policy will be in effect for each semester.

### **COLLEGE VISITATION**

Seniors may use school time for college visitation. The student will be counted present for school but must complete a college visit form. Seniors will declare purpose of college visitation when obtaining approval from the principal and school counselor. Students will be granted a maximum of 3 college visitations per year; except in situations where a student has accumulated 9 absences, permission will then be at the principal's discretion. A college day will not be taken to extend an existing holiday. No more than two students will be granted a college day on any given school day unless the student is accompanied by a parent.

### **STUDENT DRESS**

We expect all students to dress and groom themselves in attire suitable for school. Dress or grooming which may be a health or safety hazard or which may detract or disrupt the educational process is prohibited. The following regulations have been established concerning personal appearance during school hours.

1. Personal cleanliness, including clothing, is a must.
2. The appearance of the student may not be disturbing or distracting to the educational process.
3. Shoes must be worn. For the protection of the student it is recommended that students wear closed toe shoes.
4. Physical education clothes worn in P.E. should not be worn in the classroom.
5. No short midriff top, backless tops, halter tops or tank tops are to be worn. Shirts should be buttoned. NO upper cleavage, lower cleavage and/or underwear should be seen.
6. No profanity, suggestive remarks, any promotion or advertisement for alcohol or tobacco products, or pictures may appear on any clothing.
7. No hats or head coverings will be worn inside the building unless used for religious purposes or approved by the principal.
8. Students are not to wear coats or jackets inside the building unless approved by the principal or classroom teacher.
9. Any grooming or dress that is obviously out of place at school in the **opinion of the Principal** will not be tolerated. Students who come to school improperly attired may expect disciplinary action.
10. The Student Council will work in an advisory capacity to the principal in matters concerning grooming and dress.

### **CLOSED CAMPUS**

Junior high students may not leave the campus from the time they arrive in the morning until the time they leave in the evening. Prior approval from the Principal is necessary if conditions warrant any deviation from this policy.

High school students may not leave campus except during the lunch period.

All students are required to sign out of the office. This includes doctor or dentist appointments and going home for any reason.

All students are required to sign in at the office upon returning to school or arriving late.

### **LEAVING SCHOOL PREMISES**

Any student or students leaving the school premises MUST obtain written permission from the teacher and get approval of the Principal. Upon receiving permission, student WILL report to the office before leaving and again upon their return.

Students in attendance and finding it impossible to remain in school must receive permission to leave from the principal or report to the office if you are unable to return to school. Students going across the highway must use the cross-walk going and coming. Students are to dispose of litter in trash containers.

### **CROSSING GUARD**

Pedestrians are not to cross the highway when the patrolman is on duty unless the patrolman has indicated they may cross. All students are to cross the street at the traffic signal crossing.

### **PARKING AND TRAFFIC REGULATIONS**

The parking lot west of high school building provides ample space for all pupils WHO NEED TO DRIVE TO SCHOOL. Park in designated lanes only. The first two rows in the west parking lot are reserved for teachers. Do not block the Tech Ed. shop at any time. The one-way drive on the east is to be used by the buses ONLY.

Students who demonstrate unsafe driving habits will be restricted from driving to school.

### **STUDY HALL REGULATIONS**

Students assigned to study hall are expected to do the following:

1. Come to study hall with study materials (books, notebooks, etc.) and spend the time studying.
2. Remain in assigned seats; do not sit on tables.
3. Have any pass from study hall signed in advance. Passes are valid for one day only. One name per pass unless a list pass is used.
4. Check out one student at a time. Students must sign their names on the study hall record sheet, the time leaving, and the time returned. **Students are not to be gone more than three minutes.**
5. Maintain a serious study atmosphere. Students are not to talk without permission. If granted permission to talk, students are to be considerate of others.
6. Not check out to other rooms, unless there is a teacher in charge.
7. Follow all rules concerning use of computers and Internet.
8. Internet use is for the purpose of education and research. Students must obtain written permission from a teacher to access the Internet during study hall.
9. Not eat or drink in the library or study hall.
10. Follow all rules of study hall teacher.

