



# Quincy High School

## Handbook

2008-2009

### Grading Scale

A = 93-100%  
 B = 85-92%  
 C = 71-84%  
 D = 60-70%  
 F = less than 60%



Letter Grade	Cutoff	Range	Letter Grade	Cutoff	Range
A+	98.5	99-100	C+	81.5	82-84
A	94.5	95-98	C	74.5	75-81
A-	92.5	93-94	C-	70.5	71-74
B+	90.5	91-92	D+	67.5	68-70
B	86.5	87-90	D	62.5	63-67
B-	84.5	85-86	D-	59.5	60-62

### What is in a grade?

Non grade-weighted classes: 80% Performance – 20% Practice

Grade-weighted courses: 90% Performance – 10% Practice

#### Performance

Assessments of learning

Tests/Quizzes

Projects

Labs

Speeches/Papers/Essays

#### Practice

Assessments for learning

Daily homework

Quizzes to gauge understanding

Pre-Assessments

QUINCY HIGH SCHOOL  
MANUAL OF INFORMATION  
FOR  
STUDENTS AND PARENTS

SCHOOL YEAR 2008-2009

**Important Numbers to Remember**

Attendance and Discipline Office..... 223-5550  
Athletic Office..... 224-3771  
Guidance Office..... 228-7169  
Main Office.....224-3770, x127  
Music Office..... 224-3774  
Quincy Area Vocational Technical Center Office.. 224-3775  
Saturday School.....224-3770, x226, x345, x248

**If you have any questions or concerns, please call.**

This Student Handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Student ID # \_\_\_\_\_ Grade: \_\_\_\_\_

Please note that every effort has been made to ensure that all information included in this planner is correct at the time of publication. However the information is subject to change during the year. For the latest updated information, please refer to the online version of the handbook at: [www.qps.org](http://www.qps.org)

**TABLE OF CONTENTS**

Calendar..... 14-15  
Fire Drill Plans..... 6-11  
PTA Officers..... 15  
School Songs, School Colors..... 12  
Test Dates..... 13

**PART I – GENERAL INFORMATION**

Accidents..... 21  
Americans with Disabilities Act..... 25  
Asbestos..... 25  
Bicycles..... 20  
Cafeteria..... 16  
Care of Building and Grounds..... 19  
Child Labor Permits..... 18  
Closed Campus..... 17  
Code of Extracurricular Conduct..... 27  
Educational Fees..... 16  
Entering the Building..... 16  
Grievance / Complaint Procedures..... 25  
Hall Passes and Hall Conduct..... 19  
ID Cards..... 16  
IHSA Eligibility Rules..... 28-31  
Immunization Required for QHS Students..... 23-24  
Internet Access..... 25  
Interscholastic Athletics..... 22  
Library..... 17  
Lockers and Locker Searches..... 18  
Lost and Found..... 20  
Nurse and P.E. Excuses / Health Service..... 22-23  
Off Limits Areas..... 17  
Physical Education..... 17  
Physical Exams..... 22  
Police Liaison Program..... 21  
Restroom Use..... 19  
School Sponsored Trips..... 21  
Seeing your Counselor..... 18  
Sex Education Curriculum..... 24  
Sex Equity..... 24  
Student Parking..... 20  
Student Surveys..... 26  
Telephones..... 17  
Textbooks & Textbook Loan Program..... 19  
Time Schedule..... 16  
Transportation Rules – Buses..... 19  
Valuables Brought to School..... 20  
Vehicle Searches..... 21  
Videocassettes Used in Instruction..... 26

**PART II – ACADEMIC CREDITS AND REPORTING TO PARENTS**

Audit Policy..... 32  
Driver Education Eligibility..... 36  
Graduation Requirements..... 32  
Honor Graduates..... 33  
Honor Roll..... 32  
National Honor Society..... 33  
Protection of Student’s Rights..... 40  
Progress Reports..... 34  
Recommended College Preparatory..... 34

Dear Students,

Whether you are a returning student, an incoming sophomore, or a transfer student from another school, we would like to welcome you to Quincy High School. At Quincy High School we take great pride in our fine tradition of academic excellence and exceptional extracurricular activities. It is important that all of our students be successful and ready to meet the demands of life after graduation. To help you meet these demands, we have a dedicated group of teachers and staff ready to help you.

Our expectation for you is that you will accept the responsibility of working hard, take pride in your school and community, and respect the rights of others. Our Professional Learning Community is part of our plan to better meet your needs in a nurturing environment. It is important that we all work together (parents, students, and staff) to help you become well educated and ready to meet life’s challenges. Feel free to call us anytime. Have a great 2008-2009 school year.

Sincerely,

Terry J. Ellerman, Principal  
Bill Sanders, Assistant Principal  
Danielle Edgar, Assistant Principal

Report Card.....	34
School Student Records Notification Statement.....	36-40
Statement of Academic Honesty.....	35
Student Assistance Program.....	36
Student Transcript Request Policy.....	35
Talented and Gifted Services.....	35
Testing Information.....	35
To All Medicaid Eligible Parents / Students.....	35
<b>PART III– ATTENDANCE POLICY AND PROCEDURES</b>	
Attendance Policy for QHS.....	40-41
Leaving School Campus During the Day.....	41-42
Make-up Work for An Excused Absence.....	41
Parent Reporting Absence.....	41
Prearranged Absence.....	41
Tardiness to Class.....	42
Tardiness to School.....	42
Truancy.....	42-43
Visitors.....	43
<b>PART IV – DISCIPLINE/SUPERVISION</b>	
Alcohol and Other Drugs.....	45
Cell Phones & Other Electronic Signaling Devices.....	46
Dance Rules.....	51
Disrespect or Insubordination.....	45
Disruptive Dress.....	46
Extra-Curricular Event Rules.....	51
Falsification of School Forms, Parent Notes or Phone Calls..	47
Fighting.....	47
Fires and Related Areas.....	47
Gangs.....	48
General Discipline.....	44
Hazing.....	47
Inciting a Riot or Disturbance.....	49
Intimidation and/or Harassment.....	49
Laser Pointers.....	49
Misconduct / Gross Disobedience/.....	44-45
Participation in Acts Designed to Disrupt School.....	47
Physical/Verbal Abuse of School Staff.....	48
Posters and Flyers.....	45
Profanity, Vulgarity, or Indecent Gestures.....	47
Public Display of Affection.....	49
Rights & Responsibilities – Aggressive Behavior.....	49
Rights & Responsibilities – Weapons.....	50
Sexual Harassment.....	49
Smoking.....	50
Stealing.....	51
Trespassing.....	50
Zero Tolerance Policy.....	44
<b>PART V – DISCIPLINARY MEASURES AND DUE PROCESS</b>	
Behavior Contract.....	51
Changes in Student Handbook.....	55
Criminal Conduct.....	55
Detention.....	52
Expulsion.....	53
Guidelines for Reciprocal Reporting.....	55
Involvement of Parents and Police Department.....	52
Search and Seizure Policy.....	54
Special Education / Behavioral Intervention.....	55
Suspension (In-School) and (Out-of-School).....	52
Suspension and Expulsion Procedures.....	53

**QUINCY HIGH SCHOOL – BUILDING “B” – FIRST AND SECOND FLOOR  
Fire Drill Plan**

**QUINCY HIGH SCHOOL – BUILDING “D” – FIRST AND SECOND FLOOR  
Fire Drill Plan**

**QUINCY HIGH SCHOOL – BUILDING “E” – FIRST AND SECOND FLOOR  
Fire Drill Plan**

**QUINCY HIGH SCHOOL – BUILDING “F” – FIRST AND SECOND FLOOR  
Fire Drill Plan**

**QUINCY HIGH SCHOOL SONGS**

HAIL DEAR ALMA MATER

*Hail! Dear Alma Mater  
Praise we bring to thee  
High aims e'er upholding  
Truth and liberty  
Hail to Quincy High School  
Hail to White and Blue  
Grand old Alma Mater  
To you we'll be true*

STAND UP AND CHEER

*Stand up and cheer  
Cheer loud and long for dear old High School  
For today we raise  
The White and Blue above all others.  
Our sturdy band now is fighting  
And we are sure to win the fray.  
We've got the vim (we've got the vim)  
For this is Quincy High school day.  
Rah! Rah! Rah! (Repeat)*



**SCHOOL COLORS**  
Blue and White

**TEST DATES FOR 2008-2009**

**A.C.T. Dates:**

September 13, 2008  
 October 25, 2008  
 December 13, 2008  
 February 7, 2009  
 April 4, 2009  
 June 13, 2009

**S.A.T. Dates:**

October 4, 2008  
 November 1, 2008  
 December 6, 2008  
 January 24, 2009  
 March 14, 2009  
 May 2, 2009  
 June 6, 2009

**Prairie State Achievement Exam**

April 22, 2009  
 PSAE - Day 1  
 April 23, 2009  
 PSAE - Day 2

**Armed Services Vocational Aptitude Test**

The ASVAB test is offered throughout the year and will be announced when testing is available.

