

**OAKLAND COMMUNITY  
UNIT SCHOOL DISTRICT #5  
PARENT AND STUDENT HANDBOOK  
2009-2010**



Mr. Michael Smith, Superintendent

Mr. Jim Eastin, K-12 Principal

Mrs. Patricia Stark, Assistant Principal/Curriculum Coordinator

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**OAKLAND COMMUNITY UNIT SCHOOL DISTRICT #5  
OFFICIAL SCHOOL CALENDAR 2009-2010**

Monday, August 17	Teacher Institute – No Students
Tuesday, August 18	First Day of Attendance – Dismiss at 11:00 a.m.
Wednesday, August 19	Full day of classes
Saturday, August 29	Saturday School
Monday, September 7	Labor Day – Legal Holiday – No School
Saturday, September 12	Saturday School
<b><u>Tuesday, September 15</u></b>	<b><u>1<sup>st</sup> Quarter mid-term</u></b>
Saturday, September 26	Saturday School
Thursday, October 8	School Improvement Day – Dismiss at 11:25 a.m. (AM Classes)
Friday, October 9	Teacher Institute – No Students
Monday, October 12	Columbus Day – Legal Holiday – No School
<b><u>Friday, October 16</u></b>	<b><u>First Quarter ends</u></b>
Saturday, October 17	Saturday School
Friday, October 23	Parent/Teacher Conferences – No Students
Saturday, October 31	Saturday School
Wednesday, November 11	Veteran’s Day – No School
Saturday, November 14	Saturday School
<b><u>Tuesday, November 17</u></b>	<b><u>2<sup>nd</sup> Quarter mid-term</u></b>
Tuesday, November 24	Early Dismissal – 2:15 p.m.
Wednesday, November 25	Fall Break – No School
Thursday, November 26	Thanksgiving Day – Legal Holiday – No School
Friday, November 27	Fall Break – No School
Saturday, December 5	Saturday School
Friday, December 18	Semester Exams, 2:15 Dismissal
Saturday, December 19	Saturday School
<b><u>Monday, December 21</u></b>	<b><u>Semester Exams, 2:15 Dismissal; 1<sup>st</sup> Semester, 2<sup>nd</sup> Quarter Ends</u></b>
Tuesday, December 22	Teacher Institute – No Students
Wednesday, December 23 – Friday, January 1	Winter Break
<b><u>Monday, January 4</u></b>	<b><u>School Resumes; 3<sup>rd</sup> Quarter begins</u></b>
Saturday, January 9	Saturday School
Monday, January 18	Martin Luther King’s Birthday – Legal Holiday – No School
Saturday, January 23	Saturday School
<b><u>Friday, February 5</u></b>	<b><u>3<sup>rd</sup> Quarter mid-term</u></b>
Friday, February 5	School Improvement Day – Dismiss at 11:25 a.m. (PM Classes)

Saturday, February 6	Saturday School
Monday, February 15	President's Day – No School
Saturday, February 20	Saturday School
Saturday, March 6	Saturday School
<b><u>Friday, March 12</u></b>	<b><u>3<sup>rd</sup> quarter ends</u></b>
Saturday, March 20	Saturday School
Wednesday, March 31	School Improvement – Dismiss at 11:25 a.m. (AM Classes)
Thursday, April 1	Spring Break – No School
Friday, April 2	Spring Break – No School
Monday, April 5	Spring Break – No School
Tuesday, April 6	School Resumes
Saturday, April 10	Saturday School
<b><u>Friday, April 16</u></b>	<b><u>4<sup>th</sup> quarter mid-term</u></b>
Saturday, April 24	Saturday School
Saturday, May 8	Saturday School
Wednesday, May 19	Teacher Institute – No Students
Saturday, May 22	Saturday School
Thursday, May 27	Last Day of School

Five emergency days are included.

### DATES FOR EACH QUARTER

<b>1<sup>ST</sup> Quarter</b>	Begins	Monday, August 17 (Teacher Institute)
	Midterm	Tuesday, September 15
	Failing Grades in Office	Thursday, September 17 (end of school day)
	Ends	Friday, October 16
	Grades posted	Tuesday, October 20 (end of school day)
	Grade Cards	Thursday, October 22
<b>2<sup>nd</sup> Quarter</b>	Begins	Monday, October 19
	Midterm	Tuesday, November 17
	Failing Grades in Office	Thursday, November 19 (end of school day)
	Ends	Monday, December 21
	Finals	Friday, December 18 – Periods 1, 3, 5, 7 Monday, December 21 – Periods 2, 4, 6, 8
	Grades Posted	Tuesday, December 22 (noon)
Grade Cards	Thursday, January 7	
<b>3<sup>rd</sup> Quarter</b>	Begins	Monday, January 4
	Midterm	Friday, February 5
	Failing Grades in Office	Tuesday, February 9 (end of school day)
	Ends	Friday, March 12
	Grades Posted	Tuesday, March 16 (end of school day)

Grade Cards Thursday, March 18

**4<sup>th</sup> Quarter**

Begins	Monday, March 15	Finals	TBA(even)
Midterm	Friday, April 16	Finals	TBA(odd)
Failing Grades in Office	Tuesday, April 20 (end of school day)	Grade Cards	TBA
Ends	TBA		

**DAILY SCHEDULE**

**Office Hours**

Weekdays 8:00 a.m. – 4:00 p.m.

**Student Regular Schedule**

**Grades K-5**

8:00 a.m.	Building opens
8:10 a.m.	Classes begin
12:05 p.m.	Dismissal for Lunch
3:20 p.m.	Dismissal

**Grades 6-12**

8:00 a.m.	Building opens
8:10 a.m.	Classes begin
8:10-8:55	1 <sup>st</sup> period
9:00-9:45	2 <sup>nd</sup> period
9:50-10:35	3 <sup>rd</sup> period
10:40-11:25	4 <sup>th</sup> period
11:30-12:00	Lunch
12:05-12:50	5 <sup>th</sup> period
12:55-1:40	6 <sup>th</sup> period
1:45-2:30	7 <sup>th</sup> period
2:35-3:20	8 <sup>th</sup> period
3:20	Dismissal

**Student Early Dismissal (2:15) Schedule**

8:00 a.m.	Building opens
8:10 a.m.	Classes begin
8:10-8:45	1 <sup>st</sup> period
8:50-9:30	2 <sup>nd</sup> period
9:35-10:10	3 <sup>rd</sup> period
10:15-10:55	4 <sup>th</sup> period
11:00-11:25	Lunch
11:30-12:05	5 <sup>th</sup> period
12:10-12:50	6 <sup>th</sup> period
12:55-1:30	7 <sup>th</sup> period
1:35-2:15	8 <sup>th</sup> period
2:15	Dismissal

**STUDENTS EATING BREAKFAST MAY ENTER THE LAKE CREST BUILDING AT 7:50 A.M. ALL OTHER STUDENTS MUST WAIT OUTSIDE UNTIL 8:00 A.M.**

**DIRECTORY & INTRODUCTION**

The following directory is provided for your convenience. Should you have questions concerning any facet of the District's operation, please feel free to contact any of the following schools or individuals:

Michael Smith, Superintendent  
Oakland Community Unit #5  
310 N. Teeter Street  
Oakland, IL 61943 (346-2555)

Jim Eastin, K-12 Principal  
Oakland High School  
410 N. Logan  
Oakland, IL 61943 (346-2118)

Patricia Stark  
Assistant Principal & Curriculum Coordinator  
Lake Crest Elementary School  
310 N. Teeter Street  
Oakland, IL 61943 (346-2166)

## PREAMBLE

This Parent/Student handbook is the product of the combined efforts of teachers, administration and the Board of Education. The information contained in the handbook is intended to be used as guidelines for the parents and students who are enrolled in kindergarten through grade 12 and will, hopefully, answer many questions that parents have concerning procedures followed in those grades. The administration, in an attempt to provide a safe and successful educational experience, asks your support in this endeavor by completely reading this handbook and sharing the information with your child. A parent or student who encounters a situation that is not included in the handbook should contact the Principal. We are looking forward to meeting the students of Oakland CUSD #5 and sharing in your child's educational growth.

## DISCLAIMER

The right for school districts to adopt and enforce all necessary rules for the management and government of schools is granted by the Illinois Compiled Statutes (105ILCS 5/10-20.5). This handbook, however, 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. This handbook cannot be, nor even presumes to be, all-inclusive. Therefore, during the course of the school year, the building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

## STATEMENT OF PHILOSOPHY

The mission of Oakland CUSD #5 is to provide all students with educational opportunities to meet their fullest potential. In partnership with families and the community, we seek to provide students with the skills and responsibilities to become contributing members of society and lifelong learners.

## OAKLAND COMMUNITY UNIT DISTRICT #5 BOARD OF EDUCATION

	Edwin Strader	President	
	Philip Dague	Vice President	
	Gary Hudson	Secretary	
Cindy Buckler	Eric Butler	Belinda Clifton	Duane McKinney

All regular meetings of the Board of Education are held in the Library, located in Lake Crest School. Meeting dates shall be on the **third Wednesday** of each month. All regular meetings shall begin at 7:00 p.m.

## ADMINISTRATIVE STAFF

Mr. Michael Smith	Unit Superintendent
Mr. Jim Eastin	K-12 Principal
Mrs. Patricia Stark	Assistant Principal/Curriculum Coordinator

## OFFICE STAFF

Marla Crouch – OHS Secretary  
Cinda Edwards – Unit Secretary and Bookkeeper  
Karen Goatley – Part-time Secretary  
Barbara Rowley – Lake Crest Secretary

**HOT LUNCH MANAGER**

LuAnne Centers

**DISTRICT NURSE**

Vivian Hudson

**CUSTODIAL STAFF**Kim Boes  
Teresa Boes  
Kevin Duzan  
John Olinger**CAFETERIA STAFF**

Kay Clapp

**CERTIFIED STAFF & ROOM ASSIGNMENTS**

<b>Room #</b>	<b>Teacher</b>	<b>Grade/Class/Responsibilities</b>
LC 12	Ms. Myrna Bell	Music & Band
LC 3	Mrs. Carolyn Bisby	Title
LC 2	Miss Gretchen Childress	First Grade
OHS 33	Mr. Adam Clapp	Earth Science, Chemistry, Physics, 7 <sup>th</sup> Grade Science
LC 17	Mrs. Amanda Coffey	English, 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> English, Speech
LC 24	Mr. Jeff Coon	Agriculture
Speech	Mrs. Jana Cornell	Speech
LC 9	Mrs. Judy Duzan	Fourth Grade
LC 8	Mrs. Sue Duzan	Third Grade
LC 19	Mr. Mitch Finn	6 <sup>th</sup> Math, 7 <sup>th</sup> Pre-Algebra, Algebra B-1, 2
LC 1	Mrs. Pam Foreman	Kindergarten
LC 16	Mr. Brian Gorman	6 P.E., Social Science
OHS 27	Mrs. Mandy Hanner	Business, Computers, Keyboarding, Tech Coordinator
OHS 32	Mrs. Patty Hawkins	Algebra, Geometry, Pre-Calculus, Trigonometry
LC 13	Mrs. Greta Henry	Health, Anatomy/Physiology, Biology, 6 <sup>th</sup> & 8 <sup>th</sup> Science
Library	Mr. Paul Hinson	District Librarian
LC 15	Mrs. Brenda Houk	Literature, 7 <sup>th</sup> English
LC 10	Mrs. Mary Jordan	Fifth Grade
OHS GYM	Mrs. Jenny Kapraun-Veach	Physical Education, Athletic Director
LC 11	Mrs. Jennifer Kilhoffer	Learning Disabilities
OHS GYM	Mr. Brock Niebuhr	Physical Education, Driver's Education, BTW
OHS 11	Mrs. Amber Osborne	Guidance Counselor
LC 25	Mr. Tyler Owen	Industrial Education
OHS 20	Ms. Meredith Reddick	Spanish
LC 20	Mrs. Donna Richardson	Elementary Math
OHS 36	Mrs. Lee Ann Roll	English, Creative Writing, English Literature
OHS 14	Mr. Scott Schneider	History, Social Sciences
LC 5	Mrs. Lucy Tarr	Second Grade
LC 21	Mrs. Lisa Taylor	Learning Disabilities
OHS 30	Mrs. Donna Stewart	Family and Consumer Sciences, Resource Management
LC 4	Mrs. Michelle Strader	Second Grade
LC 18	Mrs. Jill Sweeney	Art, Mass Media, BTW
LC 14	Mrs. Heather Williams	Learning Disabilities

## GENERAL INFORMATION

### Absence from Class/Attendance

A well-regulated school must insist upon regular and punctual attendance of students. This must be done not only because it is required by the Illinois School Code, but also for the vital welfare and progress of each and every student. Irregular attendance leads to loss of interest, low or failing work and discouragement. This may also lead to retention in the present grade level. The responsibility for a student to be a regular and punctual citizen rests upon the student individually and also upon the parents.

The parent or guardian of an absent student must call the school office by 9:00 a.m. on days when the student is absent. If the call is not received by 9:00 a.m., a school employee will make a reasonable attempt to contact a parent or guardian at a home or work number to determine the nature of the absence.

When a call is not received the day of an absence, the student is required to bring a note from the parent by 8:10 a.m. the morning following the absence. The note should state the date returning to school, days absent, the nature and reason for the absence and the signature of the parent or guardian. All notes will be accumulated.