### **STUDENT LOUNGE PRIVILEGE**

The purpose of the Student Lounge is to reward those upperclassmen who have met the criteria and to motivate others to work toward meeting these same criteria. The lounge is located in Room 302 (third floor of the high school). It is open to Juniors and Seniors who have met the following criteria:

1. Have a 3.0 grade point average.
2. Not on eligibility for any classes (borderline or failing)
3. Have no more than 5 absences in that quarter.

A list of students eligible to enter the lounge will be posted on the lounge door.

**IT IS A PRIVILEGE, NOT A RIGHT, TO GO TO THE LOUNGE.**

Student Lounge rules:

1. Clean up after yourself.
2. No food or drink is to be taken out of the lounge at any time
3. Do not enter the lounge unless eligible to do so
4. Students must report to study hall for attendance and return to study hall prior to the end of the period.

### **STUDENT SAFETY**

Students are encouraged to contact the principal regarding safety issues concerning themselves or others. Threats or other offensive behavior should be reported in person or by telephone. Confidentiality will be honored.

### **INSURANCE**

Our school provides accident coverage for all students. Only accidents which occur in school sponsored and supervised activities, including participants in interscholastic sports, are covered. This plan of insurance is *excess only*. It will not duplicate benefits paid or payable by any other insurance or plan including HMO's or PPO's.

### **GANG**

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from students enrolled in the District, and which is assembled for the common purpose or design or (1) committing or conspiring to commit criminal offenses, or (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

- Displays gang symbols or paraphernalia
- Recruits additional members
- Meets to design or plan crimes
- Acts in a way that disrupts the school environment

Involvement in gang or gang related activity can result in a warning, suspension or expulsion.

### **WEAPONS**

Possessing or using any object such as a knife, gun or anything which may be used to cause bodily harm. Sticks, pipes, bottles or a pencil, etc., could be considered weapons if used to cause bodily harm. Possession or intent to use weapons will result in suspension and/or expulsion.

## **CONFLICTS**

It shall be school policy that the principal shall make every effort to avoid scheduling events which conflict. But in the event that a conflict does occur, the student's order of priority should be: first - interscholastic competition; second - group practice; third - group meetings. If this does not resolve the conflict, the principal shall render a decision - but only after consulting the student and all sponsors involved.

## **TOBACCO, ALCOHOL AND DRUGS**

The information contained in this section is taken directly from the Board of Education Policy Manual.

### RIGHTS AND RESPONSIBILITIES - Alcohol

The consumption of alcoholic beverages is hazardous to the health of students. The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on all other school property at all times. This policy extends to all school sponsored and related activities, as well as field, athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had alcohol on their possession.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition information concerning the effects and potential dangers involved in the use of alcohol shall be included in the curriculum in compliance with The School Code of Illinois.

IF a staff member finds a student to be under the influence of, using, possessing or distributing alcoholic beverages in violation of this policy, the student may be suspended or expelled according to the District's discipline guidelines.

Given reasonable grounds for suspicion, school officials may search for and seize alcohol brought onto school buses or school property.

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organizations privilege to use District buildings.

### RIGHTS AND RESPONSIBILITIES - Smoking and Use of Tobacco

Smoking and the use of tobacco is hazardous to the health of students and may present a safety hazard in the school. Therefore, smoking or the use of tobacco in any form will not be permitted on buses, in school buildings or on school property at any time.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses or school property. Smoking and/or tobacco products shall not be visibly in a students possession.

When a student is in violation of this policy, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include forfeiture of the tobacco materials, personal counseling, withholding of privileges and/or suspension for a period of up to ten (10) days. The parent/guardian shall be advised and their cooperation shall be sought.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information about the hazards of smoking

shall be included in the curriculum.

Organizations using school facilities outside of regular school hours shall be expected to adhere to this policy. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

#### **RIGHTS AND RESPONSIBILITIES - Drug Abuse**

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs, paraphernalia or look-alike drugs is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with The School Code of Illinois.

If a staff member finds a student to be under the influence of, using, possessing or distributing illicit or look-alike drugs in violation of this policy, the student may be suspended or expelled according to the District's discipline guidelines.