**Consumer Education Test**

The Consumer Education Test is offered twice a year, but students may only take it once.

October 7, 2008                      January 27, 2009

**Preliminary Scholastic Aptitude Test/National Merit Scholar Test**

October 15, 2008

**Advanced Placement (AP) Tests**

**Week 1**

May 4, 2009.....	<b><u>Morning – 8 am</u></b> Government & Politics: United States	<b><u>Afternoon – 12 pm</u></b> Government & Politics: Comparative French Language Statistics
May 5, 2009.....	Computer Science A Computer Science AB Spanish Language	
May 6, 2009.....	Calculus AB Calculus BC	Chinese Language & Culture
May 7, 2009.....	English Literature German Language	Japanese Lang. & Culture French Literature
May 8, 2009.....	United States History	European History Studio Art (portfolios due)

**Week 2**

May 11, 2009.....	<b><u>Morning – 8 am</u></b> Biology Music Theory	<b><u>Afternoon – 12 pm</u></b> Physics B Physics C: Mechanics 2 PM – Physics C: Electricity & Magnetism Psychology
May 12, 2009.....	Environmental Science Chemistry	Art History
May 13, 2009.....	Italian Lang. & Culture English Language	
May 14, 2009.....	Macroeconomics World History	Microeconomics
May 15, 2009.....	Human Geography Spanish Literature	Latin Literature Latin: Vergil

**QHS 2008-2009 CALENDAR**

August	18 & 19.....Quincy Teachers' Institute 18.....New Student/Sophomore Orientation 20.....First Day School, 1/2 Day School, 1/2 Day Inservice 21.....First Full Day of School
September	1.....No School - Labor Day 9.....School Pictures – Sophomores/Juniors 9.....Advisory Meeting / PTA Meeting 10.....School Pictures – Seniors 11....."Meet The Teacher Night" 18.....Homecoming Parade 19.....Homecoming Game 20.....Homecoming Dance
October	10.....Blood Drive 14.....Advisory Meeting / PTA Meeting 17.....1/2 Day School, 1/2 Day Teacher Inservice 17.....First Quarter Ends 18.....Octoberfest Parade & Field Competition 24.....Halloween Dance
November	4.....QHS Parent/Teacher Conferences – Café 4-6 PM 6.....1/2 Day School – Parent/Teacher Conferences <i>QHS – Classrooms 12-1:30 PM &amp; Cafeteria 4-7 PM</i> 7.....No School – Parent/Teacher Conferences <i>QHS – Classrooms 7:30-10:30 AM</i> 5-9.....QHS Musical 17-19.....Vision & Hearing Test 26.....Early Dismissal – One Hour 27.....No School - Thanksgiving Day 28.....No School - Thanksgiving Vacation
December	9.....Advisory Meeting / PTA Meeting 14.....Vespers 19.....Second Quarter Ends 19.....Early Dismissal – One Hour 22 through 1/2/09.....No School – Winter Break
January	5.....School Resumes 13.....Advisory Meeting / PTA Meeting 16.....1/2 Day School, 1/2 Day Teacher Inservice 19.....No School - Martin Luther King Birthday

February	6.....No School – Parent/Teacher Conferences 10.....Advisory Meeting / PTA Meeting 19-21.....QHS Winter Play 16..... No School – Presidents' Day 27.....Sadie Hawkins Dance
March	1.....Mr. QHS Pageant 10.....Advisory Meeting / PTA Meeting 13.....Third Quarter Ends 14.....Showcase of Excellence 20.....Morp Dance 27.....No School, Teacher Institute
April	1-4.....QHS New Faces Variety Show 8.....Early Dismissal - One Hour 9-13.....No School - Spring Break 14.....School Resumes 14.....Advisory Meeting / PTA Meeting 24.....1/2 Day School, 1/2 Day Teacher Inservice 25.....Prom Dance 29.....Awards Night
May/June	7-9.....QHS Spring Play 12.....Advisory Meeting / PTA Meeting 16.....Junior / Senior Reception 17.....QHS Pops Concert 25.....No School - Memorial Day 28.....Baccalaureate 29.....No School for Students - Teacher Institute/Work Day 29.....Graduation 6/1/09.....Last Day of School

**2008-2009 QHS PTA OFFICERS**

PRESIDENT..... Kerry Dickerson.....222-4841  
1<sup>st</sup> VICE-PRESIDENT..... Cindy Helmer.....222-3331  
2<sup>nd</sup> VICE-PRESIDENT..... Gina Nottingham.....224-7106  
SECRETARY..... Lynne Ohnemus.....222-4075  
TREASURER..... Jeann Morrison.....434-8703  
QHS FACULTY LIAISON..... Peggy Pryor.....224-3770

Please consider joining QHS PTA this year. Join the partnership that works for all students, both in Quincy and around the country. Dues are only \$5.00. Meetings are usually held the second Tuesday of the month from 5:00-6:00 p.m. in the QHS Teachers' Cafeteria. *(subject to change)*

**PART I – GENERAL INFORMATION**

**ENTERING THE BUILDING:**

As students enter the building they must display their student ID and walk through a metal detector. Personal items such as backpacks, purses, sportbags, etc. may be searched. (See Search & Seizure Policy on page 54)

**STUDENT ID'S:**

Each student will be provided a photo ID card and break-away lanyard or ID clip. The ID card must be visible on the student's person at all times during school hours. The ID will be used for identification purposes, as well as for cafeteria access. Replacement ID will cost \$3.00. When a student is withdrawn, he/she must surrender the ID card to their counselor. **Only QHS provided or sold break-away lanyards can be used.**

**CAFETERIA AND ID'S:**

The Cafeteria is open for breakfast from 7:00 a.m. to 7:25 a.m. daily and from 10:27 a.m. until 12:41 p.m. for lunch. Students should remain in the cafeteria during lunch. Students are not to go to classroom areas during their lunch period without a pass from a teacher. Weather permitting; students may use the south mall during the lunch period. **Students are NOT to take food or drinks to the hallway or classroom.**

All food and drink must be consumed in the cafeteria or in the outside south mall. No food or drink may be brought into the building from the outside. Fast food containers must be disposed of when students enter the building. Each student is responsible for his or her own litter; each student is to clean up his/her own area. If there are spills, see a custodian for help.

A computerized meal system is in place in the QHS Cafeteria! The students scan their ID card for their meal. Each student will have an account that parents can deposit money into. Students may deposit money into their account in the morning before breakfast. Locked boxes are also available for students to drop off a check. Cashiers will also accept money during the meals, either for purchase or for deposit. It is also possible to pay via the internet by check or credit card. Find out how on Quincy Public School's website: [www.qps.org](http://www.qps.org) and click on the reference to School Lunches.

Applications for the National School Lunch and School Breakfast Program are always available in the QHS Main Office or Board of Education.

**TIME SCHEDULE FOR THE DAY:**

Classes are 47 minutes in length with five-minute breaks between classes for passing. The school day begins at 7:30 a.m. and runs until 2:25 p.m.

**EDUCATIONAL FEES:**

Please pay educational fees at the beginning of the school year or as soon as possible. *Make checks payable to: Quincy High School.*

It is possible to have your educational fees reduced by half or waived by filling out the National School Lunch and School Breakfast Program application. Forms are available in the QHS Main Office or the Board of Education.

### **CLOSED CAMPUS:**

Quincy High School has the policy of a closed campus. After students arrive at school in the morning, they are not normally excused to leave until the end of the day.

### **OFF LIMITS AREAS:**

Some areas around QHS campus are off limits to QHS students. Students who park on streets in neighboring subdivisions should not cut through neighbors' yards to get to school. That is trespassing and may be dealt with by local law enforcement agencies as well as the school. The area of the Tangerine Bowl property adjoining the QHS campus is off limits to QHS students from 7:00 a.m. to 3:00 p.m. Students are not to loiter on the Tangerine Bowl property during those hours. Students are not to be on the north side of Maine Street or to gather on the corner of 33<sup>rd</sup> and Maine.

### **TELEPHONES:**

Classroom telephones are for faculty use only. A pay phone is located outside by the canopy. The main office phone is available to students for personal calls before and after school. This telephone **SHOULD NOT BE USED** during class unless the student has a corridor pass for telephone use.

All personal calls coming into the school for students will be referred to the deans' office. Such calls **MUST** be urgent and from a parent or employer. Otherwise, no message will be relayed to the student.

### **LIBRARY:**

The library will be open at 7:00 a.m. and remain open until 3:30 p.m. each day. Using the library is a privilege. Please come with a purpose. Work quietly without disturbing others. If you need help, please ask. Students will not be able to use the library during their lunch without the consent of the librarian.

Students who choose to bring backpacks, gym bags, etc. to the library should realize that the librarian has the right to inspect those items when they leave. **Any students who are unwilling to cooperate with this inspection should leave their packs or bags in their locker.**

### **PHYSICAL EDUCATION:**

All students are required to take physical education by the State of Illinois, except when enrolled in Health or Driver Education or excused by local policy.