In case a student is absent two or more consecutive days, the school office should be called every day of the absence unless it is going to be for an extended period of time, which the parent should state. Parents should notify the school in advance for absences involving professional appointments such as medical, dental, eye appointments, or other necessary meetings. The school reserves the right to require proof of a professional appointment when a parent or guardian has indicated the student has such an appointment. The school may require a doctor's note for any absence to be considered excused after ten (10) absences per semester. **The school will not accept a doctor's note unless the student is seen by said doctor.**

**Students may not attend or participate in any practice, extra-curricular or school event (home or away) if a student is absent for any part of the school day without doctor/dentist note or administrator's approval. Final authority for infractions of this rule will rest with the principal.**

**Student athletes/extracurricular participants are required to be in school on school days following an athletic contest/extracurricular activity. Illnesses are an exception. However, if a pattern of absences, ½ day absences, or excessive tardies develop on days following athletic contests/extracurricular activities, the coach/sponsor may require that athlete/extracurricular participant to sit out all or a portion of the next athletic contest/extracurricular activity.**

Any student arriving any time after first hour begins must sign in at the office before reporting to class. A pass will be issued to the student in the office.

### Acceptable Use Policy

Computer/Internet use is a privilege, not a right, and all students, staff and faculty are expected to maintain high standards of legal and ethical behavior. Please read over this agreement. Signing the handbook acknowledgement serves as agreement to the terms of this policy. A signed handbook acknowledgement must be on file before using any of the district's technology.

#### I. Computer Use

- A. All technology in the computer lab or on stand-alone systems within the district is to be used for educational purposes only. All other use must be approved.
- B. Students may not perform any acts that violate the security of the district network or stand-alone systems within the district.
- C. No equipment is to be hooked up or disconnected from the network or network printers for any reason.
- D. No outside disks may be used without having a virus check done prior to use (All disks not checked will be confiscated.)
- E. No one may use another person's login name or password. (DO NOT give your password to ANYONE. You are responsible if something happens while your username is logged in.) High school students will have the ability to change passwords every 30 days. Students must keep passwords school appropriate at all times.
- F. No files may be deleted, even on your personal disk, without prior consent.
- G. Students may not use the computer lab for *any* illegal activity.
- H. Use lab etiquette.
  1. Do not swear or use vulgarities or any other inappropriate language. This includes oral, written, and electronic communication.

2. E-mail is NOT private. The system administrator has access to ALL mail. This includes network e-mail as well as internet e-mail.
3. Anyone sending inappropriate messages will be removed from e-mail permanently.
4. Any reference to illegal acts will be reported to the appropriate authorities.

The Internet, when used appropriately, can be a valuable learning tool. It is used for communication, research, and information exchange. Because the Internet is an ever-changing environment with sites from around the world, there is a risk involved in use. Information can be accessed, completely by accident that is inappropriate or controversial. Due to this risk, parents/guardians have the choice as to whether their child has access to the Internet.

## II. Internet Use

- A. Students may not use the Internet for any illegal activity.
- B. Students may not download software or files, including any messenger programs.
- C. No inappropriate sites may be accessed. These include but are not limited to the following:
  1. Websites that allow access around blocked sites, i.e. Meebo
  2. Sexually oriented material
  3. Defamatory material
  4. Violent material
  5. Racist/sexist material
  6. Obscene/profane material
  7. Illegal material
  8. Any other material deemed inappropriate by the administration.
- D. No chat rooms may be accessed at any time.
- E. No e-mail is to be sent or received through the school computer without consent. If e-mail is approved, students are to use it wisely. This includes the following:
  1. No chain letters are to be sent.
  2. Report any inappropriate messages that are received.
  3. DO NOT open any mail unless the sender is known.
- F. Students may not promote or advertise on the Internet for personal profit.

School administrators, along with the Technology Coordinator and the classroom teacher, will determine when a violation has occurred. Any vandalism will result in cancellation of privileges and disciplinary action. Vandalism is any malicious attempt to harm any equipment, program or account. This includes, but is not limited to, loading computer viruses. Disciplinary action can include, but is not limited to the following:

- Access to any or all school technology, including the internet, may be suspended or revoked
- In-school suspension
- Out-of-school suspension
- Expulsion
- Reported to the appropriate legal authorities

The user agrees to pay for any costs, losses, or damages arising from violation of this agreement.

## **Accidents and Insurance**

A student who receives an injury at school or any school-sponsored activity must report the accident immediately to the teacher, coach, or supervisor who is in charge at the time of the injury, no matter how minor. If medical treatment is necessary, the accident should be reported immediately to the office.

The school district makes available to all students accident insurance paid for by the district. This insurance covers all activities including athletics except football. **This coverage is secondary to any other coverage a student may have.** Information on this is available in the school office. The school has no responsibility for the filing of claims. The school offers the insurance as a service and convenience.

## **Admission Cost of Home Games**

LOVC Conference/High School		Junior High	
Adults	\$3.00	Adults	\$3.00
Students (K-12)	\$2.00	Students (K-12)	\$2.00

**Arriving Prepared**

It is each student's responsibility to come prepared to all classes (including study hall.) Students are not to arrive without paper, pencil, books, notebooks, folders, assignments or other necessities required by each classroom teacher.

**Asbestos Management**

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our buildings were initially inspected for asbestos. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection and Management Plan is available for public review in the Superintendent's office. Any concerns relative to asbestos containing materials should be directed to the Superintendent.

**Assemblies**

Student assemblies may be held from time to time. They may include speakers, performers, instructional, educational entertainment, student recognition, or pep assemblies. Students will report to the assembly with their class and sit in their assigned area with their teachers. Students are expected to be attentive and courteous. Booing, shouting, whistling and other forms of rude behavior are not acceptable.

**Athletic/Extra-Curricular Activity Code****I. INTRODUCTIONS****A. TO THE PARENT**

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletic programs and/or extracurricular activities provided by or through the Kansas School District #3 and Oakland School District #5, hereinafter called District #3 and District #5. Your family interest in this phase of our school program is gratifying and we believe that participation in sports and extracurricular activities provides a wealth of opportunities and experiences, which assists students in personal adjustments.

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

A student who elects to participate in athletics and/or extracurricular activities is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. These concepts of self-discipline and self-denial are tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics or extracurricular activities for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes or extracurricular activities to compromise with mediocrity.

When your son/daughter enrolled in one of our sports programs and/or extracurricular activities, he/she committed our staff to certain responsibilities and obligations, which are:

- (1) To provide adequate equipment and facilities.
- (2) To provide well trained coaches/sponsors/directors as leaders and positive role models.
- (3) To provide equalized contests with skilled officials.

Likewise, we feel that you, as parents, have committed yourselves to certain responsibilities and obligations. We would like to acquaint you with specific policies that are necessary for a well-organized program of athletics and extracurricular activities, which will enhance your student's opportunities.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which are achieved only through communication to the parent. It is our intent to accomplish this objective through this athletic/extracurricular publication for students and parents.

**B. TO THE ATHLETE/EXTRACURRICULAR PARTICIPANT**

Being a member of a Tri-County athletic team and/or extracurricular activity is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great school tradition is not built overnight; it takes the hard work of many dedicated people over many years. As a member of an interscholastic squad and/or extracurricular participant in Kansas and Oakland schools, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes/participants, our schools and our Community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads/activities, have achieved more than their share of conference and tournament championships. Many individuals have established records and won All State and All Conference honors.

It will not be easy to contribute to such a great school tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family. Your participation carries with it some basic responsibilities.

1. **RESPONSIBILITIES TO YOURSELF:** The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.
2. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a squad member/extracurricular participant is to your school. District #3 and District #5 cannot maintain their positions as outstanding school systems unless you do your best in whatever activity you wish to engage. By participating in athletics/extracurricular activities to the maximum of your ability, you are contributing to the reputation of your school.  
You assume a leadership role when you are on an athletic squad and/or in an extracurricular activity. The student body and citizens of the community will know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make your school proud of you, and your community proud of your school, by your faithful exemplification of these ideals.
3. **RESPONSIBILITIES TO OTHERS:** As a squad member/extracurricular participant you also bear heavy responsibilities to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game "all out," you can keep your self-respect and your family can be justly proud of you.

The younger students in the Kansas and Oakland school systems are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

## II. ATHLETIC/EXTRACURRICULAR PHILOSOPHY

### A. STATEMENT OF PHILOSOPHY

The Tri-County Athletic Program and/or Extracurricular Activities should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. The interscholastic athletic program and/or extracurricular activity shall be conducted in accordance with existing Board of Education Policies, Rules and Regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost."

### B. ATHLETIC/EXTRACURRICULAR GOALS AND OBJECTIVES

OUR GOAL – The student athlete/extracurricular participant shall become a more effective citizen in a democratic society.

OUR SPECIFIC OBJECTIVES – The student athlete/extracurricular participant shall learn:

To work with others – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than that of personal desires.

To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win

with earnest dedication. Develop a desire to excel.

To develop sportsmanship – To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.

To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.

To enjoy athletics – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.

To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness to maintain this level of physical fitness after: formal competition has been completed.

### III. GOVERNANCE

#### A. THE BOARD OF EDUCATION

The Board of Education, responsible to the people, is the ruling authority for the District #3 and District #5 public schools, hereinafter called the Board.

THE BOARD OF EDUCATION IS RESPONSIBLE FOR THE FOLLOWING AREAS:

1. Interpreting the needs of the community.
2. Developing policies of accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Unit #3 School District and Unit #5 School District.
3. Approving means by which professional staff may make these policies effective.
4. Evaluating the interscholastic athletic program in terms of its value to the community.

#### B. THE ILLINOIS ELEMENTARY SCHOOL ASSOCIATION & THE ILLINOIS HIGH SCHOOL ASSOCIATION

All schools are voluntary members of the Illinois Elementary School Association and Illinois High School Association and compete primarily with member schools.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. Failure to comply with Association rules and regulations may place a school district in jeopardy of membership affiliation.

To be eligible for interscholastic athletics, a junior high student must meet IESA regulations and a high school student must meet IHSA regulations as they now exist or may hereafter be modified by the Board of Education of District #3 and District # 5 concerning the following matters:

1. Enrollment
2. Age
3. Physical Examinations
4. Seasons of Competition
5. Semesters of enrollment (Scholarship)
6. Residence Requirements
7. Transfer
8. Guardianship
9. Awards
10. Amateur Practices
11. Participation on Independent Teams
12. Undue Influence (Recruiting)
13. Scholastic Eligibility

#### C. THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The National Federation consists of the fifty individual state high school athletic and /or activities associations. The purposes of the Federation are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The National Federation is both a service and regulatory agency. The growth and influence of state associations and the National Federation ensures some degree of teamwork on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities.

#### D. THE ATHLETIC CONFERENCE

Kansas Junior High School and Lake Crest Junior High School are independent teams. Kansas High School and Oakland High School are voluntary members of the Little Okaw Valley Conference. These conferences were established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort. The conferences were established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition and conducting league meets, and determining league championships. The conferences provide Kansas and Oakland the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding by conference schedules, rules and regulations.

### IV. REQUIREMENTS FOR PARTICIPATION

#### A. PHYSICAL EXAMINATION

A yearly physical examination is required. The physical card must be completed by the physician, and submitted to the coach prior to the first day of practice. The physical covers all sports for one year from the date of the physical. The form will be kept on file in the Elementary School or High School Offices.

#### B. PARENTAL ACKNOWLEDGMENT OF ATHLETIC/EXTRACURRICULAR POLICIES

At the time a student goes out for an athletic team and/or extracurricular activity, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics and/or extracurricular activities.

Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. A parent consent form must be signed for participation.

#### C. INSURANCE

The school district does carry a secondary insurance plan to assist when applicable in the coverage of student athletic injuries. This plan will become a primary plan if the athlete has no other insurance coverage. Parents should contact the secretary of each school for the terms of the policy.

#### D. SCHOLASTIC ELIGIBILITY

In order to participate on a Tri-County athletic team and/or extracurricular activity, each athlete/student must have satisfied all of the scholastic eligibility requirements prior to participation as set out in this handbook as otherwise required by the Board of Education. Athletes/students must be passing all subjects that they are enrolled in during each quarter. Eligibility will be due on the last attendance day of the week and will affect eligibility for the following week (Monday – Saturday.) The AD will determine eligibility every week for both districts. If a student athlete is ineligible for 3 weeks, he/she will be removed from his/her current sport/extracurricular activity immediately.

#### E. COMPLETION OF THE SPORT SEASON/EXTRACURRICULAR ACTIVITY

Completion of the sport season and/or extracurricular activity is required in order for the athlete/student to be eligible for a letter or any other award. An exception would be made for injured athletes. The coach, athletic director, and principal shall determine what constitutes the completion of the sport season.

#### F. FINANCIAL OBLIGATIONS AND EQUIPMENT

1. Uniforms – In several sports, athletes will be required to purchase a portion of the game uniform which will become their property.
2. Equipment – All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice or other activities

specifically sanctioned by the District or their coaches. The athletes will be liable for loss or damage to all equipment not returned in good condition at the end of the season.

## V. ATHLETIC/EXTRACURRICULAR CODES OF CONDUCT

### CONDUCT OF ATHLETES/EXTRACURRICULAR PARTICIPANTS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, sponsors, directors and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes/extracurricular participants shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law or rules or regulations of District #3 and District #5 tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

### TRAINING RULES AND REGULATIONS

Athletes/extracurricular participants of the Kansas School District #3 and Oakland School District #5 shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotic, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine or intoxicants of any kind. The use or possession of any tobacco product or drug paraphernalia is also prohibited. Student athletes shall not attend activities where alcohol or drugs are present.

This policy will be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Additionally, offenses in violation of this policy are accumulative during a student's participation in athletics and/or extracurricular activities.

A violation of this policy at any time during a student's career will result in an evaluation by the Athletic/Extracurricular Disciplinary Committee prior to participation in any athletic activity and/or extracurricular activity.