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

Organizations sponsoring activities in the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

#### **MEDICATIONS**

School personnel are not authorized to dispense medicine. The school nurse is authorized to give only medicine that has been prescribed by a doctor. Therefore, the school does not purchase or maintain a stock of drugs and no "over-the-counter" non-prescription medicines are given at school.

If your child must, on the order of his physician, take prescription medication routinely at school, contact the school office or the school nurse for the proper forms.

#### **INFECTIOUS DISEASE POLICY**

If a student or employee is diagnosed with an infectious disease, the situation is handled according to the "Communicable Disease Guide" of the Illinois Department of Public Health. P.O. #515204 - ZOM - 5/95/ If the disease is determined to be "reportable" by this guide, The Douglas County Health Department is notified by the school nurse or administrator. The student is permitted to attend/return to school either as recommended by this guide or by the student's treating physician.

### **LOCKS AND LOCKERS**

A locker and lock will be assigned to each student. All students should understand that the locks and lockers are school property. Students are expected to keep all belongings in this locker and the locker locked. Any belongings found on top of lockers will be removed and taken to the office where students must claim them.

Lockers, desks and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas will be inspected periodically to insure compliance with accepted school use.

Students are not to change locker assignments without permission from the principal.

### **SEARCH AND SEIZURE**

In order to maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, server, floppy disks, jump drives, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have a reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policy or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

The provisions of this subsection apply in all school districts including special charter districts and districts organized under Article 34.

### **LOST AND FOUND**

All articles found in and about the school are to be turned in to the school office. Articles may be claimed by their owner upon presentation of sufficient identification and proof of ownership. Students should have their books and other property well-marked. Lockers are provided in the hallways and lockers with combination locks are provided in the locker rooms for each pupil. Physical education equipment should be kept in the room provided. In the locker rooms, each locker should be provided with a school lock, and the students are responsible for seeing that their gym clothes are picked up and placed in the locker, and that the lock is locked during and at the close of the physical education period. Arthur Jr./Sr. High School is not responsible for loss of any unsecured items.

### **BEHAVIOR INTERVENTION GUIDELINES**

Will be issued to all students with an IEP at the beginning of the school year.

### **MANDATED REPORTERS.**

As required by law, all school personnel are mandated to report all cases of suspected child abuse to the proper authorities.

**INTERVIEW OF PUPILS BY LAW ENFORCEMENT.**

Parents will be notified when a law enforcement officer requests to interview a student at school.

**SNOWBALL THROWING**

Snowballs are a safety hazard, and should not be thrown.

**OPEN DRINKS**

There will be no open drinks in the hallways of the school. Drinks may be consumed under direct supervision of teachers in the classroom.

**CARE OF PROPERTY**

Students and their parents are responsible for repair, replacing or paying for lost or damaged equipment, school owned books, building or any other school property.

**ASBESTOS**

The buildings of Arthur CUSD #305 have been inspected for asbestos containing materials. An asbestos management plan has been developed and is on file for review in each principal's office. All friable asbestos has been removed from the building. The only remaining accessible asbestos containing materials is non-friable floor tile.

**CHAIR LIFT**

Only designated students are allowed to operate the chair lift. Chair lift participants will have a passing period after the three minute passing period allowed by the bell schedule.

**TEXTBOOKS**

All students will receive books from the textbook library. All books are rented to the student. Any damage to the books will be charged to the student. This charge will be enough to repair or replace the lost or damaged text. A textbook loan program is available to students whose parents are unable to pay rental fees.

**BOOK BAGS**

Only shoulder strap book bags will be allowed at school. Book bags will be allowed at school to transport materials to and from home. Book bags and their contents will be stored in the students' locker. Book bags are not allowed in the class rooms, on top of lockers or in any traffic areas.

**ELECTRONIC EQUIPMENT**

Students should not bring radios, tape recorders, CD players, MP3 players, I-Pods or any other music/digital devices or electronic games into the building.

Cell Phones must **be turned off and out of sight, and locked in the locker, while** in the school building. Students can expect staff members to confiscate such equipment. If a student has equipment taken, the Principal will return it only to a parent. IF confiscated for a second or more time, students will be suspended from school for gross disobedience or misconduct. Length of suspension will be up to the discretion of the Principal.

Laser lights are prohibited at school and at school functions.