Only combination locks sold by the P.E. department are to be used. The P.E. lock costs \$5 each and are kept by the students for all three high school years. Each student should keep his/her locker locked at all times and his/her combination secret.

A student must dress out daily for physical education class in required Quincy High School attire. Required P.E. t-shirts will be sold by the P.E. department at a cost of 2 for \$7. Students must wear appropriate shorts or sweat pants and one of the QHS P.E. t-shirts to be considered dressed out. Socks and gym shoes are required. No street clothes or street shoes are allowed.

### **LOCKERS:**

"A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. Students should be advised that lockers may be searched by school officials at any time, with or without the students' knowledge or consent."

STUDENTS & SCHOOL RIGHTS & RESPONSIBILITIES

-Illinois Office of Education

Students should use only the locker assigned to them. **DO NOT SHARE LOCKERS! DO NOT CHANGE LOCKERS WITHOUT PERMISSION; DO NOT PRE-SET YOUR LOCK.**

- Students should keep their locker locked at all times and their combinations secret.
- Do not let other students watch while working your combination.
- Do not work the combination ahead of time so that it is only necessary to pull up on the lock and open it.
- After shutting the locker, spin the lock dial at least one complete circle and test the locker to see that it is locked.
- Any locker theft should be reported to the deans' office as soon as possible.
- Students are responsible for all items kept in the lockers assigned to them. The school cannot assume responsibility for lost or stolen books and personal items.
- Items attached to the outside of lockers will be taken down after two days.

### **LOCKER SEARCHES:**

All school property, including, but not limited to, desks and lockers, is owned and controlled by the school district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of student lockers) without notice to or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches of student lockers for illegal materials. Students should have absolutely no expectation whatsoever of privacy for student lockers. (See Search & Seizure Policy on page 54)

### **SEEING YOUR COUNSELOR:**

Students are free to see their counselor before or after school, during study hall, or by appointment. Students may indicate to the secretary in the guidance office that they will need an appointment with their counselor. Students will need a pass from the secretary, or the counselor will send for the student.

### **CHILD LABOR PERMITS:**

Applications for child labor permits may be obtained in the Main Office. Students under sixteen (16) years of age must have satisfactory grade average in order to be eligible.

### **CARE OF BUILDING AND GROUNDS:**

Every pupil should demonstrate an interest and pride in the cleanliness and appearance of our school and grounds. Our custodial staff and teachers work hard to keep our school clean, but they cannot do this work alone. By working together, we can keep our school clean.

### **TRANSPORTATION RULES – BUSES:**

The school bus transportation service is provided by the Quincy Public School System for students who live one and one-half miles or more from school.

Regulations for acceptable student conduct are in the interest of student safety. The school bus and bus stop areas are regarded as an extension of the school environment and students are expected to maintain the same standards of behavior as are appropriate in other school environments. A student who misbehaves on the school bus is subject to 1-10 days suspension in or out of school and/or suspension from riding the bus temporarily or for the rest of the school term.

### **HALL PASSES AND HALL CONDUCT:**

Corridor passes and ID's are required of all students in the hall while classes are in session and must be shown when requested by adult personnel.

### **RESTROOM USE:**

Students using restrooms during class MUST have a corridor pass. No loitering is permitted in restrooms.

### **TEXTBOOKS:**

It is the responsibility of the students to keep textbooks in the same physical condition as when they were distributed. At the end of the year, students are expected to return the same book they were issued at the beginning of the year.

Students should write their name, the teacher's name, and the year of use inside the book's cover. Lost and found books should be returned to the main office or the teacher. Books lost or damaged during the year will be paid for in the Main Office and students will be given a receipt. Students will then be issued another textbook. Textbook debts must be cleared by the end of the current school year.

### **TEXTBOOK LOAN PROGRAM:**

The Illinois State Board of Education's Textbook Loan Program provides funding to Quincy Public Schools for the purchase of secular textbooks and other educational materials for student use. In all likelihood, all students will at some time have the opportunity to use these textbooks/materials. The parent/guardian signature on the Parent/Guardian Permission Sheet indicates that the parent/guardian is requesting the loan of these secular textbooks and educational materials for use by their student. This Textbook Loan Program request is required by the Illinois School Code, Section 5/18-17.

### **BICYCLES:**

Bicycle racks are located in front of the auditorium for storage of bicycles during school hours.

### **VALUABLES BROUGHT TO SCHOOL:** (Example: collector's items)

A student should not bring valuables or excessive amounts of money to school at any time. If it is absolutely necessary to bring anything of value, it should be checked in the main office or deans' office until needed.

Students are not to carry, listen, or use iPods, MP3 or CD players in the halls, class, or cafeteria. Leave these items at home. Students may be asked to store these items in the attendance office to be picked up at a later time.

Violators of these guidelines are subject to disciplinary consequences.

### **LOST AND FOUND:**

A lost and found center is located in the main office and custodial area.

### **STUDENT PARKING AND DRIVING REGULATIONS:**

Students are encouraged to use school buses or public transportation. The rules of safe, defensive driving must apply when entering, departing, and driving in the school's parking lots. Parking on school property is a privilege, not a right.

Seniors will be sold stickers at a cost of \$40 for the Quincy High School lot based on the student-developed parking formula. Juniors and sophomores will be sold stickers for the Flinn Stadium Lot at a cost of \$30. The QHS lot at the high school is numbered and the numbered space corresponds to the number on the parking sticker. There are no numbered spaces at the Flinn Stadium Lot. Parking stickers must be displayed on the lower right front windshield (passenger's side) of a car or where visible on a motorcycle. Transportation between Flinn and QHS is provided by an hourly shuttle bus.

Students wanting to purchase a parking permit will be provided with guidelines for the parking lot. These must be read before students purchase the permit. Students parking on the QHS lot are **NOT ALLOWED TO BACK INTO STALLS**. Cars illegally parked on QHS property will be ticketed and then towed.

There is no student parking around the Vocational Center. Students having their cars worked on in a shop class must obtain **written permission** from the director of the vocational school to park their car in the vocational lot. Students who park in the vocational lot without permission are subject to fines and/or suspension or revocation of their parking permit. Repeat offenders are subject to having their cars towed at their expense.

School officials' right to search, given reasonable suspicion, extends to vehicles parked on school property. (See Search and Seizure page 54)

Parking privileges are contingent on acceptable attendance, academic and behavioral performance. Failure to maintain the appropriate academic status or failure to behave in an acceptable manner may result in the loss of a student's parking privilege. Student parking permits are non-transferable. Purchasing a sticker from another student does not entitle a student to a reserved spot on the QHS lot.

### **VEHICLE SEARCHES:**

Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials, which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property. (See Search and Seizure Policy on page 54)

### **POLICE LIAISON PROGRAM:**

A member of the police department has been assigned to work full-time at Quincy High School. The primary purposes of the presence of a plain-clothes police officer are:

- The promotion of better understanding between students and the police. He will be available to give informational talks to classes on such topics as students' rights and responsibilities under the law, and law enforcement careers. Through both formal presentations and informal discussions he will help students become more knowledgeable about the law and their responsibilities to society.
- The prevention and investigation of delinquent behavior both in and out of school. He will be on campus while school is in session and will work closely with administrators, counselors, deans, and teachers in dealing with delinquent behavior. He will, on occasion, conduct interviews and investigate incidents involving high school students.
- The protection of the rights of the entire student body and the community in general.

### **ACCIDENTS:**

Every accident in the school building, on school grounds, at a practice session, or at any extra curricular event sponsored by the school must be reported to the person in charge and to the school office.

### **SCHOOL-SPONSORED TRIPS:**

When the school provides transportation to and from events and contests, students are required to travel both ways under school supervision unless other arrangements are made in writing between supervisor and parents. All school rules are in effect during the duration of school sponsored trips. All parent-permission forms and medical forms must be filled out and returned to the sponsor and on file with an administrator.

Supervised school bus transportation is used for all participants in school activities whenever feasible. In a situation where small groups of participants must travel by car to contest centers, a coach or supervisor, parents of students, or other adults must assume the responsibility of driving the car or cars. The parents must fill out a special form if they transport students to a contest. This form can be picked up from the athletic office.

### **INTERSCHOLASTIC ATHLETICS:**

Interscholastic athletics at QHS are part of the total educational program and contribute to the development of desirable learning habits, knowledge, skill, and emotional patterns. Our athletic program is governed by the rules and regulations established by the Illinois High School Athletic Association. The basic rule to determine eligibility is: Students must have completed and passed four (4) semester courses of work the previous semester of school to be eligible for the following semester. They must maintain good standing by passing 4 courses at all times during the season in which they are participating.

### **No Pass/No Play Process:**

#### Students Earning "F" In Season...

1. Counselor will arrange conference
2. Student will be ineligible if not passing four (4) classes (IHSA)
3. Student may become ineligible if grade is not raised.
4. Semester F: Student ineligible the next semester until grade in that course is raised to C-. If an elective, the course that replaces it is raised to a C-.