### ATHLETIC/EXTRACURRICULAR DISCIPLINARY COMMITTEE:

Due to the serious nature of these rules, there will be an Athletic/Extracurricular Disciplinary Committee, hereinafter called the "AEDC", which will review any alleged infractions and determine the appropriate penalty, if any. The AEDC shall be comprised of a combination of participants. The role of the head coach/sponsor is that of an advisor with the ability to provide input concerning the student's record and any other information pertinent to the situation. To ensure due process, the administrator shall be present during all phases of the committee process. If unavailable or unable to serve for reasons of conflict of interest or otherwise, any member of the AEDC shall be replaced by another administrator, coach, or sponsor. There will be a set committee for the school year. The following is representative of the committee membership:

#### Athletic/Extracurricular Disciplinary Committee:

1. Athletic Director
2. Coach
3. Coach
4. Extracurricular Sponsor
5. Administrator

### PENALTIES FOR VIOLATIONS:

In determining the appropriate penalty for violations, the AEDC hearing of that particular case shall give due consideration to the offense itself, any prior, similar or related activities of the athlete, the circumstances surrounding the violation, the amount of time that has transpired between repeat offenses, the possibility of rehabilitation of the athlete and any efforts of the athlete demonstrating rehabilitation and contrition. The AEDC shall also consider the effect of the conduct of the athlete/student and the actions of the AEDC upon the Kansas School and Oakland School. At a minimum, the penalty provided by the AEDC should attempt to elicit a behavioral change in the athlete/student and get a fair and reasonable standard for the school districts.

In-season/out-of-season violations will not be distinguished. A violation is punishable at any time under the proposed policies.

If an athlete/student quits a sport or extracurricular activity during which their suspension is being served, the suspension will carry over to the next sport of extracurricular activity that the athlete/student participates.

Alcohol, Drug, Tobacco Use or Unacceptable Conduct:

First Offense: 30% to 50% of current or next athletic season and/or extracurricular activity

Second Offense: 75% of current or next athletic season and/or extracurricular activity to one (1) year athletic/extracurricular activity suspension

The athlete's/extracurricular participant's next season is considered the next sport or activity that the athlete/extracurricular participant participated in the previous year.

Student Participants under Arrest:

If a student is arrested for a felony, misdemeanor or violation of a similar provision of a local ordinance and there is admission of guilt by the student or if, after reviewing the case, school officials believe there is strong evidence, (e.g., witnesses which indicates probable guilt), then the school may restrict the student from participation regardless of the legal outcome of the case. It should be clearly understood that participation in athletics/extracurricular activities at Kansas High School and Oakland High School is a privilege, not an inherent right.

Kansas High School and Oakland High School will not include in its athletic/extracurricular programs those athletes/extracurricular participants who have transferred into our district to avoid suspension elsewhere.

Moreover, any athlete/extracurricular participant who transfers into our district from another district and has disciplinary action pending, will be subject to review by the AEDC. The AEDC will determine the application of this policy with the understanding that the continuance of discipline can not be less than the standards of this policy for participation.

Self-Referral by Athletes/Extracurricular Participants:

Athletes/extracurricular participants may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to student/athlete use of tobacco, alcohol and other drugs. Voluntary referrals do not carry punitive consequences.

1. Referral without consequences is allowed one (1) time in a student's four-year high school career.
2. Referral must be only by the individual athlete/extracurricular participant or a member of their immediate family.
3. Referral must be made previous to any evidence of a violation.
4. Referral cannot be used by athletes/extracurricular participant as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having possibly violated one of the codes of conduct rules.
5. Referral must be made to a coach, sponsor, director, Athletic Director, teacher, administrator, guidance counselor, or the district drug and alcohol education coordinator.
6. Referral will result in the notification of parents or legal guardians. At their own expense, the student will agree to a formal evaluation and assessment of their condition. The student may return to athletics/extracurricular activities when it is medically safe for them to participate.

Admission of Guilt by Students

Admission of guilt is defined by the actions of the student once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules. The AEDC will evaluate the timing and disclosure of the violation by the student.

INDIVIDUAL COACHES/SPONSORS/DIRECTORS RULES

Coaches/sponsors/directors may establish additional rules and regulations with the approval of the Athletic Director and Principal for their respective sports/extracurricular activities. These rules, as pertaining to a particular sport/extracurricular activity, must be given by the coach/sponsor/director in writing to all team members and/or extracurricular participants and explained fully at the start of the season or extracurricular activity. Penalties for

violation of team or extracurricular activity rules will also be in writing and shall be administered by the coach/sponsor/director. Copies of all additional team/activity rules are on file in the athletic director's and principal's office.

#### TRUANCY

Any athlete/extracurricular participant who is declared truant will be ineligible to play/participate or practice the day of the infraction.

#### POLICY ON FIGHTING IN INTERSCHOLASTIC SPORTS

Fighting in any sport/activity shall be construed to consist of: An invitation to fight – closely following an opposing player during a disturbance and making any taunting gesture or sound – punching or slugging with fists whether or not a punch is landed – wrestling or tackling an opponent outside a legal play situation. Violation of this rule shall be an automatic suspension for the remainder of that game plus suspension from the next scheduled game. The same suspension applies to any member of the playing squad who leaves the bench during a fight.

#### APPEAL PROCEDURE

The student athlete/extracurricular participant may appeal the decision of the Athletic/Extracurricular Disciplinary Committee to the Board of Education. Any appeal to the Board of Education shall follow the rules and procedures promulgated by the Board and appropriate in dealing with such matters. The Board will afford full and procedural due process to the athlete who is contesting the decision of the AEDC.

### VI. SCHOLASTIC ELIGIBILITY REQUIREMENTS

#### KANSAS AND OAKLAND SCHOOL DISTRICT ACADEMIC REQUIREMENTS

To be eligible to participate in interscholastic athletics and/or extracurricular activities in District #3 and District #5, all students will be required to meet Illinois Elementary School Association or Illinois High School Association and Kansas and Oakland School District requirements.

### VII. BASIC ATHLETIC/EXTRACURRICULAR POLICIES

- a. Participation An athlete may participate in only one sport per season, unless coaches of the conflicting sports come to an agreement that does not place the student athlete in a dilemma.
- b. Dropping or transferring sports and/or extracurricular activities: Quitting is an intolerable habit to acquire. A quitter may lose the privilege of participating in athletics and/or extracurricular activities. On occasion however, an athlete/extracurricular participant may find it necessary to drop a sport/activity for a good reason. If this is the case, the following procedure must be followed:
  1. Consult with your immediate coach/sponsor/director.
  2. Report your situation to the Athletic Director.
  3. Check in all equipment issued to you.

Any athlete/extracurricular participant who decides to quit before the conclusion of the season/activity, may not join the pre-season of the next sport or another sport in season and/or extracurricular activity. They must wait until the first regular day of practice.

- c. Equipment: School equipment checked out by the student athlete/extracurricular participant is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.
- d. Missing practice: An athlete/extracurricular participant should always consult his/her coach/sponsor/director before missing practice. Missing practice or a game without good reason will be dealt with severely.
- e. Travel: All athletes/extracurricular participants must travel to and from out-of-town athletic contests/extracurricular activities in transportation provided by the school unless, previous arrangements are made by the parents for exceptional situations. Parents should make arrangements through the Principal. All junior high athletes will be allowed to travel home from out-of-town athletic contests/extracurricular activities with their parents (and only their parents), if their parents have signed them out on the coach's/sponsor's official sign out sheet.
  1. Athletes/extracurricular participants will remain with their squad/group and under the supervision of the coach/sponsor when attending away contests/activities.
  2. Athletes/extracurricular participants that miss the bus will not be allowed to participate in the contest/activity unless there are extenuating circumstances.

3. All regular school bus rules will be followed.
  4. Dress appropriately and in good taste.
- f. College recruitment policy: In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available from the guidance office. NCAA standards are available in the guidance office.

- g. Conflicts in extracurricular activities: An individual student, who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When a conflict arises, the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

- \*The relative importance of each event.
- \*The importance of each event to the student.
- \*The relative contribution the student can make.
- \*How long each event has been scheduled.
- \*Meet with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she would withdraw from that activity.

- h. Attendance: **Students may not attend or participate in any practice, extra-curricular or school event (home or away) if a student is absent for any part of the school day without doctor/dentist note or administrator's approval.** Final authority for infractions of this rule will rest with the principal.

Student athletes/extracurricular participants are required to be in school on school days following an athletic contest/extracurricular activity. Illnesses are an exception. However, if a pattern of absences, ½ day absences, or excessive tardies develop on days following athletic contests/extracurricular activities, the coach/sponsor may require that athlete/extracurricular participant to sit out all or a portion of the next athletic contest/extracurricular activity.

- i. Release from class: It is the responsibility of athletes/extracurricular participants to see their teacher the day before the classes they miss because of the athletic contest/extracurricular activity. All work shall be made up at the convenience of the teacher.

- j. Grooming and dress policy: A member of an athletic team/extracurricular participant is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes/extracurricular participants, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes/extracurricular participants in this community.

The following grooming and dress rules will be adhered to by team/group members:

1. Hair-styles are to be maintained in a neat and clean manner so as to present a positive image for both the team/group and the school.
2. An athlete/extracurricular participant shall dress presentably at all times, on trips, or at assemblies or banquets.
3. Only uniforms issued by the department of athletics will be permitted to be worn for a contest. Uniforms are to be worn only at games or at times designated by coaches. Uniforms should only be worn by the athlete the uniform was issued to.
4. Athletes/extracurricular participants will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

- k. Vacations policy: Vacations by athletic/extracurricular team members during a sport/extracurricular activity season are discouraged. Parents/athletes/extracurricular participants wishing to do so may wish to re-assess

their commitment to being an athlete/extracurricular participant. In the event of an absence due to a vacation is unavoidable, an athlete/extracurricular participant must:

1. Be accompanied by his/her parents while on vacation.
  2. Contact the head coach/sponsor prior to the vacation.
  3. Practice one day for each practice or contest day missed prior to resuming competition. (Contest day will count as a practice day.)
  4. Be willing to assume the consequences related to their status on that squad as a starter, 2<sup>nd</sup> string, 3<sup>rd</sup> string, etc.
- i. Reporting of injury: All injuries which occur while participating in athletics/extracurricular activities should be reported to the coach/sponsor. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes/extracurricular participants are treated by a physician, the athlete/extracurricular participant must obtain the doctor's permission to return to the activity.
- m. Locker room regulations:
1. Rough-housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
  2. All showers must be turned off. The last person to leave the shower room is expected to check all showers.
  3. No one except coaches and assigned players are allowed in the locker room.
  4. No glass containers are permitted in locker rooms.
  5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

#### VIII. PROSPECTIVE COLLEGE STUDENT ATHLETE

The following are NCAA Requirements to participate in Division 1 or 2 Athletics:

1. Graduate from High School.
2. Earn a grade-point average of at least 2.00 on a 4.00 scale in a core curriculum of at least 13 Academic Courses.
  - 4 years of English
  - 2 years of Math (1 year of Algebra and 1 year of Geometry or equivalent)
  - 2 years of Natural/Physical Science(including at least one laboratory class if offered by high school)
  - 2 years of Social Science
  - 2 years of additional core – from English, Math, or Natural/Physical Science
  - 2 years of additional core from English, Math, Natural/Physical Science, Social Science, Foreign Language, Computer Science, Philosophy, or non doctrinal (e.g., comparative religion)
3. Earn a sum of scores of at least 59 on ACT or a combined score of at least 720 on the SAT on National Test Date.

For Division I: The minimum grade point average in the 13 core courses and required ACT or SAT score vary according to an Eligibility Index. Check with your guidance counselor for scale.

#### YOUR RESPONSIBILITY AS A PROSPECTIVE STUDENT ATHLETE

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are:

- A. Your complete and signed Student Release Form and Fee.
- B. Your official transcript from every high school you have attended.
- C. Your ACT or SAT scores.

When to start the process: If you want to participate in Division I or II athletics, plan to start the certification process early – usually by the end of your junior year in high school. If you have any questions, please contact the Guidance Counselor.

#### IX. ADMINISTRATIVE ORGANIZATION

## Chain of command

### Board of Education

The Board of Education, responsible to the people, is the ruling agency for the Kansas and Oakland School Districts. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic athletic program in terms of its value to the community.

### Superintendent of Schools

The Superintendent is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

### High School Principal

The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Athletic Director and the coach. By delegation and by established precedent the school Principal is the official school representative in matters dealing with the Illinois High School Athletic Association and conference affiliations. The Principal is solely responsible for any official action taken by his/her school.

### Athletic Director

The Athletic Director is directly responsible to the Principal. The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in the Kansas and Oakland Schools. The Athletic Director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

### Head Coaches/Extracurricular Sponsors

All Head Coaches/extracurricular sponsors shall be responsible to the Athletic Director for the total operation of their respective sports/extracurricular programs. Head Coaches/extracurricular sponsors shall act as official representatives of the school as they carry out their interscholastic athletic/extracurricular responsibilities. Head Coaches/extracurricular sponsors will be responsible for the normal duties required of interscholastic/extracurricular competition, those duties described in the coaches'/extracurricular sponsors' job description, and/or any duties delegated by the Athletic Director.