### **ELECTRONIC PAGING DEVICES (BEEPERS)**

Electronic paging devices (beepers) are not allowed in the school building or on school property at any time according to School Board Policy and State Law. All electronic signaling devices found on the school campus will be confiscated. The presence of such a device may be cause for further search (i.e., drugs, weapons, etc.), and appropriate discipline as established by the Board of Education.

### **TELEPHONE**

The telephone in the office can be used for student calls. Pupils will not be called from classes to answer the telephone except in cases of emergency. Messages or notices to call will be given to students at the close of the period.

### **CLASS ACTIVITIES**

1. Seniors shall have:  
Priority in all money making projects.
2. Juniors shall have:  
Priority on magazine sales, ushers for graduation and provide banquet and prom for seniors.
3. All other money raising projects for classes and organizations shall be approved by the Principal and budgets from each class and club shall be turned in at the beginning of the school year.
4. Flowers given for death in immediate families of students, faculty, and school board shall not exceed \$25.00 per class.
5. Balance of senior monies may be used to continue tradition of leaving a gift to the school.
6. All class meetings will be held on the second Tuesday of each month when school is in session. Additional meetings must be scheduled with the principal.
7. Concessions are distributed among 7-12, based on who works.

### **SENIOR TRIP**

Each year graduating seniors take a class trip which must include a visit to Washington, D.C. Those seniors who do not go on the class trip are required to be in school all day during the school days other seniors are on the trip. Any student not in attendance immediately following the trip will be subject to special disciplinary action.

This trip is traditionally a 6-year educational and fund-raising project with the main objective being participation by the students. Projects will be approved by the Principal, assigned in advance and evaluated. Seniors must be in good standing in regard to attendance, grades, discipline, etc. To be eligible to go on the senior trip each class member must help raise his/her share of the money.

A point system will be used to determine who is eligible to go on the senior trip. Each class sponsor will be responsible for determining the point values required. A student will receive one point for every dollar of profit he/she raises for his class.

A suggested guideline for each class is as follows:

7th grade - \$1500      9th grade - \$3000      11th grade - \$3000

8th grade - \$1500      10th grade - \$3000      12th grade - \$3000

All money collected and earned by the class becomes the property of the class. All money owed to the class is due by April 1st. Students who miss the class trip are not entitled to any reimbursement.

**FIELD TRIPS**

Any field trip must be taken with authorized school personnel in charge. Due to the liability of the school, students who participate in school sponsored trips must adhere to the rules and regulations by which these trips are guided. Students going on the school bus must return on the school bus unless their parents make other arrangements with the sponsor. Under no circumstances will students be allowed to make other arrangements in regard to returning from field trips, without consent of parents and sponsors.

**SCHOLARSHIP OPPORTUNITIES**

Timm Scholarship Trust Fund (Top 12 graduating seniors continuing their education)

- |               |             |              |
|---------------|-------------|--------------|
| 1. \$1,500.00 | 5. \$750.00 | 9. \$500.00  |
| 2. \$1,250.00 | 6. \$750.00 | 10. \$500.00 |
| 3. \$ 750.00  | 7. \$500.00 | 11. \$250.00 |
| 4. \$ 750.00  | 8. \$500.00 | 12. \$250.00 |

Check with the Guidance Office for scholarship and loan information.

**FOREIGN EXCHANGE PROGRAM**

Juniors and seniors are allowed to participate in recognized foreign exchange programs. Participating students are subject to graduation requirements and attainment of 24 course credits. Candidates must complete of the required English III, IV, or Applied Communication courses and the history requirements of U.S. History and U.S. History II courses. The history requirements will be completed at A.H.S. Classes taken during the foreign exchange will be taken pass/fail and will not be computed in the student’s final G.P.A.

**TRANSFER STUDENTS**

Transfer students must attend A.H.S. the final three semesters prior to graduation to be eligible for scholarship monies associated with the Timm Trust or to be considered as valedictorian or salutatorian candidates.

**SPORTSMANSHIP/DANCES/EVENTS**

Any person conducting himself in an improper or unsportsmanlike manner may be denied the privilege of attending school events.

Any student leaving the building or grounds during school sponsored event without permission of a sponsor, chaperon, faculty, administrator or staff member will not be readmitted.