#### Student Earns "D", Out-Of-Season "F" or Working Significantly Below Ability...

Determine if grade is appropriate for student:

1. Check with counselor
2. Appropriate grade means working at the right level and not likely to drop to an "F"

If grade is inappropriate:

1. The counselor will arrange a parent conference or make parent contact.
2. Student may become ineligible if grade is not raised.
3. Semester F: Student ineligible the next semester until grade in that course is raised to C-. If an elective, the course that replaces it is raised to a C-.

### **PHYSICAL EXAMS:**

Transfer students from other Illinois schools should have copies of their ninth grade physicals. Transfer students from out of state should have copies of their physical exams done within one year of transfer, if the health form is comparable to Illinois requirements. If they do not have this, a physical exam is required.

### **NURSE AND PHYSICAL EXCUSES JUST FOR P.E. CLASS:**

If a student's needs to be excused for one day from P.E. class due to illness or injury, he/she should bring with him/her a written note from his/her parent/guardian authorizing this action. This note should be taken directly to the nurse's office instead of to class. The nurse will send a card back to the teacher with the student, which will excuse the student for one day of P.E.

To be excused from P.E. class 2 to 5 days a student must bring a written statement from his/her parent and/or doctor's verification to the nurse's office for approval to miss class prior to that day. The nurse will send a card back to the teacher with the student, which will indicate temporary excused absence.

To be excused from P.E. class for more than 5 days a student is required to have a written medical excuse from the attending physician, which must be filed with the nurse's office.

#### **HEALTH SERVICE:**

- The nurse is on duty from 7:15 a.m. until 2:45 p.m.
- The nurse's office is located in room E125.

Any student who has medication prescribed by a physician, which needs to be taken during school hours, must follow the policy of the school district. Prior to medication being administered to any student in the Quincy Public Schools, an Authorization for Administration of Medication form must be completed and returned to the nurse. This form must be completed in detail to comply with Illinois Office of Education and Illinois Department of Public Health guidelines. Forms are available in the main office and nurse's office.

Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician including the name of the medication and the dosage. If there is a change in a student's dosage, a new authorization is required. Parents must notify the nurse when medication is discontinued.

Nonprescription medication must come in the original container along with the completed authorization form indicating the amount and frequency of medication to be given. Nonprescription medication will not be given at school without an Authorization for Administration of Medication form signed by the physician and parent.

Medication will be dispensed only by the school nurse/health aide or authorized school personnel. Students are not to carry medication or keep it in a locker for themselves or other students. Immediately upon arriving at school, the student must check the medication in with the nurse. Except in extreme situations, it is the student's responsibility to go to the nurse's office to take medication.

Any student who is injured on school premises should report to the nurse immediately.

Any student requesting permission to leave the school because of illness should report to the nurse. If a student becomes ill and the nurse's office is not open, the student should report to the deans' office.

#### **IMMUNIZATION STATUS REQUIRED FOR QHS STUDENTS:**

Certain immunizations are required by Illinois law. Public school students must have these immunizations to attend school. Please note the following and be sure the nurse has a record of your compliance.

#### **POLIO:**

The student must have received three or more doses of polio vaccine administered at the appropriate age, with the last dose being a booster and having been received on or after the 4<sup>th</sup> birthday.

#### **RUBELLA (3 day measles):**

The student must show proof of receiving at least 1 dose of rubella vaccine at 12 months of age or older. Proof of disease is not acceptable unless laboratory evidence of rubella immunity is presented.

#### **DIPHTHERIA-TETANUS-PERTUSSIS (DPT & TD):**

1. The student must have received four or more doses of DTP, DTaP or Td, administered at the appropriate age, with the last dose being a booster and received on or after the 4<sup>th</sup> birthday.
2. If 10 years have elapsed since the last booster, an additional Td booster is required.

#### **MUMPS:**

The student must have received mumps vaccination at 12 months of age or later or had the disease diagnosed by a physician.

#### **MEASLES (Rubeola):**

The student must show evidence of having received two doses of live measles virus vaccine, the first dose at 12 months of age or older and the second dose no less than 1 month after the first, had physician diagnosed disease, or laboratory evidence of measles immunity.

#### **HEPATITIS B:**

The student must have received 3 doses. There must be an interval of at least 4 weeks between the first and second dose, and an interval of at least 2 months between the second and third dose.

#### **SEX EDUCATION CURRICULUM:**

The School Board Policy 625.10 Curriculum-Sex Education and Family Life provides in part:

...No pupil shall be required to take or participate in any class or course in comprehensive sex education if his parent or guardian submits written objection thereto, and refusal to take or participate in such course or program shall not be reason for suspension or expulsion of such pupil. Each class or course in comprehensive sex education offered in any grades six through twelve shall include instruction on the prevention, transmission, and spread of AIDS. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology...

...It is the policy of the Board of Education to provide course of instruction designed to promote wholesome and comprehensive understanding of the emotional, psychological, hygienic and social responsibility aspects of family life. Such courses of instruction shall include the teaching of the alternatives to abortion, appropriate to the various grade levels; and such courses of instruction on the prevention, transmissions, and the spread of AIDS. However, no pupil shall be required to take or participate in such course or program shall not be reason for suspension or expulsion of such pupil...

#### **SEX EQUITY:**

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 extracurricular programs and activities. Any student may file a sex equity complaint by contacting his/her principal or the Secretary of the Board of Education (223-8700).

**INTERNET ACCESS:**

All students will be allowed access to the Internet (and therefore subject to rules and regulations surrounding Internet usage) UNLESS a parent or guardian of the student files a written request with the principal that his/her student be denied Internet access. All users are responsible to know the rules and any changes in the rules. Inappropriate use of the Internet may result in a range of disciplinary action up to and including expulsion.

**ASBESTOS:**

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing materials in the schools. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and at the district office. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).

The District will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

**GRIEVANCE / COMPLAINT PROCEDURES:**

1. The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the building or school principal.
3. "If the matter is still not resolved, the student or parents may contact the Secretary of the Board of Education at 223-8700 to access the district Uniform Grievance Procedure.

**AMERICANS WITH DISABILITIES ACT:**

The Quincy Public School District #172 does not discriminate on the basis of the disability in admission to, access to or operations of its programs.

This notice is provided by Title II of the Americans with Disabilities Act 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the District's designated ADA compliance coordinator.

Title:	Director of Special Education
Office Address:	1444 Maine St., Quincy IL 62301
Phone #:	Voice or TDD 217/223-8700
Days/Hours Available:	Monday-Friday 7:00 a.m.-4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Public Schools are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made in large print, on audiotape and in Braille from the ADA Compliance Coordinator.

**STUDENT SURVEYS:**

The Board Policy No. 748 Survey of Students provides in part: Accordingly, it is the policy of the Board of Education that no survey shall be given to students unless the Board of Education has approved such participation. Such approval will normally be based upon Board committee recommendation, but may be based upon recommendation of the Superintendent or other entity as the Board of Education deems appropriate.

When approving a survey, the Board of Education shall designate the conditions of the survey, to wit (a) parental consent required; (b) parent may opt out student. Notice of opt-out may be given to parent by delivery of notice to student for delivery to parent...

**VIDEOCASSETTES / CD'S USED IN INSTRUCTION:**

District 172 Administrative Procedure on Videocassettes Part II provides in part: Videocassettes used in the instruction of students should be carefully selected to ensure that they are of high quality. All videotapes should be previewed by the teacher prior to use in classroom instruction. Use of a videocassette must be for the purpose of teaching an instructional objective from the course curriculum and **not** for the purpose of entertainment.

On rare occasions, when a teacher wishes to use an R-rated videocassette, the teacher **must**:

Send home a parent permission letter one week prior to the viewing. Include same information in the parent letter as was included in the written request to the principal. Do **not** use an opt-out procedure for parent permissions. There must be a signed permission slip returned to the teacher prior to the student's viewing of the videocassette (**opt in**)...

## **CODE OF CONDUCT FOR EXTRA CURRICULAR ACTIVITIES:**

### **Introduction:**

Participation in extra-curricular activities is a privilege – not a right. The constitution and laws of this state and country guarantee students the right to an education. That right to an education cannot be taken away without due process of law. Due process protection does not apply to privileges.

### **The Rules:**

The Quincy Public Schools expect students who participate in extra-curricular activities at all times (365 days a year):

- a. To conduct themselves as young ladies and young gentlemen;
- b. To conduct themselves in a manner to reflect favorably upon the Quincy Public Schools and the Quincy community;
- c. To be role models for their peers and younger students;
- d. To adhere to all rules set forth in the student handbook and those adopted by the coach/sponsor;
- e. To refrain from the use of tobacco, alcohol, and drugs; understanding the serious adverse legal and health implications of each and recognizing that legally drug violations are more serious than alcohol and alcohol more serious than tobacco;
- f. To comply with the laws of our community, state and nation.

### **Violations:**

Any conduct in violation of those rules shall subject the participant to a range of consequences from reprimand to exclusion from extra-curricular activities.