## Definition of the Administrative Chain

- A. Superintendent of Schools
  1. Is ultimately responsible for all phases of the public school program.
  2. Delegates his/her power of administration of the interscholastic athletic program through the high school and junior high school Principal to the Athletic Director.
- B. High School Principal & Junior High School Principal
  1. Is responsible for all activities affecting students his/her building.
  2. Is closely involved with the operation of the athletic program.
  3. Coordinates the athletic program with other school activities.
- C. Athletic Director

1. Directs the operation of the athletic program:
    - a. Is responsible for all league schedules
    - b. Is responsible for transportation
    - c. Is responsible for obtaining officials for games
    - d. Is responsible for all schedule changes
  2. Recommends and supervises all coaches
  3. Evaluates the athletic program and the athletic staff
  4. Participates in budget preparation for the athletic program
- D. Coaches/Extracurricular Sponsors
1. Represent the school in interscholastic/extracurricular activities.
  2. Conduct their work within the framework of the goals of the school system, the policies and procedures of the department of athletics, and the regulations of the Little Okaw Valley Conference and state athletic association.
  3. Strictly enforce eligibility rules.
  4. Consider athletics/extracurricular activities as part of the total educational program, encouraging athletes/extracurricular participants to work to their maximum ability in academics as well as in sports/extracurricular activities.
  5. Exhibit proper and exemplary behavior at all times.
  6. Implement the Code of Conduct for student athletes/extracurricular participants.
  7. Are entirely responsible for the guidance of students in their charge.
- E. Line of Authority
1. Superintendent of Schools
  2. Junior High School & High School Principal
  3. Athletic Director
  4. Head Coach/Extracurricular Sponsor
  5. Assistant Coach

### Behavior Intervention Guidelines

The Board of Education of Oakland Community Unit School District #5 has adopted policies and procedures relating to behavior interventions for students that are eligible for special education services. A copy of the district's policy and procedures can be obtained by contacting the unit office, 310 N. Teeter Street, Oakland, Illinois.

### Bicycles

All bicycles are to be properly parked in the available racks. The school assumes no responsibility for the safety and protection of your bicycle. Bicycles are not to be ridden on school property except to arrive and leave for the school day.

### Book Rent and Fees

Book rent (K-12)	\$40.00
Weekly Reader/Scholastic Magazine (K-5)	\$ 6.00
Workbooks/Consumables (1-8)	\$20.00
<b>High School:</b>	
Business Classes	\$15.00
Driver's Ed (Oakland High School Student)	\$50.00
(Other student)	\$90.00
Food Service	\$15.00
Family & Consumer Science	\$15.00
<b>Graphing Calculators (Alg. 2, College Alg., Pre-Calc)</b>	<b>\$10.00</b>
Art	\$15.00
Agriculture	\$15.00
Science Lab Fee	\$10.00
Industrial Technology	\$20.00 (plus project cost)
Spanish	\$15.00
<b>Anatomy/Physiology</b>	<b>\$25.00</b>

Parking Permit		\$ 5.00
<b>Athletic Passes</b>	Family	Individual
High School	\$70.00	\$40.00
Lake Crest	\$60.00	\$35.00
Unit Pass (H.S. & L.C.)	\$100.00	\$55.00
Sr. Citizens	\$30.00	\$20.00
Staff/Board Members	Free	Free

**Lunches**

K-8	\$ 2.00
High School	2.25
Adult	2.50

**Breakfast**

K-8	1.00
High School & Adult	1.25

**Bullying**

The Oakland Community Unit School District #5 will not tolerate harassing or intimidating conduct, whether verbal, physical or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment. No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group. Oakland CUSD #5 will take all threats seriously with both school consequences and police involvement (when deemed appropriate.) There will be NO tolerance for any aggressive, threatening, intimidating or harassing behavior that does physical or psychological harm to a student or staff member or urging other students to engage in such conduct. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidating, fear, bullying or other comparable conduct.

**Bus Rules**

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. Students and parents must fully understand that riding the school bus is a privilege and not a right. It is a definite extension of the school day and those who wish to ride the buses must understand and abide by the following rules and regulations determined by the school for the safety of students.

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.

17. 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 a school district.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 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 permitted you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
20. Regular riders on the route may get off or on at other houses upon written request from the parent, signed by the school principal and presented to the driver.
21. Students may be suspended from riding the bus by decision of the Principal and/or Superintendent.

### **Cell phones and Other Electronic Devices**

It is acknowledged that cellular phones and pagers promote safety and the ability for students to readily communicate with parents and/or family after school hours. It is not the intent of Oakland CUSD #5 to provide students with a means of entertainment or disruption to the classroom environment.

Oakland CUSD #5 shall not be financially or legally responsible for lost, stolen, or damaged phones or other electronic devices brought to school. In addition, the district shall not be responsible for the illegal or improper use of cell phones, or any violation of the responsibilities that students must take on when parents choose to have their child possess a cell phone at school.

During school hours and after-school events, cell phones must be turned OFF. When a student violates this policy for the first time, the phone will be confiscated for up to one week. Subsequent offenses may result in the cell phone being retained by the principal for the remainder of the school year.

Cellular phone CAMERA usage is strictly forbidden. If there is proof of a photo taken, severe penalties will be assessed, including but not limited to suspension or possible police involvement.

Radios, tape players, MP3 players, laser pointers or other electronic devices are not to be brought to class unless under the direct supervision of a teacher. It is up to the discretion of the individual sponsor as to whether cellular phones will be allowed on school-sponsored field trips.

### **Conduct Rules**

Students are expected to conform to the standards established by the Board of Education, the administration and the faculty. The rules contained in this handbook, along with common sense, good judgment, ethics and morality all come together to determine what is appropriate behavior in a given situation.

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, or while being transported to and from school-sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The Board of Education has given the Principal or the Principal's designee the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students or school personnel. Listed below are examples of prohibited conduct:

1. Use or possession of a weapon of any type or prototype look-alikes, ammunition, mace pepper gas, or other instruments and/or substances that could cause injury to a person or property.
2. Failing or refusing to follow the directives of a staff member or other school official, including refusing to disperse at the scene of a fight and/or altercation when directed to do so by a staff member or school official.
3. The sale, consumption, use, giving away or being under the influence of alcoholic beverages, prescription drugs, non-prescription drugs, look-alike substances, substances that are represented to be controlled substances, or drug paraphernalia. A student may be asked to submit to breathalyzer or alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of alcohol. The administration of the breathalyzer or alco screen will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult. Consequences for refusal to be tested could lead to 10 days out of school suspension.
4. A physical attack on an administrator, teacher or other staff member.

5. Destruction of school property or property of another. Also, leaving personal and school property unattended and unsecured (ex. books left on top of lockers, in empty classrooms, on floor of locker rooms, etc.)
6. Obscene language or gestures.
7. Tampering with fire fighting equipment, including fire extinguisher and fire hoses or initiating a false alarm, including bomb threats.
8. Being a participant in acts of verbal and/or physical aggression. Verbal aggression includes any language, signal or sign which is intended to directly or indirectly convey a threat to inflict physical or psychological harm to another.
9. Possession and/or using electronic devices such as radios, pagers, cellular telephones, games and tape recorders, without the permission of the teacher and/or administrator.
10. Hazing or initiating students by individuals, groups or organizations.
11. Being involved in gang or gang-related activities, including the display of gang symbols or paraphernalia.
12. Leaving school or class without permission.
13. Possessing and/or smoking of tobacco products.
14. Mental, verbal or physical harassment of other students or staff members. This includes sexual harassment of any student, school personnel or school patron.
15. Gambling, including playing cards, flipping or matching coins, rolling dice or any other form of gambling.
16. Violating the Acceptable Use Agreement
17. Forging signatures on school documents
18. Sexting – Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
19. Other activity deemed by the administration to be disruptive to the school environment.

### **Crisis Management**

A crisis is defined as a crucial situation or event – a time of great danger or trouble. Possible crisis situations include but are not limited to:

- Abductions
- Assaults/shooting
- Bomb threats
- Civil disturbances
- Fire/explosions
- Hostage – barricaded persons
- Natural disasters, such as tornadoes

In the unlikely event of a crisis or emergency situation, the school will implement our crisis management plan. This plan differs for each situation, but **the safety of the students and faculty is always our number one concern.**

In the event of a crisis, **please do not call the school.** The phone lines need to be kept open to reach emergency personnel. **Please do not come to the school.** Roads leading to the school must be kept open for emergency vehicles. In most cases there will be no admittance into the building except by emergency personnel.

Your part of our crisis plan is to listen to the radio or watch t.v. to find out what you should do. For instructions on where and when to pick up your child, please listen to the following stations:

- WCIA- TV Ch. 3                      WLBH Radio 96.9 FM
- WTWO – TV Ch. 2                      WPRS Radio 98.5 FM
- WAND – TV Ch. 17                      WACF Radio 1440 AM
- WICD – TV Ch. 15                      WMCI Radio 92.1 & 101.3 FM

Although we certainly hope that we never have to implement our crisis management plan, we believe that being prepared for any emergency situation will help us to protect our students and faculty from possible injury. If you have any questions or comments, please feel free to call the school.

### **Cyber-Bullying**

Cyber bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. Cyber bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or

school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the office of any incidents regarding bullying immediately.

### **Delivery of Gifts**

All flowers, balloons, or other gifts will be retained in the school office until the end of the school day. Younger students and those who ride the bus may have difficulty transporting such items home from school, and therefore such practice is discouraged.

### **Detention**

Although it is not the general policy of the school to detain students after school, there may be times when individual teachers or the school administrator will assign a student to detention before school, after school or during lunch time. In cases involving transportation, the student is always given the option of one day of grace. This allows the student an opportunity to inform his/her parents that he/she must remain after school for infractions of the rules. Students must provide their own transportation home from detention.

If a student fails to serve a detention, the detention will be doubled. Failure to serve the doubled detention will result in a Saturday School assigned by the principal.

### **Discipline**

Teachers and other certified educational employees shall maintain discipline in the school, including school grounds. In all matters relating to the discipline in the conduct of the schools and school children, they stand in the relation to parents and guardians to the students. This relationship shall extend to all activities connected to the school program, including all athletic and co-curricular programs, and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians.

It shall be the policy of this school district to prohibit school employees from slapping, paddling, prolonged maintenance of students in physically painful positions, and other intentional infliction of bodily harm. All certified employees may use reasonable force as needed to maintain safety for other students, school personnel or for the purpose of self-defense or the defense of property, and may remove a student from the classroom for disruptive behavior.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and co-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of the school may sign complaints as agents of the school against any person committing any offense at school events.

### **Discipline Options**

At times there may be legitimate differences of opinion between a student and a staff member. The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority in a school setting be fair and that the student's rights be fully protected.

When requested by the building principal, it is expected that a parent shall pick up his/her child immediately. It is crucial that school personnel not neglect other students due to disciplinary problems. Above all else, a favorable learning atmosphere must be maintained.

The following are disciplinary options available to the Board and/or administration of the District:

#### Teacher Detention

Classroom teachers may assign individual detention. If the student fails to serve the detention, the detention will be doubled. Failure to serve the doubled detention will result in a Saturday School assigned by the principal.

#### Removal from Class

A teacher may temporarily remove a student from a classroom for inappropriate behavior. Continued inappropriate behavior by the student will lead to a disciplinary referral to the Principal for further action.

#### In-school Suspension

In-school suspension is the temporary exclusion of a student from a class or classes. The student is given the opportunity to make up work assigned during the term of the in-school suspension, with **one-half credit** being given.

#### Saturday Alternative to Suspension

Saturday Alternative to Suspension may be used in place of suspension if recommended by the Principal. If a student fails to attend on the date assigned without prior approval, the student's suspension begins on the next school day. Two hours of attendance at Saturday Alternative is the equivalent of one day's suspension from school.

#### Suspension

A student may be suspended for up to ten (10) consecutive school days for acts of gross disobedience or misconduct. During the period of suspension, the student may not attend school or school related functions. Work missed by a student during a suspension cannot be made up by the student. A parent disagreeing with the administration's decision to suspend a student may request review of the administration's decision by the Board of Education or its designated hearing officer. A student will not be permitted to return to school if an appeal request is made. In the event the suspension is reversed by the Board of Education, the student will be permitted to make up work for days missed during the suspension period.

#### Expulsion

The Board of Education may prohibit a student from attending school and school related activities for a period of up to two years. A student who possesses a firearm on school premises or during a school related activity will be expelled for not less than one calendar year.

#### Removal from Extra-Curricular Activities

Participation in extra-curricular activities is a privilege and not a right. Failure to abide by school district rules and/or coach and sponsor rules may be grounds for removal from the activity. At school dances, inappropriate dance moves will be reason for disciplinary measures to be taken.

#### Removal from Bus

Students are expected to follow the bus procedures outlined in this handbook and as established by Board of Education policy. Failure to follow the bus procedures may result in loss of bus privileges.

#### Referral to Law Enforcement Officials

If school officials have a reasonable belief that a student violated the laws of the State of Illinois, school officials may contact local law enforcement officials for further investigation and action.

### **Dress Code**

We believe that our school is an educational institution and that our students should come to school dressed appropriately. Proper undergarments are required at all times for all students. The following are examples of clothing that are not acceptable for school attire for students in grades 6-12:

- a. Halter tops
- b. Sun dresses (low cut or strapless)
- c. Shorts and skirts that are unreasonable in length
- d. See-through
- e. Any midriff showing
- f. Excessively tight bikers shorts
- g. Jeans, shorts or slacks worn below the waist
- h. Jeans with holes of any size above the knee, excessively torn clothing
- i. Clothing promoting items that are prohibited on school grounds
- j. Any attire with suggestive or derogatory slogans or improperly placed patches
- k. Spaghetti straps – any top which does not cover undergarments
- l. Hats in building, including bandanas on head or neck (male or female)
- m. Flannel pajama bottoms
- n. Roller-shoes
- o. Other wear or personal appearance that causes a distraction in the classroom or is a disruption to the educational climate.