**BALLOONS AND FLOWERS**

Balloons and flowers are accepted on behalf of students in the office. Students may pick up these gifts in the office at lunch or after school.

**TEACHER GIFTS**

By consensus the teachers have expressed their opinion that they would prefer that NO COLLECTIVE gifts should be given to them.

### **SCHOOL BUS SAFETY RULES AND REGULATIONS**

1. No one should pass a parked bus that has its lights on and the STOP sign extended in the parking lot.
2. The driver and/or chaperon is in full charge of the pupils and bus. Their relationship with pupils should be on the same plane as that expected of a teacher. Pupils should obey the driver promptly and cheerfully. The right of all pupils to ride the bus depends on their behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of the rules and regulations it shall be the duty of the driver or chaperon to notify the school administrator and, after due warning has been given pupil, the bus driver may then forbid such pupil the privilege of riding the bus until permission to ride is granted by school officials.
3. PUPILS MUST BE ON TIME. Watch for the bus and be waiting when it arrives at your stop. The bus cannot wait for those who are tardy, it must run on a regular time schedule.
4. Be careful in approaching bus stops, cross the only if it is clear both ways before the bus arrives at your stop or after the bus has stopped and the driver has given signal for you to cross.
5. REACH ASSIGNED BUS SEAT, IF SEATS ARE ASSIGNED, AND REMAIN SEATED UNTIL YOU ARRIVE AT YOUR DESTINATION. Keep your feet and legs out of aisle at all times while you are seated.
6. Ordinary conversation is permitted. Remember that loud talking, laughter or your behavior can momentarily divert the driver's attention from his driving and may cause a serious accident.
7. Windows will be regulated only with the permission of the driver or chaperon. Windows must never be lowered below the safety mark on the post between each window. Keep your head, arms and hands inside the bus at all times.
8. At bus stops where it is necessary for the pupils to cross the highway, they should stand on the shoulder of the highway after getting off the bus and far enough in front of the bus that they can see the driver, then wait for the proper signal and cross promptly.
9. Pupils should always be quiet when the bus stops before crossing a railroad.
10. Never stand up in the bus or get on or off the bus while it is moving. Getting on and off the bus shall be done in an orderly manner. There will be no scuffling or shoving at the bus door or in the aisle.
11. Pupils must have a written permit from the office to bring an extra passenger along on the bus.
12. Pupils must help keep the bus clean and sanitary at all times.
13. All students must get off at their designated stop unless written consent is given by the parent or guardian.
14. Obscene or profane language will not be used on the bus; anyone using such language will not be permitted to ride the bus.
15. No one is permitted to eat candy or food on the bus at any time.
16. Do not use or display a knife in any manner whatsoever while on the bus. Parents will be liable for any defacing or damage done to the bus by any pupil. Defacing or damage done to the bus should be reported to the driver immediately.
17. Keep your feet off the back of the seat in front of you and off the seat across the aisle.
18. Individual radios are not permitted on the bus, except for individual radios that have no external speakers, those used only with earphones.

### **BULLYING/HARASSMENT (AGGRESSIVE BEHAVIOR)**

The Illinois State Board of Education has mandated that every school in Illinois have a Bullying Policy. (P.A. 92-0260, amending 105 ILCS 5/10-20,14)

#### **Background**

According to the National Association of School Psychologists, approximately one in seven school children is a bully or a victim, and the problem directly affects about five million elementary and middle school students in the United States. The most common form of bullying for girls and boys in middle school is teasing. However, physical abuse (for boys) and social ostracism/exclusion (for girls) rank second as the most common.

We realize that Arthur Jr./Sr. High School is not immune to such statistics, and we will take a proactive approach, whenever possible, to quickly identify, intervene, and STOP any bullying that may be present in our school. Arthur Jr./Sr. High School will strive to provide all students with a safe school environment that facilitates learning. This environment encompasses:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

#### **Definition and Examples**

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger than the victim and causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

1. **Physical:** hitting, kicking, grabbing, spitting.
2. **Verbal:** name calling, racist remarks, put-downs, extortion, etc.
3. **Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.
4. **Written:** threatening e-mail, notes, and/or graffiti, etc.