### **The Process:**

The coach/sponsor shall make a recommendation of penalty to the principal who shall, after affording the student and his/her parents the opportunity to be heard, render a decision on the penalty.

The principal shall endeavor to foster some reasonable uniformity of penalty among all activities.

The decision of the principal may be reviewed by the superintendent, as the superintendent deems appropriate.

The decision of the superintendent may be reviewed by the Board of Education, as it deems appropriate. The decision of the Board of Education is final, including the decision of the Board of Education not to review the decision of the superintendent.



Illinois High School Association

(For 2008-09 School Term)  
(Revised 3/15/08)

### **Key Provisions Regarding IHSA Rules**

#### **Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not

in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### **2. Scholastic Standing**

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed

- guardian and you continue to pay tuition as a high school student in that same district; or
- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.
- 4. Transfer**
- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- 5. Age**
- You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.
- 6. Physical Examination**
- You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.
- 7. Amateur Status**
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
- 8. Recruiting of Athletes**
- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
- Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.
- 9. School Team Sports Seasons**
- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date.

This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

**10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

**11. All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may

participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

1. the high school season in that sport has been completed.  
You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

**12. Coaching Schools**

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar (August 3, 2008).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

**13. Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

**PART II – ACADEMIC CREDITS AND REPORTING TO PARENTS**

**GRADUATION REQUIREMENTS:**

- 4..... Credits of English (proficiency required)
- 2..... Credits of Social Studies  
This includes:
  - 1..... Credit of U.S. History
  - 1/2..... Credit of Government
  - 1/2 ..... Credit of Contemporary History
- 3..... Credits of Mathematics (proficiency required)
- 2..... Credits of Science
- 2 1/2 ..... Credits of Physical Education (Class of 2011 will require 3 cr.)
- 1/2 ..... Credit of Driver Education
- 1/2 .....Credit of Health (1/2 credit of Health Occupations I or II or I full credit of Careers in Health may substitute)
- 1/2 .....Credit of Computers
- 1/4 .....Credit of Consumer Education  
Other courses that meet the Consumer Education requirement:  
Business and Technology Concepts  
Business Law  
Business Management and Marketing  
Consumer Mathematics  
Record Keeping  
Economics  
Resource Management  
Cooperative Vocational Education
- 1..... Credit of either Art, Foreign Language, Music, or Vocational Ed
- 6 3/4 ..... Credits of electives
- 23..... Total credits

Any course required for graduation MUST be taken for a letter grade (A, B, C, D, F) and credit. Students who choose to take Driver Ed in the summer are required to take PE during the school year.

**AUDIT POLICY:**

Quincy High School does NOT encourage the use of an audit for any non-required courses. However, it may be an advantage for a very small number of students to take some non-required courses for an audit. Audit means no grade, no credit, but the course does appear on the permanent record card.

Final approval for an audit is made by the teacher. An audit for a course must be approved by the teacher and counselor early in the semester. (There is a deadline.) Auditing of non-required courses can be beneficial to students with a present GPA or projected GPA of 4.00 or above. Please consult your counselor to discuss your individual situation.

**HONOR ROLL:**

High Honor Roll: a minimum GPA of 3.750; NO grades of F, D, I, or U; a minimum of 3 classes taken (2-hour blocks count as 2 classes)

Honor Roll: A GPA of 3.000 to 3.749; No grades of F, D, I, or U; minimum of 3 classes taken (2-hour blocks count as 2 classes)

### **HONOR GRADUATES:**

A minimum of 23 credits is required for graduation. A student who earns a total of 25 credits with a grade point average of 3.00 will be on the Class Honors List. Each student earning 25 credits with a grade point average of 3.75 or higher in English, foreign language, mathematics, science and social studies will be designated a Scholastic High Honors Graduate. An appropriate "Honor Students" seal will be affixed to the diploma of each qualifying student.

### **NATIONAL HONOR SOCIETY:**

**Description:** The National Honor Society is part of a national organization that operates under the auspices of the National Association of Secondary School Principals. The intent of the organization is to recognize students who have distinguished themselves in the classroom and who have been involved in school and community activities. Criteria for membership include scholarship, character, leadership, and service. The officers meet weekly and the general membership meets monthly. Members are required to complete 10 service hours per academic year. Dues for newly inducted members during the 2007-08 academic year are \$30.

**Selection Process:** Juniors and seniors with a 3.6 grade point average are eligible for membership in the National Honor Society. A junior must have this average based on four (4) semesters and a senior based on six (6). Seniors who are eligible scholastically shall be notified and invited in the fall to complete a membership information form for further consideration for selection. **Leadership** exists not only in holding an office or assuming a leadership role, but leadership can be established by a candidate's participation in activities. Therefore, in order to be considered for membership a minimum of two activities from the two years prior to the submission of the membership information form must be obtained with verification from a sponsor of that activity. (Beginning with the class of 2010, a student must have two activities from each of the two years prior.) A parent's signature will not be accepted as a replacement for a sponsor signature. **Service** is considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. To meet the service requirement, the student must complete 20 hours over the course of the two years prior to the application date. This service, with no more than one activity to be affiliated with a school activity, must include a diverse grouping of activities. A signature is required attesting to the candidate's participation in the service projects. **Character** is measured in the terms of respect, responsibility, trustworthiness, fairness, caring and citizenship. A minimum of two faculty signatures is needed on the membership information form to verify the candidate's character. In addition, a candidate may include letters of reference to attest to his/her character.

**Dismissal:** Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used for the basis of their selection. Members are allowed a warning unless their behavior is a flagrant violation of school rules or civil laws. A student who is dismissed or who resigns may never again become an Honor Society member. If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. A complete list of chapter by-laws is available.

### **RECOMMENDED COLLEGE PREPARATORY PROGRAM:**

- 4..... Credits of English (emphasizing written and oral communications and literature)
- 3..... Credits of Social Studies (emphasizing history and government)
- 4..... Credits of Mathematics (introductory through advanced algebra, geometry, math analysis)
- 3..... Credits of Science (including biology, chemistry, and physics)
- 1/2 ..... Credit of Computer Science (emphasizing fundamentals of computer programming)
- 2..... Credits of Foreign Language and/or fine arts (music, art, theatre)

### **REPORT CARD:**

In general, explanation of the method of determining your grade in each class will be presented to you by your teachers. Your grade for a quarter is based on your overall achievement not your work on a single project or assignment. Two quarter grades plus an exam grade will be averaged to determine your semester grade. (Exam grades are calculated up to 20% of your grade.) These semester grades are recorded on your transcript of permanent record.

The following explanation shows how these grades can be used:

- These grades are all figured in with the student's grade point average (GPA):
  - A** – Excellent
  - B** – Above Average
  - C** – Average
  - D** – Below Average
  - F** – Failure
- With these grades the student receives credit for the course but nothing is figured into the GPA:
  - P** – Pass
  - CR** – Credit
  - S** – Satisfactory
- With these grades the student receives no credit for the course and nothing is figured into the GPA.
  - NC** – No Credit
  - WP** – Withdraw Passing
  - WF** – Withdraw Failing
  - EX** – Excused
- Audit means no grade, no credit, but the course does appear on the transcript:
  - AU** – Audit
- This is a temporary grade. Course requirements are to be completed within two weeks following the end of the grading period, or it becomes an F:
  - I** – Incomplete

### **PROGRESS REPORTS / GRADES:**

Progress Reports/Grades will be given/mailed to parents eight (8) times per year so that parents can monitor their student's progress. Parents are encouraged to use eSchool to view their student's academic progress.

Ending dates for grading periods are: October 17, 2008; December 19, 2008; March 13, 2009; June 1, 2009.

**STATEMENT OF ACADEMIC HONESTY:**

Academic honesty is expected of all students in all classes. Cheating is neither permitted nor condoned. Any form of cheating may result in a student receiving a failing grade of zero for the assignment, test, quiz, or activity in question. Depending on the severity of the conduct, it may also result in a student receiving a failing grade for the quarter or semester in question. The student's parents will be notified of any cheating incident by the teacher.

**STUDENT TRANSCRIPT REQUEST POLICY:**

Quincy High School students will be charged \$1.00 fee for any official transcript being sent to a college/university, etc. No charge will be assessed for the final transcript or any transcript needed for a scholarship program.

**TESTING INFORMATION:**

The Prairie State Achievement Exam is a mandatory test and scores automatically become a part of the student's permanent record. Standardized tests such as ACT, SAT, PLAN, and PSAT/NMSQT are optional tests. Results from these tests become part of the permanent record when we receive the scores. If you do not want ACT scores from the Prairie State Achievement Test or any of the optional test scores to appear on the student's permanent record, you must notify the main office of your decision in writing, otherwise these test results will automatically be added to the permanent record.

**TALENTED AND GIFTED SERVICES:**

All students in the Quincy School District are entitled to an instructional program, which allows them to be challenged to their greatest potential. Because of the learning differences of some students, the Talented and Gifted (TAG) program attempts to differentiate curriculum to meet the needs of the academically advanced students. These students are capable of above grade level instruction, advanced placement, and projects and tasks, which move them beyond traditional expectations.