The following are examples of clothing that are not acceptable for school attire for students in grades 1-5:

- a. Hats
- b. See-through
- c. Any attire with suggestive or derogatory slogans or improperly placed patches
- d. Flannel pajama bottoms
- e. Roller-shoes

## **Drug Testing**

An account has been established at Sarah Bush Lincoln Health Center to fund drug testing. The funds are available to any parent that would like to have their child tested for drug use. The test would be free of charge. Forms are available in the high school office.

## **Eligibility for Extra-Curricular Activities**

In order for a student to be eligible in extra-curricular activities, the student must meet the following academic requirements:

1. For student participation in school sponsored extra-curricular activities, the student must be enrolled as a full-time student in the district and attend classes in district schools on a full-time basis.
2. All I.H.S.A. and I.E.S.A. standards for eligibility must be met. Any student who does not meet eligibility requirements will be ineligible for participation for a period of one week. Eligibility will be checked on the last attendance day of each week. Grades are accumulative for a period of one quarter. See the Athletic/Extra-Curricular Activity Code for further explanation.
3. A student must not be under disciplinary action (i.e., out of school suspension) on the day of the activity.
4. Students may not attend or participate in any practice, extra-curricular or school event (home or away) if a student is absent for any part of the school day without doctor/dentist note or administrator's approval. Final authority for infractions of this rule will rest with the principal.

## **Emergency Procedures**

### **Fire Drill –**

Signal: Continuous ringing of the fire alarm

Procedure: When the fire alarm sounds, all students will leave their work and walk as a unit with their teacher to the nearest exit. The method for evacuating the building will be explained to all students the first week of school. This procedure will also be posted in each classroom.

Students are to remain as a group away from the buildings until the all-clear signal is given, and then may return to their classroom.

### **Severe Storm Drill –**

Signal: Four short rings of the bells

Procedure: All students and personnel will move quietly and orderly to the (lower) halls. Avoid glassed entrances. Students should assume a kneeling position, facing the wall. Students' heads should be between their knees and their arms should be used to protect their heads. Remain in this position until the all-clear signal is given, which is a long, continuous ring of the bell.

## **Entrance Age**

To enroll in Kindergarten or first grade at any time during a school year, a child must be five or six, respectively, on or before September 1<sup>st</sup> of the current school year. Kindergarten and first grade children enrolled for the first time must present a certified birth certificate.

## **Equal Education Opportunity**

Oakland CUSD #5 is committed to providing educational programs and services that meet all students' individual needs and abilities. We will not discriminate against any individual for reasons of race, religious belief, color, ancestry, gender, national origin, ethnicity, language barrier, economic or social status, disability, or potential martial or parents' status. No student shall, on the basis, of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and co-curricular programs and activities.

Any student may file a sex equity complaint by using the following procedure:

1. File a complaint with any building principal.
2. An investigation will follow.
3. The Superintendent will render a written decision provided to the complainant.
4. If unsatisfied, the complainant may appeal to the school board.

Oakland Community Unit School District #5 insures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the unit office.

### Fan Behavior at Extra-Curricular Events

Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships. The administration shall have the authority to invoke penalties against an individual whose conduct in connection with an interscholastic contest violates these principles or ethics.

Any fan that is ejected from a contest for unsportsmanlike behavior will be ineligible from attending the next Tri-County home game at that level, whether hosted by Kansas or Oakland. This is the minimum penalty. The suspension will include interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

### Field Trips, including Local

Parent/guardian permission to go on a field/class trip does not guarantee participation in a trip. Students must maintain proper behavior, school attendance and academic eligibility to participate in any trip. The administration reserves the right to disallow any student to participate in a school-sponsored trip.

The school district shall not be responsible for reimbursement of any funds expended by a student and/or parent when the student is deemed ineligible or is absent for a field trip.

During the course of the school year, your son or daughter may need to be transported by bus to an alternate test site in Oakland that meets state requirements. Teachers may also want to take students on walks/field trips in Oakland. Parent permission is needed for these activities. By signing the handbook receipt, you are granting your son or daughter permission to participate in such activities during the school year at the discretion of the teacher or administration.

It is up to the discretion of the individual sponsor as to whether cellular phones will be allowed on school-sponsored field trips.

### Gang Activities

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in gang activity, including but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
2. committing any act or omission, using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang;
3. using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in gangs
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. committing any other illegal act or other violation of school district policies
  - d. inciting other students to act with physical violence upon any other person.
4. Students are also prohibited from making gang symbol drawings on papers, in books, or on desks.

Students engaging in any gang-related activity will be subject to serious disciplinary action, including possible suspension or expulsion from school.

### Grading Scale

The grading scale for grades 1-12 is as follows:

A+	99.5 – 100	C+	76.5 – 79.4	F	0 – 59.4
A	92.5 – 99.4	C	72.5 – 76.4		
A-	89.5 – 92.4	C-	69.5 – 72.4		
B+	86.5 – 89.4	D+	66.5 – 69.4		
B	82.5 – 86.4	D	62.5 – 66.4		
B-	79.5 – 82.4	D-	59.5 – 62.4		

The final semester grade is determined as follows: 1<sup>st</sup> quarter grade = 45%      2<sup>nd</sup> quarter grade = 45%  
Semester Exam = 10%

### Hall Passes

In order for students to be in the halls during class times, a written pass from a teacher or the office is required. The pass shall state destination, student, time and date.

## Health

If your child has asthma, allergies, diabetes, seizures, heart problems, or any other condition that may require medical attention during the school year, please stop by the nurse's office so that the appropriate planning can be made. For your child's safety, the school administration reserves the right to share this information with teachers and other supportive staff on a need-to-know basis. School administration reserves the right to request a release by the student's physician if the student has certain illnesses or physical conditions.

### Physical Examinations and Immunizations

- In compliance with the School Code of Illinois, a physical examination shall be required before entrance into kindergarten, sixth grade, and ninth grade and for students who have not previously been examined prior to or upon entrance into another public school system in Illinois. A record of such an examination presented to another school system shall be accepted, provided the parent secures this record and presents it at the time of registration. Immunization records must be up to date, completed, and present with the examination form.
- A dental examination is required for students in kindergarten, second grade, and sixth grade. The school dental form needs to be turned in before May 15, or the student's report card will be held as required by the State of Illinois School Code. Forms are available in the nurse's office.
- All kindergarten students, or students entering school for the first time, must have an eye examination as required by law.
- Physical forms and immunization records are due on the first day of school. No one may attend school if these records are not completed and turned in to the nurse's office.
- New students who do not have a current Illinois physical or current immunization record have 15 days to get an appointment with a physician and present appointment time to the school nurse. The student must present the health exam form and immunization record the day after the appointment or the student will be excluded until the forms are completed and turned into the nurse's office.

### Administration of medication procedure

For the health and safety of the students, the following procedure applies to all students:

- If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber and the guardian must be on file at the school. The appropriate form is available in each school office and on the school web site.
- The school nurse or other school employee will administer the medication.
- All prescription medication must be in the original labeled container, labeled by the pharmacist or licensed prescriber. The label must include: name of student, name of medication, dosage, time to be taken, prescriber's name and date.
- Non-prescription medication must be in the original labeled container.
- No medication will be provided by the school.
- If a medication is to be discontinued, you must notify the school in writing. In cases where the medication is to be continued but the dosage changed, a new 'authorization for administration of medication' form must be completed.
- Unless ordered for a short term, all requests for administration of medication will expire at the end of the school year. Any medication left over at the end of the year, must be picked up by a guardian or it will be destroyed. Medication will not be sent home with the child.
- If your child carries his/her inhaler, the prescriber and guardian must sign an 'authorization for self-administration of medication' form stating that it is ok. Inhalers are for the prescribed patient only and **SHOULD NOT BE SHARED BY ANYONE FOR ANY REASON!** If your child allows another student to use their inhaler, they will no longer be allowed to carry their own inhaler!

### Epi-Pen Policy

- If your child has an allergy which requires the use of an epi-pen, you must fill out both Allergy Forms and Medication Administration Forms. The Medication Administration Form must be signed by both parent/guardian and the child's doctor.
- If your child is going to carry his/her epi-pen with him/her, you must fill out a Self-Administration Medication Form which must be signed by student, parent/guardian, doctor and school nurse. The student must agree to have it at all times and a spare epi-pen must be kept in the nurse's office.
- If your child has a peanut/nut allergy, they must sit at the designated table. They may choose to have another student sit with them; however, they **MUST** choose a student who is eating the school's lunch.

### **Head lice**

- A child who has been determined to have head lice or nits will be sent home immediately for the appropriate treatment and may not return to school until he or she has been checked by the school nurse or appropriate staff and is found to be nit-free. Parents must accompany their child for re-entry and must show proof of treatment. The school reserves the right to perform head checks for lice at anytime.

### **Hearing/vision screenings**

- Your child may receive hearing/vision screenings during the school year. Guardians will be notified if the student does not pass.
- "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Illinois school code section 27-8)

### **Infectious Disease Policy**

- No child should be sent to school with a fever over 100 degrees, and then should not return to school until they have been fever-free (under 100) for 24 hours.
- A child with diarrhea or vomiting should be kept home until they can keep food down.
- A child with strep throat, pink eye, or impetigo must be on medication for 24 hours before returning to school.
- All draining wounds must be covered.
- If your child has a sore throat and no other symptoms, he/she may be well enough to attend school; however, if they have white spots in the back of their throat or if fever is present, please keep him/her home and call your doctor.

### **Homeless Students, Rights of**

The Oakland 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.

All homeless students have rights to:

- Immediate school enrollment – A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- Enroll in \*the school he/she attended when permanently housed (school of origin); \*the school in which he/she was last enrolled (school of origin); \*any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- Remain enrolled in his/her selected school for as long as he/she remains homeless, or if the student becomes permanently housed, until the end of the academic year.
- Priority in certain preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: a homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is homeless or, if the student becomes permanently housed, until the end of the academic year.

Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the area 4 Regional Homeless Education Liaison at 815/937-2950 or the Illinois State Board of Education at 1-800-215-6379.

### **Illness, Injury, Emergency**

If a student becomes ill or is injured at school, parents will be immediately notified by phone. It is very important that each parent have an emergency phone number on file at school. In the event that parents cannot be reached, the school will take necessary action to protect the student in question.

### **Inappropriate Student Contact**

Any contact between students, regardless of sex, that is deemed inappropriate by the administration or staff shall result in Saturday School. (Example: shoving, pinching, hugging, holding hands, etc.)

### **Interscholastic Activities**

All students participating in interscholastic athletics are required to have a physical examination, health and accident insurance, parental permission slip, and a signed School Athletic Code. The cost of the physical exam and the health and accident insurance shall rest with the student and/or parent. All of these items must be completed prior to the start of practice for your sport and on file in the office. A copy of the participant's birth certificate must be on file for the state association's age eligibility requirements.

Our athletic program is guided by school district policy in conjunction with the **Illinois Elementary School Association** and **Illinois High School Association**.

### **Interviews with Law Enforcement**

Interviews of students by law enforcement officials will be allowed after verification of credentials by the principal. An attempt will be made to contact the student's parent or guardian and inform them that the student is subject to an interview. Interviews will be conducted in a private setting. The principal or representative will be present during the interview if a parent is not available.

### **Kindergarten Round-Up**

All children that will be five years old on or before September 1<sup>st</sup> of the current school year are eligible to pre-register for Kindergarten. Dates will be advertised in the newspaper.

### **Legal Notification**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the Sex Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/>. Click on "I Agree" at the bottom of the page to access the search page.

To view a map of registered sex offenders living within a five mile radius of any given address, please go to: <http://www.familywatchdog.us/>.

### **Library**

All students are entitled to use the library and to check out books. Books that are checked out may be retained for a period of two weeks. Overdue books must be checked in personally to the librarian.

Magazines, newspapers and all reference books such as encyclopedias and dictionaries are to be used in the library only.

No food, gum, soda, or candy should be brought to the library without permission.

Lost library books will be charged at the replacement cost to the library. Any book that is not returned will be considered lost.

### **Lockers**

Each student in grades six through 12 has been assigned a locker. Lockers are to be kept neat and clean at all times. All hall lockers and P.E. lockers are owned by the Oakland Schools and are considered to be school property. Locker fronts are not to be decorated with permanent stickers, ink, or other such items. Removal of such will be at the student's expense. The administration has access to lockers at any time, and may inspect or search any locker. Use only the locker assigned to you. Clean it out periodically. Do not change lockers without permission from the office. If there is a problem with your locker, please report it to the office. Lockers are not to be used to store food or beverages. Any items posted on or in lockers are subject to school approval.

**Do not share lockers.** All articles should be inside lockers, not on top or sitting on the floor.

**Lockers of high school students should be locked at all times.** Students are responsible for the lock and locker assigned to them. Combinations should not be revealed to others.

### **Lunch Program & Cafeteria Use**

A breakfast and hot lunch program is provided in the Lake Crest cafeteria for all students.

Monthly menus are distributed to K-8 students and the menu for the day is given during the morning announcements. Students must indicate their desire to eat a school lunch when the lunch count is taken.

No glass bottles or containers are allowed in the lunchroom. All students are expected to follow the directions of the noon duty supervisor.

Milk is available for students who bring their lunches at a cost of \$.30 per carton.

Students who may qualify for free or reduced lunches under the National School Lunch Program are encouraged to apply. Parents must complete an application that should contain all school-aged children in the family. The application can be returned to either the high school or grade school office. Free or reduced priced meals will be offered only after the application is received, processed and approved.