#### **Reporting Procedures**

Any staff member or student at Arthur Jr./Sr. High School who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," shall report such incident to the Principal. The counselor is also available to discuss such behaviors and consequences with students at any time. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Also, retaliation against those who seek remedies under this policy is prohibited.

The Principal is initially responsible for receiving oral or written reports of violations of this policy. The Principal shall conduct the investigation according to administrative guidelines. The school will use the Arthur Jr./Sr. High School Bullying Referral Forms.

### **Training**

The Principal will provide age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The counselor is available to discuss such behaviors and consequences with students at any time.

### **Discipline**

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook and the Arthur District 305 School Board Policy Manual, as well as legal requirements from state federal sources.

### **Notification of the Parent/Guardian**

It is our intention to notify the parent/guardian of any student involved in bully activities, whether they are the victim or the aggressor.

### **SEXUAL HARASSMENT**

It is the philosophy of the Arthur Community School District No. 305 that any form of sexual harassment will not be tolerated. Students who persist in conducting acts of sexual harassment will be subject to discipline.

#### **34.1 EMPLOYEE SEXUAL HARASSMENT OF STUDENT - FINDINGS AND INTENT 3073**

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

#### **Definitions**

"Sexual harassment" committed by an employee against a student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by an employee to a student, or any conduct of a sexual nature exhibited by an employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the employee either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for determining:

1. The educational performance required or expected of the student;
2. The attendance or assignment requirements applicable to the student;
3. To what courses, fields of study or programs the student will be admitted;
4. The quality of instruction the student will receive;
5. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
6. Any grade the student will receive in any examination or in any course or

- program of instruction in which the student is enrolled;
- 7. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled;
- or
- 8. The student's access to any entitlement from which the student would otherwise benefit.

For purposes of this policy "employee" means and includes the Superintendent, a Building Principal or other administrator, any certified instructional or instructional support employee including counselors, teacher aides, nurses, and all classes of educational support employees employed by the District but expressly excludes independent contractors and volunteer personnel.

**Prohibited Conduct**

It shall be a violation of this policy for any employee:

- 1. To make any unwelcome advances or requests for sexual favors to a student or to engage in any conduct of a sexual nature for any purpose or when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.
- 2. To explicitly or implicitly make the student's submission to such conduct a term or condition of or use the student's submission to or rejection of such conduct as a basis for determining:
  - a. The educational performance required or expected of the student;
  - b. The attendance or assignment requirements applicable to the student;
  - c. To what courses, fields of study or programs the student will admitted;
  - d. The quality of instruction the student will receive;
  - e. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
  - f. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
  - g. The progress of the student toward successful completion of or graduation form any course or program of instruction in which the student is enrolled; or
  - h. The student's access to any entitlement from which the student would otherwise benefit.

**Duty To Report**

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

**Retaliation**

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any employee or student to do so. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any employee who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent or Coordinator for Nondiscrimination or Counselor. If the claim of sexual harassment is against the Building Principal of the student, then the student shall report the instance to the Superintendent. If the claim is against the Superintendent, then the student shall report the instance to his or her Building Principal, who shall report the claim to the President of the Board of Education. The President of the Board of Education is hereby authorized to appoint any administrator to fully investigate any claim of sexual harassment against the Superintendent. Any person so appointed shall have the same power to investigate the claim as if he or she were the Superintendent, and shall report his or her findings to the Board of Education.
3. The Superintendent, or his or her designee, or the administrator appointed by the President of the Board of Education shall fully investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. Upon the conclusion of the investigation, the person conducting the investigation shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.

If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the person conducting the investigation, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of education; except if the Superintendent is the person complained of, the exceptions shall be delivered to the person conducting the investigation for transmittal to the Board. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.

#### Corrective Action

IF, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the dismissal of the employee.

IF the Superintendent is the subject of the claim of sexual harassment, the

administrator appointed by the President of the Board of Education shall, following a full investigation of the matter, report to the President of the Board of Education. The President shall then convene a meeting of the Board of Education to consider the matter. The Board may then impose whatever discipline it deems appropriate, including, without limitation, steps leading to the dismissal of the Superintendent.