Students for Talented and Gifted classes are nominated through achievement test scores, individual intelligence tests, staff recommendations, parent referrals, and student performance. All nominated students must be screened, and educational assessments will be used to determine eligibility for the program. Parent referrals should be made through the building principal who will gather pertinent data and send the information to the district's Coordinator of Gifted Education.

**TO ALL MEDICAID ELIGIBLE PARENTS / STUDENTS:**

Medicaid reimbursement is a source of Federal funds approved by Congress to help school districts maintain and improve Special Education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, the Special Education Association of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

**DRIVER EDUCATION ELIGIBILITY:**

Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course.

**STUDENT ASSISTANCE PROGRAM:**

The QHS Student Assistance Program (SAP) provides a way to identify, support, and refer students in our school whose personal problems are interfering with their learning.

One of our SAP components is the Student Assistance Team (SAT), which is comprised of staff to whom students and parents can turn when they need help. The SAT members are there to provide immediate access to assistance delivered with a team approach.

Another component of our SAP is the educational support groups for students. The groups allow our students the opportunity to deal with life issues in positive ways. The groups offered are dependent on student needs, and are led by trained staff (Trained staff includes Quincy Public School employees and qualified community professionals). Examples of possible educational support groups include: stop smoking group, relationship group, teen parent group, grief group, etc. If you would rather your student not be allowed to participate in a group, please call your student's counselor and request in writing they would not be allowed to participate.

**SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT:**

Margy Donald, Administrative Assistant, is the official records custodian at Quincy High School.

- 1) The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student's permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.
- 2) The student's accumulative folder is a temporary record consisting of all information that is relevant to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate, or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal.
- 3) Parents or any person specifically designated as a representative by a parent has the right to:
  - a) Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of

receipt of such request by the official records custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 25 cents per page for copies. NO parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

- b) Have present at the option of either the parent or the school, a qualified professional who may be psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional employed by the school.
- c) Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
  - i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
  - ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
  - iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
  - iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
  - v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If

the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located.

- 4) No school student records of information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
  - a. To a parent or student or person specifically designated as a representative by a parent.
  - b. To an employee or official of the school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest.
  - c. To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunities to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objections, the records may be transferred to the requesting school.
  - d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records.
  - e. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy, and challenge the contents of the school student records.
  - f. To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the opportunity to inspect, copy and challenge such information. Such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
  - g. Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the persons, agency or organization receiving the information, and the purpose of the release.

- h. To any person with the prior specific, dated and written consent of the parent designated the person whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect copy, and challenge the records and to limit any such consent to designated records of designated portions of the information contained within the records.
- 5) Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information dispute.
  - 6) Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted.
  - 7) Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have such access to such information without a prior consent of parent obtained in accordance with ISSRA.
  - 8) A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.
  - 9) All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18<sup>th</sup> birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
  - 10) The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: Students' name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.
  - 11) No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.
  - 12) Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be continued assistance to the student may, after 5 years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and to the parent the future usefulness of psychological evaluation, special education files and other information contained in the student temporary record.
  - 13) Any policies of the school relating to school student records, which are not included in the Act or Rules.

- 14) Copies of the Illinois School Student Record Act, 23 Illinois Administrative Code 375 (Student Records) and district records or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.
- 15) Federal Law (No Child Left Behind) requires military recruiters have access to secondary school student names, addresses and telephone listings unless the parent or student objects. Objections should be filed in writing with the records custodian, Margy Donald, in the main office.

#### **PROTECTION OF STUDENT'S RIGHTS:**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis, or evaluation. Also, no student will be required to submit any survey, analysis, or evaluation which reveals the kind of information specified in 20 U.S. C 1232h without prior written consent of parents to opt out (or consent of student if age 18 or emancipated). A copy of the law that is referenced is available in the District office for inspection during regular business hours.

### **PART III – ATTENDANCE POLICY AND PROCEDURES**

#### **ATTENDANCE POLICY FOR QHS:**

Attendance in all classes is critical for successful learning and is the responsibility of students and their parents. Certain absences are unavoidable and will be considered excused. They are:

- Illness of the student
- Serious illness in the family
- Death in the family
- Emergency needs at home
- Absences previously arranged by parents
- Observance of a religious holiday

It is the responsibility of the parent to notify the **attendance office** by phone (223-5550) on the day of the absence or send a note upon the student's return. In the event the attendance office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have three days following the absence to clarify the situation, or it will be considered truant.

Illinois state law mandates that parents shall require students under age 17 be in school. Students over 17 must either be in school attending regularly or choose to drop out. We recognize that emergency situations happen to all of us, and our intent is not to increase the stress of occasional crises or to be punitive when a negative response is not justified. However, when problems occur on a regular basis that interfere with regular school attendance or contribute to chronic tardiness or absenteeism, steps must be taken to limit interference with the process of education. The following are reasons that are not valid reasons to be absent from school and will not normally be considered excused absences:

- Work
- Oversleeping

- Car trouble
- No clean clothes

Parents should expect to be notified daily, by phone or by mail, when students are absent. After 9 absences, an absence due to illness will be excused only if the school receives a doctor's note confirming the illness. Parents will be required to attend a conference when teachers of staff believe the student's absences interfere with success at school. Again, our purpose is to limit the effects absences have on school success, not to punish people who already are dealing with difficult situations. Should your student have a health problem that interferes with regular attendance, please contact a counselor or school official.

**PARENT REPORTING ABSENCE:**

The student must have a parent or guardian telephone the deans' office by 9:00 a.m. The telephone number is 223-5550.

The attendance office hours are 6:45 a.m. – 3:15 p.m.

**PREARRANGED ABSENCE:**

An absence may be prearranged with the school officials by parents for reasons other than personal illness, and emergencies will be handled on an individual basis by the school attendance personnel.

All requests for a prearranged absence must be phoned in or requested in writing by a parent or guardian. The prearranged absence form must be obtained from the deans' office 5 days prior to the absence and taken to all of the student's teachers and counselor, then home to be signed by a parent, and brought back to the deans' office for final approval.

**MAKE-UP WORK FOR AN EXCUSED ABSENCE:**

Valuable learning experiences which determine student proficiency in a subject are missed when a student is absent. Students are responsible for and entitled to the instruction missed during the absence. It is the sole responsibility of the student to contact each teacher and arrange to make up assignments, which will demonstrate proficiency of subject matter covered in the missed class.

Students will be informed of completion deadlines and other requirements for make-up work. All make-up assignments are due following an absence. All students are expected to make up, with credit, any work missed for an absence.

Teachers may decide that alternative assignments are the most effective means of minimizing the disruptiveness of absences. They may prefer that the alternative assignment be completed after the student returns to school. In that case, the teacher will expect the student to make arrangements to complete the missing assignments.

**LEAVING SCHOOL CAMPUS DURING THE DAY:**

Students are not permitted to leave the school campus during the day without written or phoned permission from the parent to the deans' office. The student must obtain a Leave the Building Permit and sign out of the deans' office BEFORE the student is fully authorized to leave the building.

A student who becomes ill during the school day must report to the nurse's office for treatment or early dismissal. Students sent home by the nurse must always sign out at the deans' office.

When returning from an appointment during the school day, the student must report to deans' office to sign back into school and obtain an admit slip to class BEFORE reporting to class.

Any student who leaves school at any time during the school day without prior parental permission and prior deans' permission will be considered truant from the class or classes missed.

**TARDINESS TO SCHOOL:**

A warning bell will ring at 7:25 a.m., and students will pass to first period class. School will begin promptly at **7:30 a.m.**

Transportation to and from school is provided by the school district. Late arrival resulting from a student's choice to use private transportation will not be excused without parent contact with legitimate reason.

**TARDINESS TO CLASS:**

A student shall be considered tardy if not in the classroom when the bell rings.

It is important for all students to be in class on time. In an effort to accomplish this goal, the following policy is in place.

Every teacher will have a sign-in sheet for students to fill out when they come in late. Every unexcused tardy will result in a 15 minute detention to be served with that teacher. This detention is to be served within 3 days of the tardy. If the detention is not served, the teacher will write a discipline referral, which will result in the student owing a one hour detention to be served in the ISS room after school.

**TRUANCY:**

When a student is absent from school without a valid reason and parent authorization, he/she is considered truant. It is the responsibility of the parent to ensure that the student attends all classes. When students sign up for courses and parents confirm their students' choice of courses, the school assumes that students want to be in those courses. We believe that students should be enrolled in courses that lead to: 1) Graduation from High School and 2) The fullest possible development of individual talents and potential.

Truancy, unexcused absence, is a major distraction to achieving these ends. Students who are truant are to make up work for credit. When a student is truant from Quincy Senior High School parents and students should expect:

- Notification on the day of truancy
- Contact by the dean
- Consequences which may include: detention, Saturday School, or alternative class assignments

After the 2<sup>nd</sup> truancy they should expect:

- Notification on the day of truancy
- Contact by the dean
- Students will be assigned detention. Failure to show will result in a one day suspension.