### **Make-up Work Following Absence**

When a student is absent from school, all work will be made up at a minimum of a day of make-up time per day of missed school. However, time can be extended at the discretion of the classroom teacher. All work made up during given time lines will be given credit. Homework should be requested before 9:00 a.m., and picked up in the office after 3:00 p.m. When homework is picked up, it must be completed upon return to school.

If a parent requests homework but doesn't pick it up, the office reserves the right to refuse future homework requests.

### **Messages for Students**

Telephone messages for students will only be delivered if they are of an emergency nature and from parents or guardians. No messages will be taken from employers, friends, etc. Students will not be called from class to take telephone calls unless an emergency exists.

### **Office Use**

Students who need to use the office telephone must receive permission from office personnel. The office phone is to be used for school business. No personal or long distance calls are to be made on the office phone.

High school students who need to use the copy machines must also receive permission from personnel. Students in grades K-8 are not to use the copy machines.

### **Parents' Right to Review Teachers Who Aren't 'Highly Qualified'**

Federal law requires schools to notify you when a teacher who doesn't have a certain set of credentials teaches your child for four consecutive weeks. All teachers working in Oakland CUSD #5 are highly qualified.

### **Parents' Right to Review Teacher Qualifications**

As a parent of a student at Oakland Community Unit #5 Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether the teacher is licensed or qualified to teach in the subject area assigned and the grade level assigned for the year.

Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject (s) of the degrees.

Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

### **Perfect Attendance Award**

A student who is not absent or tardy during the school year will be eligible to receive a perfect attendance award.

### **Pest Management**

This section is to inform parents that some pest management programs are present in the schools. An example would be in spraying for ants. All pest management is under the control of the Structural Pest Control Act (225 ILCS 235/3.24.) A copy of this plan is available for inspection in the Superintendent's office. Any parent or guardian who wishes to be notified of the time and date of spraying must contact the school and make this request.

## Physical Education

If a student is unable to participate in physical education, he/she must have a note from home (for up to two days) and from a physician if longer than two days.

Students in grades 6-12 will be required to dress for physical education class. If a student forgets his/her clothes, a failing grade will be received for that day. Each student is assigned a p.e. locker with a lock. The school is not responsible for articles in the locker. Students in grades 6-12 should acquire approved uniforms. Shoes with clean soles are required.

Students excused from physical education classes for medical reasons will not be allowed to participate in other school related physical activities, including recess, intramural and interscholastic sports.

## Pre-Arranged Absences

There are occasions when students will need to be absent from school for "voluntary" reasons other than those listed under excused absences. These would include family vacations, out-of-state trips, attendance at state tournament contests when not a participant, and military physicals. These do not include emergency situations.

A pre-arranged absence is one that can be foreseen by the student and parents and deemed appropriate by the administration. Whenever possible, pre-arranged absence requests must be made with the school at least five (5) days in advance of the absence.

Pre-arranged absences will be limited to two (2) occasions each semester. Abuse of the pre-arranged absence policy may result in truancy and/or no credit for assignments.

## Pre-School Screening

Pre-school screening will be offered to children from birth to 5 years of age. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscle activities.

The date of the clinic will be advertised in the newspaper. Appointments for screenings can be made by calling 346-2166 after the date has been scheduled.

## Progress Reports

Student progress reports will be sent to parents or guardians at the mid-point of each nine-week grading period. These reports are usually sent to provide information of unsatisfactory or failing work. They may also be sent to report satisfactory progress.

A parent or guardian may request a conference with a teacher at any time during the school year.

## Report cards

Teacher evaluations of academic achievement will be issued to students in grades 1-12, usually on Thursday following the close of each nine-week grading period. Kindergarten report cards are distributed at the end of each semester.

The grade code is as follows:

A = Excellent – 5 points

B = Above Average – 4 points

C = Average – 3 points

D = Below Average – 2 points

F = Failing – 1 point

I = Incomplete

Incompletes will have one week to be made up unless there are extenuating circumstances. The teacher and principal shall arrive at an appropriate amount of time for those cases.

## Residency of Student (s)

It shall be the policy of Oakland CUSD #5 to limit attendance in the District's schools to those students domiciled within District boundaries. In the event a question arises concerning the domicile of a child, the District shall:

1. Require the child's parent/guardian to complete a questionnaire in order for the District to determine domicile. Such questionnaire shall be routine at the time of original enrollment, and may be required at such other times, as the administration deems necessary;
2. Conduct an informal investigation to acquire information, which may aid the District in determining domicile;
3. Provide the child and/or parents/guardians of the child an opportunity to present pertinent information to the building principal which would aid in determining residency;

4. Permit the child and/or parents/guardians of the child to appeal unfavorable domicile determinations by the building principal to the superintendent of schools, save that the superintendent's domicile determination, after hearing, shall be final and binding; and
5. Allow the child to attend Oakland schools until the district makes a final determination of the child's domicile, provided, however, the child's parents/guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the Oakland schools for this interim period of time the child was permitted to attend Oakland schools if the child is ultimately determined to be domiciled in some school district other than Oakland. If operation of law or order of court has placed a child in a home other than his/her parent's, the District may require a written copy of such placement order before allowing the child to attend Oakland schools. If such placement was made primarily so the child could attend school in Oakland on a tuition-free basis, the child shall not be admitted to Oakland schools tuition-free.

## **Rules and Regulations to Govern Student Records**

In accordance with the Illinois School Students Record Act of 1975, and pursuant to Chapter 122, Article 50 of Illinois Revised Statutes, the following procedures will be observed in matters pertaining to student records.

### **A. Student Permanent Record**

Includes official administration records that constitute the minimum personal data necessary for operation of the system. Such data includes:

1. Identifying information (student's name, birth date, sex, name of parents or guardian);
2. Academic work completed;
3. Level of achievement;
4. Grades;
5. Achievement tests and attendance data.

Records shall be kept not less than 60 years after the student has transferred, graduated or withdrawn from the school.

### **B. Student Temporary Record**

Information contained in a school student record but not contained in the student permanent record. Such data includes:

1. Family background information;
2. Intelligence test scores;
3. Aptitude test scores;
4. Psychological and personality test results;
5. Teacher evaluations.

Records will not be kept after five years from the date of transferring, graduating or withdrawing from school.

### **C. Rights of Inspection**

Parents and students 18 years of age shall have the following rights to inspect their records under the following conditions:

1. A written request shall be submitted to the Building Principal who shall then arrange a mutually agreeable time for the review.
2. The written request will become a part of the permanent record.

Parents have the right:

1. To inspect and copy such records;
2. To challenge the content of such records; and
3. To limit any such consent to designated records or designated portions of information within the records.

### **D. Copying of Records**

Parents shall have the right to a copy of any or all portions of the student record at a cost not to exceed \$.35 per copy.

### **E. Controlled Access to Records**

Parents shall have the right to control the access or release of information to any agency or person not specified in the act. Any release of information other than that specified requires the prior and specified dated written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such release is requested or obtained, parents shall be notified of their rights as stated in Section C. Before any student record is destroyed or information deleted, the parent and/or student shall be given a 60-day notice and an opportunity to copy the record and information proposed to be destroyed or deleted.

### **F. Persons or Agencies Having Access to Records Without Parental Consent**

The following persons or agencies shall have the right of access to student records without prior parental consent:

1. Persons authorized or required by state or federal law to gain access.
2. An employee or official of the school or school district of State Board of Education provided such person has a demonstrable educational interest.
3. To a person for research or statistical purposes upon approval of State Board of Education and assurances of non-identifiability of names.
4. Pursuant to Court order.

#### **G. Transfer of Student Record**

Parents have the right of inspection as outlined in Section C prior to the transfer of student records from one school to a new school into which the student is transferring. Such right shall include the opportunity for review and challenge of information contained in the record.

#### **H. Rights and Procedures for Challenging Content of Student Records**

Parents shall have the right to challenge any entry exclusive of grades in the student record on the basis of accuracy, relevance, and/or propriety. The request for a hearing shall be submitted in writing to the school and should contain notice of the specific entries to be challenged and the basis of the challenge.

#### **Safety – Industrial Arts, Agriculture & Science Labs**

Students who miss 15 or more classes (excused or unexcused) can be removed from class due to safety concerns. This will be done at the discretion of the Administration and the classroom instructor. If this occurs, the student will not receive credit for the course.

#### **Saturday Alternative School**

Saturday Alternative School may be recommended by the Principal if deemed necessary. If a student fails to attend on the date assigned without prior approval, the student will be suspended on the next school day. Administrators may assign in-school suspension at their discretion. Two hours of attendance at Saturday Alternative is the equivalent of one day's suspension from school. Parents will be notified by mail when Saturday School has been assigned.

#### **School Day**

The Lake Crest and Oakland High School buildings open at 8:00 a.m. Students are not expected to be in the buildings prior to 8:00 a.m. without a valid reason.

Students eating breakfast may enter Lake Crest at 7:50 a.m. Any other student entering the buildings prior to 8:00 a.m. must report directly to the office for permission to go elsewhere in the buildings. High school students who drive to school should not arrive at school until 8:00 a.m.

Once on the school grounds, students are not to leave without asking and being granted permission from the office.

A warning bell will ring at 8:05 a.m. First period class begins at 8:10 a.m. For grades 6-12, class periods are 45 minutes long. There is a 5-minute passing period between classes. Students are expected to use this time to use the restroom and get items from their lockers for their next class period. Lunch is 30 minutes long with a 5-minute passing time also. School dismissal is at 3:20 p.m.

All students are expected to be out of the buildings by 3:30 p.m. unless they are participating in supervised, after-school activities or detained by school officials.

#### **Searches**

School authorities may search a student and/or his/her personal effects (purses, wallets, knapsacks, book bags, lunch boxes, etc.) or locker when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Illegal items seized during the search may be provided to local law enforcement officials for possible legal action.

Canine searches may be done at random in public areas including, but not limited to: lockers, halls and parking lots.

#### **Semester Exams**

The last two days of each semester are normally semester exam days. Students who fail to take a semester exam will receive an "F" or "0" grade for that exam. Semester grades will be calculated at 10% for the final exam.

## Sexual Harassment

Sexual harassment of students is prohibited. An employee, district agent or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: a) denies or limits the provision of educational aid, benefits, services or treatment; that makes such conduct a condition of a student's academic status; or b) has the purpose or effect of:

1. substantially interfering with a student's educational environment;
2. creating an intimidating, hostile or offensive educational environment;
3. depriving a student of educational aid, benefits, services or treatment, or
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with any building principal. Complaints will be kept confidential to the extent possible given the need to investigate. A similar procedure as used in a sex equity complaint will be followed.

## Special Education Program

Oakland Community Unit School District #5 provides special education programs and services to meet the special needs of students residing within the school district. Programs and services are provided through the district curriculum and via the Eastern Illinois Area of Special Education Joint Agreement. This joint agreement provides identified special education students with comprehensive programs and services not readily available solely through the district.

The Illinois State Board of Education's Rules and Regulations to Govern the Administration and Operation of Special Education establishes the rules and regulations to administer the district's special education program.

## Student Grievances and Chain of Command

Students have both the right and the responsibility to express school related problems and concerns to the administration.

The procedure for students/parents to register complaints and/or discuss issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, School Board. (Failure to follow the chain of command will result in being sent back to the appropriate level.)

## Student Testing and Assessment

Oakland CUSD #5 is mandated by the state and federal governments to administer assessment tests to determine areas in need of improvement. Federal and state funding depends on student participation and increasing test scores. The following tests are administered in the fall or spring of each year:

<b>AIMSweb</b>	(grades K-8)
<b>ISAT</b>	Reading, Math (grades 3, 4, 5, 6, 7, and 8) Writing Science (grades 4, 7)
<b>PSAE &amp; ACT</b>	Reading, Writing, Math, Science, English (grade 11)
<b>PLAN</b>	Pre-test for ACT (grade 10)
<b>ASVAB</b>	Math, English, Mechanical Skills (grade 11)
<b>ICEPT</b>	Consumer Education Proficiency Test (open to grades 9-11)

## Study Hall

The study hall period is designed for those students who need that additional time for study and preparation for their classes. If you do not need this time, you are encouraged to be in a class in order to take advantage of additional learning opportunities.

1. Each student will remain in his/her assigned seat while the attendance is being taken.

2. Students must secure permission from the teacher to talk to another student.
3. Students, even with permission to leave, will sign in and out of study hall and the library.
4. Students are expected to bring sufficient schoolwork to keep them busy.
5. No students should be using the library (except for reference books) unless there is a librarian on duty.
6. All library and reference books shall be picked up and put in their proper places before the end of the period.
7. The study hall is not dismissed until the teacher in charge does so.
8. Tardiness to study hall will be treated in the same manner as a regular class.
9. No student will be permitted to leave the study hall unless he presents a pass signed by a teacher requesting his/her presence.
10. Each study hall teacher may have additional rules.

### **Suspension or Expulsion and Right to Hearing**

Chapter 122, Section 10-22.6 of the Illinois Revised Statutes provided that students may be expelled for gross disobedience or misconduct, and further provided that students may be suspended for a period not to exceed 10 school days pending review by the school board. Any such suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to review, a copy of which shall be given to the school board. Upon request of the parents or guardians, the school board or a hearing officer appointed by it shall review such action of the school district administrator.

If a student is to face disciplinary action that could result in expulsion from school for the balance of the semester or school year, the student will be notified of this fact. Expulsion shall take place only after the parents 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 or certified mail and shall state the time, place, and purpose of the meeting. The board, or a hearing officer appointed, by it, at such meeting will state the reasons for dismissal and the date on which the expulsion is to become effective.

### **Tardiness**

A five (5) minute passing time is allotted for students between classes. Students are expected to be seated and quiet at the start of a period. Any student who needs extra time between classes due to an unforeseen circumstance should contact the classroom teacher and get a pass for additional time.