#### Sexual Harassment by Non-employees

The Board of Education will not tolerate, condone or permit sexual harassment committed against students by non-employees who conduct business with the District. The Board of Education encourages reporting of all incidents of alleged sexual harassment, regardless of whom the offender may be, and will promptly investigate all reported incidents, when the alleged offender is not an employee of the District. The school administration, in consultation with the complaining person, will review the Complaint and attempt to identify and implement a reasonable remedy if sexual harassment has been confirmed.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

### STUDENT SEXUAL HARASSMENT OF STUDENTS- FINDINGS AND INTENT 3075

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

#### Sexual Harassment Defined

“Sexual harassment” committed by a student against another student is defined for purposes of policy as:

Any unwelcome sexual advances or requests for sexual favors made by one student to another student, or any conduct of a sexual nature exhibited by a student toward another student, when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile or offensive educational environment.

#### Prohibited Conduct:

It shall be a violation of this policy for any student to sexually harass a student as defined herein.

Sexual harassment of a student, as defined above, may include, but is not limited to, the following:

1. Pressure for sexual activity with sexual or demeaning implications.
2. Repeated remarks to the student with sexual or demeaning implications
3. Unwelcome and deliberate touching.
4. Inappropriate cornering, patting, or pinching.
5. Intentional brushing against a student's body.
6. Uninvited comments of a sexual nature regarding physical or personality characteristics.
7. Uninvited sexually oriented kidding, teasing, jokes, or questions.
8. Uninvited letters and telephone calls.
9. Uninvited sexually suggestive looks and gestures.
10. Attempted or actual rape or sexual assault.

#### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

#### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent, Coordinator for Nondiscrimination or Counselor.
3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.
4. The Superintendent or his or her designee shall promptly and thoroughly investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperate fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.
5. If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student

complaining of harassment disagrees with the findings of the investigator, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the student complained of.

6. If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the expulsion of the student complained of.

Where a hostile, intimidating or offensive educational environment has been found to exist, the Superintendent shall take reasonable steps to eliminate the conduct creating such environment.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligation.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

Source: 42 U.S.C. 2000e, et seq.  
29 C.F.R. 1604.11  
775 ILCS 5/1-101, et. seq.

#### NOTIFICATION OF RIGHTS UNDER *FERPA*.

The Family Educational Rights and Privacy Act (*FERPA*) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives the request for access.

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 student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the

parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify 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 parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. As required by law, Arthur High School will provide "directory information" to military recruiters upon request. "Directory information" consists of names, addresses, and telephone numbers. Parents have the right to request that this information not be disclosed without previous written consent. Requests should be made in writing to the high school principal by September 1 of each school year.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

#### **RIGHTS OF HOMELESS STUDENTS**

The Arthur #305 School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In effort to comply with the McKinney-Vento Homeless Assistance Act, Arthur #305 School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

Arthur Jr./Sr. High School  
Receipt of Handbook and Authorization Page

STUDENT

My signature below signifies that:

1. I have had the opportunity to read the student handbook.
2. I have been given the opportunity to ask questions for clarification.
3. I agree to allow Arthur CUSD #305 to use my image on either the school web site or on any publications.

Acceptable Use Policy for Network Access

4. *Each student and his or her parent(s)/guardian(s) must sign the Policy before being granted unsupervised access. Please read this document carefully before signing.*

I understand and will abide by this *Acceptable Use Policy*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

STUDENT

Date: \_\_\_\_\_

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Please Print Name

PARENT

My signature below signifies that:

1. I have had the opportunity to read the student handbook.
2. I have been given the opportunity to ask questions for clarification.
3. I agree to allow Arthur CUSD #305 to use my image on either the school web site or on any publications.

Acceptable Use Policy for Network Access

4. *Each student and his or her parent(s)/guardian(s) must sign the Policy before being granted unsupervised access. Please read this document carefully before signing.*

I understand my son/daughter is expected to abide by this *Acceptable Use Policy*. I understand that the District and/or its agents may access and monitor my son/daughter's use of the Internet, including E-mail and downloaded material, without prior notice. I further understand that should a violation occur, access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my son/daughter's use.

PARENT

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Please Print Name