After the 3<sup>rd</sup> truancy they should expect:

- Notification on the day of truancy
- Contact by dean
- Parent contact

After the 4<sup>th</sup> truancy:

Results in the previous meeting will be reviewed. Possible outcomes may include, but are not limited to:

- The development of a new schedule that will better meet the students ability to achieve 1) graduation from high school, and 2) fullest possible development of individual talents and potential.
- The development of a new schedule that leads to early graduation.
- The reassignment to an alternative school.
- The student choosing to pursue a G.E.D., if eligible to do so.
- The student choosing to withdraw from school, if 17 or older.

If truancy continues students will be suspended out of school one (1) day and a parent conference will be arranged to develop a written plan. Support services will be offered as needed to address the root problem leading to the truanics. At 18 days of truancy a city ticket will be issued.

The following support service may be offered to a student who is experiencing an attendance problem:

- Guidance Office
- Parent-Teacher Conference
- Academic Assistance
- Counseling services by Social Workers
- Support Groups
- Counseling services by Psychologists
- Psychological Testing
- Alternative Educational Programs
- Alternative School Placement
- Community Agency Services

A specific written plan will be developed by the student. The completion of the plan should lead to achieving 1) graduation from high school, and 2) fullest possible development of individual talents and potential.

#### **VISITORS:**

Parents are welcome on the campus of Quincy High School. Parents should pre-arrange their visit with the appropriate teacher or administrator. Please secure a Visitors Pass at the B West entrance. Visitors may park in spots marked "Visitors" or in the staff parking which is designated by a blue curb. Please do not park in any numbered spot. Numbered parking spots have been purchased by QHS seniors for the year.

At Quincy High School, students are expected to be involved in the process of education which means visitors other than parents will not be allowed to attend class with QHS students. The building administration will consider requests for exceptions to this rule.

Other visitors must check in at the front desk to discuss their desire to visit Quincy High School.

## **PART IV – DISCIPLINE/SUPERVISION**

### **ZERO TOLERANCE POLICY:**

In that the mission statement of the Quincy Public Schools requires a safe and secure environment, any act, remark or statement by a student either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall be subject to disciplinary action up to and including expulsion. This includes all such acts, comments, statements or remarks. Lack of intent (e.g. "It was a joke") shall not be a defense to disciplinary action.

### **GENERAL DISCIPLINE:**

Students are under the jurisdiction of school personnel at all activities within the school program including events outside the school.

When a student commits an act of gross disobedience or misconduct as defined by the school board, the student's right to an education may be temporarily withheld. However, no school may deprive a student of his/her right to an education without due process and the student must be allowed to present a defense and to explain the circumstances of the actions in question.

Each student is expected to make the most of his/her potential, and to maximize his/her learning opportunities. Any other attitude toward school is secondary and in conflict with our purpose.

The administration of Quincy High School expects students to:

- Be in attendance in every class, every day.
- Arrive on time to every class, every day.
- Have needed materials with them for every class.
- Treat all staff and students with dignity and respect.
- Follow classroom rules.

### **MISCONDUCT / GROSS DISOBEDIENCE:**

Habitual disruptive behavior is unacceptable. A system of progressive discipline (violations and consequences) will be followed. Should severe or repeated misbehavior occur, the building administration has the right to disregard the progression of consequences and impose an appropriate alternative. More than one discipline consequence may occur for any given offense.

The following interventions will typically be used, beginning at the level appropriate for the initial offense:

1. Conference with the student
2. Detention
3. Call home
4. Saturday detention
5. In-school suspension
6. Out-of-school suspension
7. Recommendation for expulsion

In addition, the dean may choose one of the following interventions when deemed appropriate:

1. Conference with the student's family
2. Referral to a cooperating agency
3. Referral to the regional superintendent's office if truancy is the problem

#### 4. Arrest

The following are examples (not an all inclusive list) of misbehavior that will initially be handled by the classroom teacher.

Yelling across the room	Talking in class	Name calling
Failure to serve detention	Throwing paper	Tardiness
Card Playing	Horseplay	Sleeping
Cheating		

Teachers will deal with these disruptions; in addition, using interventions with which they are comfortable, keeping in mind that giving the student due process is not only necessary, it is also an effective classroom management tool. Deans and administrators are available to discuss ways to intervene with disruptions.

Should a student fail to respond to the teacher's interventions and these disruptions become chronic, they become more serious problems and will be referred to the dean. The dean will typically deal with these problems in the following manner, again following a hierarchy of consequences:

- 1<sup>st</sup> time to dean..... Conference, detention, or Saturday school
- 2<sup>nd</sup> time to dean..... Call home, Saturday school, or ISS
- 3<sup>rd</sup> time to dean..... ISS or OSS
- 4<sup>th</sup> time to dean..... Extended OSS and referral to administrator for parent conference

#### **ALCOHOL AND OTHER DRUGS:**

Students are prohibited from the illegal or unauthorized use of drugs which includes possessing, consuming or being under the influence (under the influence is defined as any reading whatsoever on a recognized alcohol measuring device), as well as selling or attempting to sell, buying or attempting to buy, or providing drugs while on school ground premises, in school-owned vehicles, or at any school function, even those not on the school grounds.

A DRUG IS DEFINED AS ANY CAPSULE, TABLET, OR LIQUID INTENDED TO BE TAKEN BY MOUTH; ITEMS INTENDED TO BE INJECTED INTO THE BODY; ALCOHOL; ITEMS FOR INHALATION AND ANY ITEM REPRESENTED AS A DRUG.

Students are prohibited from possessing drug paraphernalia. Drug paraphernalia is defined as any item peculiar to the use of introducing a drug (as defined in paragraph B) into the human body. A student who violates this rule may be suspended for a period of up to ten days and may be recommended for expulsion.

Use of a drug authorized by a medical prescription from a physician possessed and used in accord with school policy shall not be considered a violation of the above rule.

#### **DISRESPECT OR INSUBORDINATION:**

A student who is insubordinate or disrespectful may be suspended in or out of school for up to ten days. Parents may be required to return with the student for a conference.

#### **POSTERS AND FLYERS:**

All posters and flyers must be approved by the principal or his designee before being displayed.

#### **DISRUPTIVE DRESS:**

Each student is expected to present an appearance that does not disrupt the educational environment or interfere with maintenance of a positive teaching and learning climate. **ONE'S BODY (EXCLUDING ARMS) MUST BE COVERED FROM SHOULDERS TO MID THIGH.** Dress and/or grooming that are not in accord with reasonable standards of health, safety, and decency will be considered inappropriate. Examples: halters, tops (which shows any midriff skin), tank tops, strapless dresses/tops with spaghetti straps, muscle shirts, and undershirts are considered inappropriate. Transparent blouses or sweaters cut extremely low in front, back or sides without adequate under cover are inappropriate. Skirts and shorts must be appropriate, i.e. not too short or too tight. Jeans that show underwear or buttocks are not appropriate. Shoes must be worn. Students attending semi-formal or formal dances or other dances are expected to remain appropriately dressed.

Hats/headbands/sweatbands/hoodies or other head coverings are not to be worn in the building and may not be brought to class. Students should place hats or other head coverings in their lockers as soon as they arrive. Shirts, pins, etc. which are suggestive or which depict obscenities or hate messages are also inappropriate. Clothing or buttons advertising or displaying alcohol or drugs are considered inappropriate and may not be worn to school. T-shirts or any items with inappropriate messages or inappropriate signs that are disruptive to the education process are not appropriate for school.

Accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property are not acceptable at school. Examples of these are chains attached to wallets, hair picks, spiked necklaces, spiked bracelets, boots with cleats, shoes with wheels.

Those who ignore these regulations will be suspended one to ten days, in or out-of-school.

#### **CELL PHONES AND ANY OTHER ELECTRONIC SIGNALING DEVICES:**

Students are permitted to possess cell phones while on school property. However, these devices must be turned off and stored out of sight (in a locker, backpack, purse, not visible to anyone) during the school day which also includes the time frame before the start of the school day. Use of the cell phone is limited to after-school hours starting at 2:25 p.m. If a cell phone is seen or heard during a test or quiz, the student will automatically receive a zero and a referral will be made to the dean.

A student displaying or using a cell phone inside the building before 2:25 p.m. will receive the following consequences:

- 1<sup>st</sup> Offense...Confiscated—verbal warning and cell phone returned to student after school
- 2<sup>nd</sup> Offense...Confiscated—parent contact made—parent must come in to pick up cell phone
- 3<sup>rd</sup> Offense...Confiscated—parent contact made—parent must come in to pick up cell phone—student may not bring phone back to school for the remainder of the year. If a student is found in possession after the 3<sup>rd</sup> offense they may be suspended.

**FALSIFICATION OF SCHOOL FORMS, PARENT NOTES, OR PARENT PHONE CALLS:**

Falsification of school forms, parent notes, or parent phone calls will result in parent conferences, and/or suspension.