Any student who is not in the classroom and in his/her assigned seat with proper materials when it is time for class to begin is tardy. This includes trips to the office to see the school nurse, use the telephone, etc.

The classroom teacher should mark students who enter the classroom outside the allowed five-minute passing time as tardy. Students who are tardy in excess of four (4) UNEXCUSED tardies within one quarter will be assigned Saturday School. Saturday School will be assigned as follows:

Five (5) tardies = Two hours Saturday School

Each tardy thereafter will result in the addition of two hours Saturday School and will be accumulated until the next scheduled Saturday School. Tardies in excess of eight (8) will be assigned four (4) hours of Saturday School and will be assigned a four-hour Saturday School for each tardy thereafter.

Failure to serve an assigned Saturday School session will result in an equivalent amount of suspension time.

### **Textbooks**

All textbooks are provided for students on a rental basis. Students are responsible for maintaining rental books in usable condition. Fines will be assessed for damaged books. Students are required to pay for lost books.

Classroom teachers will issue books. When textbooks are issued, students should write their names in the space provided.

Textbooks must be turned in at the end of the school year or upon withdrawal from school.

### **Truancy and Unexcused Absences**

The Oakland School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

TRUANT – Means a child who is subject to compulsory school attendance and who is absent without a valid cause for a school day or portion thereof.

(Ill. Rev. Stat. 1985, Ch. 122, Par. 26-2a)

VALID CAUSE – For absence means illness, observance of a religious holiday, 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.

(Ill. Rev. Stat. Ch. 12, Par. 26-2a)

CHRONIC OR HABITUAL TRUANT – Means a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days. (Ill. Rev. Stat. 1985, Ch. 122, Par. 26-2a, as amended by P.A. 84-1420, effective September 22, 1986)

TRUANT MINOR – Means a child who is a chronic truant 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. (Ill. Rev. Stat. 1985, Ch. 122, Par. 26-2a, as amended by P.A. 84-1420, effective September 22, 1986)

Using the definitions cited, the Oakland School District shall determine if the student is “Chronic or Habitual”. If it is determined that the student is a chronic or habitual truant, supportive services will be made available. These services shall include, but not be limited to:

- Parent-teacher conference
- Student counseling by social workers
- Student counseling services by psychologists
- Psychological testing
- Alternative educational program

When the student is classified as a “Chronic or Habitual” truant, the building principal shall direct the process of the development of an optional educational program (OEP). The OEP shall designate the specific services or educational program the student shall receive.

If these measures prove ineffective and the behavior persists, the building principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the Truant Office of the Educational Service Region. The school board, superintendent, district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with the SCHOOL CODE OF ILLINOIS, no punitive action, including out-of-school suspensions, expulsions or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

Students are considered truant if they leave campus without permission, fail to sign in or sign out in the office when they leave or return during the school day, or skip school. In addition, students who fail to attend a scheduled class without permission will be considered truant.

### **Violence in School Tip-Line**

The Illinois State Police sponsors a tip-line for anyone who needs to report that they have seen a weapon or believe that a violent incident is to take place. We do ask that students talk to a parent, teacher or administrator; however, if they feel they must remain anonymous, they should call the following number: 1-800-477-0024. This school violence tip line is not to be used in emergency situations – if it is an emergency, please call 911.

### **Visitors**

All school visitors must report to the office when entering the building. On request and by approval of the principal only will outside students be allowed to visit school while it is in session. Visitor’s requests must be made the day prior to the visit. Visitors who arrive without prior permission will be asked to leave. All visitors must sign in at the office and be issued a visitor’s pass before visiting any classroom. Administration reserves the right not to allow visitors.

### **Waivers of School Fees**

School records that identify individual students as applicants for or recipients of fee waivers are subject to the Illinois School Student Records Act. Information from such records is confidential and may be disclosed only as provided in the Act.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees provided they have an approved waiver. Fines levied for violations of school rules, such as late or lost library books, lost, stolen, or damaged school or personal property of individuals, are not covered by the waiver and must be made whole by the student or parent.

### **Weather-Related School Schedule Changes**

The school schedule may be changed for a number of reasons with no way of forecasting when or for what reason. Weather conditions or mechanical problems with lack of heat, electricity, or water could require school to be closed or delayed. Bus operations may be reduced. The decision to close or delay the start of school most often occurs between 6:00 and 7:00 a.m.

The following stations will be called to announce the delay or closing of school:

WCIA-TV Ch. 3	WLBH Radio 96.9FM
WTWO-TV Ch. 2	WPRS Radio 98.5FM
WAND-TV Ch. 17	WACF Radio 1440AM
WICD-TV Ch. 15	WMCI Radio 92.1 & 101.3 FM

On the Internet, check [www.oak.k12.il.us](http://www.oak.k12.il.us)

Additionally, when weather deteriorates during a school day, a decision may be made to close early. Parents are urged to listen to the radio for school closings or early dismissal times on days of severe weather conditions. Parents should have an alternative plan in place in the event of early dismissal.

In the event bus operations are reduced, the buses will run the highway routes only and pick up at the following points:

Hindsboro	-	Five N's Café
North of Oakland	-	Township Shed
South of Oakland	-	Oakland/Ashmore Road to the McDonald's House
Isabel & Borton	-	Gravel Pit in Borton

Parents who bring students to the pick-up points or to school in the morning MUST pick them up in the evening at the same location.

## **ADDITIONAL GUIDELINES – LAKE CREST SCHOOL**

### **ALLERGIES**

Keeping all students safe is one of our highest priorities. Due to serious food allergies, it is no longer permissible to bring or send food to school for elementary classroom parties. Elementary teachers/staff will purchase all classroom party food and drink. NO EXCEPTIONS.

Due to students with asthma, no colognes, perfumes or body sprays are allowed. This includes deodorant spray, only roll-on or stick deodorant is permissible.

### **BAND**

All students in grades 5-8 have an opportunity to participate in Band. All students that remain in band after the first week must complete that semester. Band grades will be given. The Illinois Elementary School Association sponsors this activity.

### **BIRTHDAY PARTIES**

Due to sanitation regulations and too much time being taken from the learning process, birthday parties are not permitted during school hours.

If a student wishes to distribute birthday party invitations in their classroom, ALL students must be invited, with no exception. Otherwise, invitations must be mailed from home.

## **GRADING, REPORTING AND PROMOTION**

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

The administration shall develop standards for satisfying the criteria for promotion, and shall provide appropriate remedial assistance to students not qualifying for promotion to the next grade level.

Promotion of a student having an individualized education program, or receiving accommodations pursuant to Section 504 of the Rehabilitation Act, shall be determined by the student's educational team.

No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the next grade level.

The classroom teacher identifies students in danger of not being promoted and notifies the principal as to the possibility of their not being promoted. It is important that the principal receive this information as early in the year as possible so that parents are informed and remedial plans made. A Child Study Team meeting must be held as part of remedial plans.

Promotion of 1<sup>st</sup> through 5<sup>th</sup> grades will be based upon the following criteria:

1. In grades 1 and 2, students must pass both reading and math with a final grade of "D" or better to be promoted.
2. In grades 3, 4 and 5, students must pass reading, English, and math with a final grade of "D" or better to be promoted.
3. In grades 6, 7 & 8, students must pass 4 out of 5 academic core subjects with a final average of "D" or better. The academic core subjects include math, literature, English, science and social studies. In addition, 6<sup>th</sup> and 8<sup>th</sup> grade students must pass 4 out of 5 non-core subjects. These subjects are P.E., agricultural careers, industrial arts, family & consumer science and Art. Seventh grade students must pass 2 out of 3 non-core subjects, which include keyboarding, health and P.E.
4. When students transfer in from another school district, the grade from that school will be averaged with Lake Crest grades to get final grade.

### **HONOR ROLL**

At the end of each quarter, the Honor Roll for sixth, seventh, and eighth students will be published. Based on A = 5.0 points, B = 4.0, C = 3.0, D = 2.0, F = 1.0, High Honors will require 4.71 to 5.0 average in the five core subjects with no grade below a B in any subject, and only 2 B's allowed, and Honors requires a 4.31 to 4.70 average in the five core subjects with only one C allowed in all subjects. Honorable Mention will require 4.00 to 4.30 in the five core subjects with only 2 C's allowed in all subjects. Core subjects include English, Literature, Math, Science and Social Studies. Honor roll distinctions are for full-time students only.

### **K-5 GOOD CITIZENSHIP MANAGEMENT PLAN**

#### General Rules

1. Follow directions the first time given
2. Keep hands, feet, and other items to yourself
3. Respect others and their property
4. Raise your hand and wait your turn
5. Be prepared for class

#### Hall Rules

1. Quiet
2. Keep to the right
3. Keep hands, feet, and other items to yourself

#### Water Fountain Rules

1. Quiet
2. 1-2-3 DRINK
3. Keep hands, feet, and other items to yourself
4. Use all fountains

#### Cafeteria Rules

1. Quiet
2. Stay in line
3. Use good dining manners
4. Keep hands, feet, and other items to yourself

## **BONUS BUCK GOOD CITIZENSHIP PLAN**

Students will receive 5 “Bonus Bucks” at the start of each month. Students can earn additional “Bonus Bucks” when teachers observe students:

1. Demonstrating good citizenship
2. Being a positive role model
3. At the teacher’s discretion when positive behavior is observed

At the end of each month, all students with at least one “Bonus Buck” will receive a prize and certificate.

At the end of the month, those with five or more “Bonus Bucks” for that month will be eligible for a special prize from the Dean.

At the end of the year, all students with 50 “Bonus Bucks” will be entered in a drawing for yearly grand prizes. This will be done by grade level.

Students may gain or lose only one “Bonus Buck” at a time. Students will lose “Bonus Bucks” by:

1. Being unprepared for class
2. Demonstrating poor behavior
3. No name on paper
4. Being disrespectful
5. Homework not completed and turned in
6. Disobeying class or school rules as defined in the student handbook

### **Consequences:**

If a student loses all of their “Bonus Bucks” for the month, the student will receive a two hour Saturday school. Every additional infraction of the rules may result in additional hours of Saturday school.

Students may lose “Bonus Bucks” for:

1. Stealing, copying
2. Problems in hall, bathroom
3. Destroying property
4. Back-talk and disrespect
5. Repeatedly inattentive, interruptive
6. Bad language, saying hurtful things, name calling
7. Talking after asked to be quiet
8. Late homework, no homework, not fulfilling classroom responsibilities
9. Disobeying class rules
10. Not lining up properly (pushing, shoving, or talking loudly)
11. Inappropriate behavior in restroom
12. Loud in hallway
13. Poor behavior on bus
14. Other behavior deemed inappropriate by the administration

If improper behavior is drastic, the Principal or Dean of Students can give Saturday School after losing only one (1) “Bonus Buck.” Problems will be discussed at Parent/Teacher Conferences. “Bonus Bucks” will be kept by the students. Students can receive “Good Citizenship” status only if they maintain five “Bonus Bucks.”

## **LEAVING THE BUILDING**

Students who must leave the building during the day due to illness, doctor’s appointment, etc., are to report to the main office. The office secretary will contact the parent or guardian. The parent or guardian who picks up the student **MUST COME INTO THE OFFICE TO SIGN THE STUDENT OUT.** Students will wait in the main office until the parent or guardian comes into the office to sign them out. As provided in the School Code of Illinois, a student will not be released to the custody of anyone but the parents, guardians, or their designees.

## **LUNCH PERIOD**

The only students who are permitted to leave school grounds at lunch are those in grades 6-8 who live close enough to school to walk home for lunch. Approval of the principal is necessary and written parental consent must be provided to the office. If a student is home for lunch and becomes ill, the parent is expected to call the school and report the illness. Failure to comply may result in disciplinary action taken. Students will not be given permission to go to town or to a friend's house for lunch, and students are not allowed to ride in cars with high school students, including siblings.

Parents may, of course, sign their child out at lunchtime and sign them in upon their return.

## **SELECTION OF HONORARY SEVENTH GRADE ESCORTS AND USHERS FOR EIGHTH GRADE GRADUATION CEREMONY**

The seventh grade students with the four highest grade point averages will be escorts and the two students with the fifth and sixth highest grade point averages will be ushers. To determine these students' grade point averages, all common quarterly grades are totaled and averaged. This includes grades from 6<sup>th</sup> grade and through the first three-quarters of seventh grade in the following subjects: English, Math, Science, Social Studies, Reading, Careers and Physical Education. If ties exist, additional students will be added. This distinction is awarded to full-time students only.

## **SELECTION OF SCHOLARSHIP RECIPIENTS FOR EIGHTH GRADE GRADUATION**

The two eighth grade students with the highest and second highest grade point averages from the graduating class will be the scholarship recipients. To determine these students' grade point averages, all common quarterly grades are totaled and averaged. This includes grades from 6<sup>th</sup> grade, 7<sup>th</sup> grade and through the first three-quarters of eighth grade in the following subjects: English, Math, Science, Social Studies, Reading, Careers and Physical Education. If ties exist, additional students will be added. This distinction is awarded to full-time students only.

## **STUDENT COUNCIL**

Student Council will comprise of nine members from grades six, seven and eight. Three members will be elected from each class, and at least one member from each class must be of the opposite gender. This will ensure that each class will have male and female representation.

Student Council sponsors Red Ribbon Week and dances. Members also take care of the Announcement Board and the Student of the Month Bulletin Board.

## **ADDITIONAL GUIDELINES – OAKLAND HIGH SCHOOL**

### **ACADEMIC ACHIEVEMENT - AWARDS AND SCHOLARSHIPS**

The Valedictorian Award is awarded to a graduating student(s) with the highest grade point average from the senior class. The Salutatorian Award is awarded to a graduating student(s) with the second highest grade point average from the senior class. To be eligible for either award and/or some scholarships, students must have attended high school full-time for four years. These awards will be presented at the commencement program. Grade point average will be calculated to the second decimal place. Duplicate awards and designations will be made for tied GPAs.

### **ALLERGIES**

Due to students with asthma, no colognes, perfumes or body sprays are allowed. This includes deodorant spray, only roll-on or stick deodorant is permissible.

### **ANNOUNCEMENTS**

All announcements will be distributed in the school e-mail and read at the beginning of the first hour. Announcements will then be posted in the classroom as well as on the bulletin board outside the office. Emergency announcements will be made on the intercom as needed.

### **CLASS OFFICERS**

Each class will elect a President, Vice-President, Secretary and Treasurer. Class sponsors will conduct the elections, and may have certain requirements for running for office, such as essays, etc.

A class officer is a position of leadership. Class officers may be removed by the principal, or class sponsor with principal approval. Cause for dismissal may include violating school rules, academic ineligibility, or conduct detrimental to the student body or school.

### **CLASS RANK**

In many instances the “class rank” of a student determines whether or not a student may be admitted to a specific college and/or is eligible for scholarships. Class rank is determined by computing each student’s cumulative grade point average (GPA) in a particular class level and then “ranking” these grade point averages from highest to lowest. Only full-time students will be included in the class rank.

### **CLASSROOM BEHAVIOR**

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

On a semester basis, the following procedure will be used when a student is “removed from class”:

- a. First offense – A conference with the student, teacher, and principal will be conducted. The student will receive no credit for that class period that day and will not return to the class that day. Parents will be notified by mail.
- b. Second offense – A conference with the student, teacher, principal and parent(s) will be conducted. The student will receive no credit for that class period that day and will not return to class until the conference is conducted.
- c. Third offense – The student will be removed from the class for the remainder of the semester and be assigned a failing grade for the semester for that class. The student will be assigned to a study hall for the remainder of the semester. Parents will be notified by mail.

### **COMMUNITY SERVICE**

#### **(Oakland High School Students Serving the Community Program)**

All Oakland High School students are eligible to perform community service on a volunteer basis. The goals of the community service program are:

- to provide opportunities for service
- document service for scholarships, college admission, etc.
- provide incentives for service

### **CREDITS FOR GRADUATION**

All students are currently required to pass 26½ credits of course work to graduate. Students will only be able to fail a maximum of three semester courses in four years and still graduate on time. Failing more than three semester courses would require taking an overload or an approved correspondence course to graduate on time. These requirements will be monitored and reviewed annually to determine if they meet their desired purpose.

### **DANCES/ACTIVITIES**

Dances and activities shall be open to eligible students of Oakland High School. School dances are meant for enjoyment of all who attend. To ensure the safety and well being of those attending, certain rules regarding behavior must be established. Anyone attending the dance must abide by the following rules:

- Students wishing to bring an out-of-school guest need to obtain a permit slip from the office. After the parents have signed the permit slip, the principal of their home school and Oakland High School must approve the guest.
- OHS students who bring an out-of-school guest are responsible for the conduct of that guest at the dance.
- Students below high school age, or over age 21, will not be permitted at the dance.
- Once you arrive at the dance, you are not permitted to leave the building until you depart for the evening. If you do leave, you will not be permitted to re-enter the dance. In an emergency, the dance supervisors may grant special permission for one to leave and re-enter. This permission must be obtained prior to departure.
- Tobacco, drugs, or alcohol (or look-alikes) are not permitted at the dance. This also includes the consumption of drugs or alcohol prior to attending the activity. A breathalyzer is available for use at the dance.
- Decorations are not to be removed until the end of the dance.
- The following behavior is not allowed, including, but not limited to: disturbing the scheduled activities, public displays of affection, dancing that is deemed inappropriate, loud and boisterous actions, etc.

- Cell phones should not be on during the dance.
- Dances are school functions. Therefore, all of the rules regarding conduct that apply at school also apply at the dance.

Failure to comply with the aforementioned rules may result in one or more of the following:

1. Removal from the dance/activity.
2. Supervisor escorting the student home.
3. Notifying the police.
4. Notifying the parents.
5. Removal of the privilege to attend school dances/activities for a period of time.
6. Out of school suspension.

### **DUAL CREDIT COURSES**

Oakland students can receive credit toward high school graduation and college at the same time. Dual credit courses can either be taken at a college (i.e. Lake Land College), or with a qualified teacher at Oakland High School. Courses taken at the college require the payment of tuition by the student. Oakland CUSD#5 does not pay tuition for dual credit courses. Dual credit courses taught by a qualified Oakland teacher require the student to pay \$5.00 per semester hour. For example, a three hour dual credit course taught by an Oakland teacher would cost the student \$15.00.

Students enrolled in Health Occupations may be required to reimburse the district for cost related to the class if they elect to drop it after July 1. Students removed from the Health Occupations program due to disciplinary or attendance reasons may also be required to reimburse the district.

### **EARLY GRADUATION**

Generally, early graduation is not encouraged and in most cases considered detrimental to the student's complete public education; however, students may apply to the principal for early graduation when they have met all graduation requirements. This requires some advance planning. Notification of the student's request for early graduation must be received during the first three weeks of that semester. The principal will give verification of the student's acceptability for early graduation to the Superintendent. Permission for early graduation will be granted a student by the Board of Education upon the recommendation of the Superintendent.

Students who elect to graduate early are not eligible to receive other school awards, such as the DAR and SAR, if such honors are to be awarded after the student has left school. Additionally, these students will not be invited to prom, and may not attend the senior class trip. However, students who elect to graduate early may participate in the graduation ceremony, provided they attend the mandatory graduation practice.

### **ENTERING AND EXITING THE BUILDING**

Students must enter and exit the high school building through the south main door. The old gym doors must not be used for entry or exit at any time. Students in violation of this rule will be assigned Saturday School.

### **GRADUATION PRACTICE**

There will be a mandatory graduation practice for all seniors going through the graduation ceremony. This practice will be scheduled in accordance with the graduation date and the school calendar of activities. The practice will normally include a session of photographs of the class and individuals.

### **HONOR ROLL**

The Honor Roll distinction is awarded to full-time students only. The Honor Roll is computed after each quarter grading period using a 5.0 scale.

HIGH HONOR ROLL: In order to be named to the High Honor Roll, a student must attain at least a 4.61 accumulative average for that grading period in six or more full credit academic subjects, with no grade lower than a "B", including physical education and band.

HONOR ROLL: In order to be named to the Honor Roll, a student must attain between a 4.31 and 4.60 accumulative average for that grading period in six or more full credit academic subjects with not more than one "C" allowed, and no grade lower than a "C", including physical education and band.

HONORABLE MENTION: In order to be named to the Honorable Mention Roll, a student must attain at least a 4.00 accumulative average for that grading period in six or more full credit academic subjects, with not more than two "C" grades allowed, and no grade below a "C", including physical education and band.

### **LEAVING DURING THE SCHOOL DAY**

Students, upon arriving at school, are expected to remain the entire day. Permission to leave the school may only be granted by the principal. Students who need to leave during the day must have their parent or guardian make arrangements with the school office in advance, either by phone or written request. Students becoming ill during the school day need to notify the office so parental (or other) contact can be made. The office will need parental permission to send the student home. Students who leave school without first obtaining permission from the office will face disciplinary action. (Every class period skipped = 2 hours of Saturday School)

All students leaving school with the Principal's permission during regular school hours are expected to sign out in the office. High school office staff or faculty (not a parent) must witness the sign-out. Stating where they are going is also a part of the sign-out procedure. If returning that day students must sign back in upon arrival.

### **LUNCH PERIOD**

High school students who wish to walk from campus to eat, or ride with another individual may do so by returning the permit form signed by a parent or guardian. Students who wish to drive a vehicle and transport riders during the lunch period must have the permission form signed by a parent or guardian. Students who fail to cooperate with the above policy will lose the privilege of leaving the school during lunch. If a student is home for lunch and becomes ill, the parent is expected to call the school and report the illness. Failure to comply by 1:00 p.m. may result in disciplinary action being taken.

High school students may purchase weekly tickets or pay for lunches on a daily basis in the cafeteria line. No charging of lunches will be allowed by high school students.

Lunches eaten in the high school must be eaten in the designated eating areas.

### **MR. AND MISS OHS**

Students eligible to receive Mr. and Miss OHS are seniors in the upper two-thirds of the class. Candidates must have attended Oakland High School for a minimum of two years. The high school teachers will select three boys and three girls from the upper two-thirds of the class as finalists. The senior class will vote on the students selected to determine the recipients. Voting should be based on the following criteria: "Ideal American high school student; well-rounded; good personality; good character; achievement; and involved in activities, organizations, and community service."

### **NATIONAL HONOR SOCIETY**

The National Association of Secondary School Principals founded the National Honor Society nationally in 1921. The NHS was founded to honor excellence in character, leadership, scholarship, and service. The OHS Chapter of the NHS, organized in 1973, adheres to the principles and guidelines established by the national organization. The selection process specifies candidates will be reviewed by a five-member faculty council. The faculty council shall balance equally the four previously mentioned virtues. Juniors and seniors attending OHS at least one semester and maintaining a 4.2 grade point average are eligible for membership. The faculty council meets to objectively consider candidates once a year, after the third quarter. A formal induction ceremony is held in the spring.

### **OUT OF DISTRICT CREDIT TOWARD GRADUATION**

The Oakland School Board allows up to two (2) credits toward the 26 ½ credits required for graduation to be done out of district through summer school, correspondence courses, Illinois Virtual High School, and dual credit courses through colleges.

### **PHYSICAL EDUCATION EXCEPTIONS**

All students are required to participate in physical education classes while in attendance at OHS unless they meet certain conditions. A student may be excused if involved in a Reserve Officer's Training Corps program sponsored by the district, or ongoing participation in an interscholastic athletic program and is in the 11<sup>th</sup> or 12<sup>th</sup> grade. Cheerleaders are not exempt from P.E. unless they are part of a competitive squad. Enrollment in academic classes, which are required for admission to an institution of higher learning, or classes which are required for graduation from high school, will also be an acceptable reason for not enrolling in P.E. The student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade for academic classes to take priority. Students must submit their request in writing with as much detail as possible.

## **SCHEDULE CHANGES**

Students have up to three days after the start of a semester to request a schedule change to either drop or add a class. After three days the student cannot change their schedule, and the course will receive a letter grade for the semester. The administration reserves the right to alter a student's schedule for discipline reasons.

## **SOCIAL PROMOTION**

In accordance with Public Act 90-548, there is no social promotion at Oakland High School.

## **STUDENT COUNCIL**

The Student Council performs many services for the student body and works for close cooperation between the students, faculty and administration. The duties of Student Council include conducting elections, planning and sponsoring homecoming, and arranging a variety of other activities throughout the year. Students are strongly urged to choose members who represent the finest of the Oakland High School student body.

The Student Council is composed of twenty (20) members, five from each class. Each class has a President and Vice President who are automatically a part of the Student Council. In addition, three representatives from each class are elected to the Student Council. At least one of the representatives must be of the opposite sex. This will ensure that each class will have male and female representation.

The Student Council President will be elected from the Senior Class by the student body as a whole. The senior class president is not eligible to also be Student Council President. The Student Council will elect within itself the offices of vice-president, secretary and treasurer.

Being a member of the Student Council is a serious commitment. Student Council members may be removed by the principal or sponsor with principal approval. Cause for dismissal may include violating school rules, academic ineligibility, or conduct detrimental to the student body or school.

## **STUDENT DRIVERS**

Students who drive to school must observe the following policies:

1. Students will be allowed to park in the southwest parking lot and to the west of the high school.
2. Students must park cars within reasonable limits. (When the area is marked, designated and assigned spaces will be used. Parking location may be determined by lottery.)
3. Students must obtain permission from the office to enter the parking area during the school day.
4. When students arrive at school they must exit their vehicle immediately. Failure to do this may result in the loss of driving privileges. No loitering in vehicles or in the parking area is permitted during the school day.
5. Vehicles parked on campus should be locked at all times. The school assumes no responsibility for loss of personal property or damage to vehicles parked on school property.
6. Speeding or careless driving on or near the school grounds is not permitted.
7. Recklessness elsewhere during lunch may result in loss of driving to school privileges.
8. Permission to drive a vehicle during the lunch period (or school day) must be obtained from the principal. A parent's signature is required.
9. A student may drive only his/her (family) vehicle.
10. Any student vehicle may be inspected or searched by the principal.
11. Driving privileges shall be granted only following registration in office of vehicle make, license plate #, insurance company name, name to which vehicle is registered and parent signature.
12. Students will be required to purchase a parking permit. Parking permits must be hanging from the rear view mirror of the vehicle while on school grounds. The cost for the permit will be \$5.00. The school reserves the right to refund student's money and revoke their parking permit if the space reserved for them is not being used.
13. Failure to display parking permit will result in the following: First offense – verbal warning, second offense – loss of driving privileges for three days, third offense – loss of driving privileges for 5 days.
14. Motorcycles may be driven to school under the following conditions: a) the student must be fully licensed to drive a motorcycle and insured; and b) no passengers at any time, including before, after school or at lunch.

## **WITHDRAWAL AND TRANSFER**

The procedure of withdrawal or transferring is as follows:

1. Obtain appropriate forms from the guidance counselor.
2. Have the forms signed by parents, teachers, librarian, and office.
3. Pay any charges accrued to obtain a clear record.