**FIGHTING:**

When two students are making aggressive physical contact it is considered a fight. Both students can expect consequences of up to ten days in- or out-of-school suspension, recommendation for expulsion, arrest, and possible alternative placement. When one student is making aggressive physical contact, it is battery, and that student can expect consequences that may include suspension, recommendation of expulsion, and arrest.

Students engaging in verbal fighting will be subject to a parent conference, detention, and/or in- or out-of-school suspension.

Repeated acts may be subject to arrest, as well as recommendation for expulsion.

**FIRES AND RELATED AREAS:**

Tampering with fire extinguishers and alarms is against the Illinois State Fire Prevention Laws. Tampering with any fire extinguisher will result in parent contact and/or one to ten days in-or out-of-school suspension.

Pulling a fire alarm unnecessarily, making a false fire report, or reporting a false bomb threat will result in a ten day suspension, may result in recommendation for expulsion and arrest. The student is required to return to school with parent/guardian for a conference.

Setting a fire will result in a ten day suspension and a recommendation for expulsion, and may also result in arrest. Possessing or using fireworks may result in a suspension.

**PROFANITY, VULGARITY, OR INDECENT GESTURES:**

Students who participate in such behavior may be suspended in or out of school for one to ten days. Repeat offenders may be recommended for expulsion. A student who directs such behavior toward teachers, administrators, or other schools staff will be suspended three to ten days and may be recommended for expulsion.

**PARTICIPATION IN ACTS DESIGNED TO DISRUPT SCHOOL (strikes, walkouts, etc.):**

Offenders will be suspended up to 10 days and may be recommended for expulsion.

**HAZING:**

When any student is subjected to verbal or physical harassment, ridicule, or demeaning activity by an individual student or group of students, it will be deemed hazing. Any violation is subject to suspension or recommendation for expulsion.

**PHYSICAL / VERBAL ABUSE OF SCHOOL STAFF:**

Offenders will be suspended up to 10 days and may be recommended for expulsion and arrest. Any profanity or aggression directed towards a staff member will result in a suspension of up to 10 days, may be recommended for expulsion, and an arrest.

**GANGS:**

**Fighting to Defend, or Defending a Gang:**

No student may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

Penalty: Ten day suspension and/or recommendation for expulsion and referral to the police department.

**Violence, Intimidation, or Coercion Related to Recruiting for Gang Membership:**

No student may intimidate by violence or other means, or otherwise coerce any other person for the purpose of obtaining membership in a "street gang".

Penalty: Ten day suspension and/or recommendation of expulsion and referral to the police department.

**Recruiting for Gang Memberships:**

No student may solicit any student, staff member or visitor, for membership in an organized group of youths or adults, commonly known as a "street gang" on or about school premises or school ground, or at any school-sponsored activity.

Penalty: Ten day suspension and/or recommendation of expulsion and referral to the police department.

**Displaying Gang Related Symbols:**

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang may be worn on or about the school premises, on school ground, or to any school-sponsored activity. Non-Quincy students or adults will be required to leave school property.

- Penalty:
1. Suspension of five (5) days and referral to police.
  2. Suspension of ten (10) days and recommendation of expulsion.

**Promoting Gangs, Drawing Gang Symbols, or "Representing":**

No student may engage in any activity for the purpose of promoting any street gang on or about school or school grounds, or at any school-sponsored activity. The prohibited activities included, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member. Non-Quincy students or adults will be required to leave school property.

- Penalty:
1. Suspension of five (5) days and referral to police
  2. Suspension of ten (10) days and recommendation of expulsion

### **INCITING A RIOT OR DISTURBANCE:**

Students who incite or encourage others to fight, or who behave so as to promote or bring about a mass disturbance, will be subject to suspension of up to 10 days and may be recommended for expulsion.

### **INTIMIDATION AND / OR HARASSMENT:**

Students who intimidate, bully, or harass others by making threats, promoting hate groups, drawing or displaying hate symbols, making remarks about ethnic background, physical attributes, or disabilities will be subject to suspension of up to 10 days and may be recommended for expulsion.

### **PUBLIC DISPLAYS OF AFFECTION:**

Public displays of affection other than holding hands are behaviors which are not appropriate for a public place and which make people uncomfortable, show poor judgment and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public place and this includes all extra-curricular and after school events. Violators will be subject to disciplinary action.

### **SEXUAL HARASSMENT:**

Sexual harassment of students by others is prohibited. Any tormenting, teasing, verbal remarks, or physical gestures of a sexual nature may constitute sexual harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual or sex-based nature by anyone, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of education aid, benefits, services, or treatment; or, (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

### **LASER POINTERS:**

The possession or use of the pointing instrument commonly known as a "Laser Pointer" is forbidden at Quincy High School or any off campus school related activity (e.g. field trips, sports events, etc.). Violation of this rule may result in disciplinary action up to and including expulsion.

### **RIGHTS AND RESPONSIBILITIES – AGGRESSIVE BEHAVIOR (including "bullying"):**

Disciplinary action may be taken against any student guilty of aggressive behavior (e.g. bullying). The behavior prohibited hereunder means the use of 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, intimidation, fear, bullying, or other comparable conduct. A student guilty of bullying may be expelled or subject to any lesser penalty.

### **RIGHTS AND RESPONSIBILITIES – WEAPONS:**

Possession or use of explosives, firearms, or other weapons or dangerous instruments shall be prohibited at all times on school buses, in school buildings or on school grounds or at any school sponsored activity or event.

A student who uses, possesses, controls or transfers a weapon, or any object that can be reasonably considered to be, or looks like a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. Weapons include but are not limited to any gun, rifle, shotgun and any other object if used or attempted to be used could cause bodily harm, including but not limited to, knives, brass knuckles, chains, billy clubs, or "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. Sporting equipment (such as baseball bats) should be safely stored prior to the start of school.

### **SMOKING:**

State law prohibits tobacco use on school property, and a city ordinance carries that ban to all areas for anyone under the age of 18. Therefore, students are not to carry smoking materials to school, and staff members may confiscate tobacco products on campus.

A student caught smoking or in possession of smoking materials will receive a City of Quincy Ordinance Violation and/or participation in a program to help stop smoking. A phone contact or a letter home indicating a violation of the smoking policy will be made. Should the student continue to choose to ignore the rules concerning tobacco use, the result will be recommendation of expulsion.

In addition to the prohibition against smoking on school grounds, students shall not use or possess tobacco products at any time or place where any school-related activity is occurring. Students who violate this rule will be disciplined as if the use or possession of tobacco products had occurred at school. Examples of school activities are field, athletic, and music trips, whether held before or after school, evenings or on weekends, and regardless of location.

Students are also advised that possession of tobacco by a minor is a violation of City of Quincy ordinance, and school staff members are encouraged to report violations to city authorities, as they deem appropriate, particularly when violations occur within the vicinity of a school.

### **TRESPASSING:**

A person or student who is found in a school building or on school grounds other than the one to which they are assigned will be considered trespassing unless they have legitimate business in the building and have followed proper procedure of obtaining a visitor's permit. Any unauthorized person will be warned one time to leave the building. If they do not leave or leaves and returns, a complaint will be signed against them for criminal trespass.

A student who has been suspended or expelled will be considered a trespasser unless they are asked to come to school by the administration. Any offender will be subject to an added suspension of five to ten days and may be recommended for expulsion and will have a criminal trespass ticket signed.

The school will also consider suspension for any student of Quincy High School who trespasses on private property near the school.

### **STEALING:**

Students who steal, possess, sell or try to sell stolen material, or who break into lockers, will be suspended in or out of school from one to ten days, may be recommended for expulsion and will be arrested.

### **DANCE RULES:**

- Only QHS students and their approved guests may attend QHS dances.
- QHS students and guests will be subject to all security measures.
- Guests may not be over 20 years of age or younger than 9<sup>th</sup> grade.
- Guests must provide a copy/picture I.D. one week before the dance.
- Students/guests may be required to provide a picture I.D.
- Semi-formal or formal dances will have tickets sold in advance.
- Tickets are non-transferable.
- No tickets will be sold at the door for Homecoming or Prom.
- Appropriate attire must remain on for semi-formal or formal dances.
- Disruptive dress will not be permitted.
- Shirts may not be removed (cut-off t-shirts are inappropriate attire)
- Suggestive dancing will not be permitted.
- Physically aggressive dancing (which may cause injury) is not permitted.
- Public displays of affection are not appropriate.
- Canes or any other accessory that could cause harm will be held at the door.
- Anyone leaving the dance without permission will not be readmitted.
- Any changes from the above must be approved by the principal.

### **EXTRACURRICULAR EVENT RULES:**

School authorities/staff may randomly test for alcohol any person attending an extra-curricular event. QHS students are subject to school discipline and arrest if they test positive. Those underage who are not QHS students and test positive are subject to exclusion from the event and arrest.

## **PART V – DISCIPLINARY MEASURE AND DUE PROCESS**

### **BEHAVIOR CONTRACT:**

A behavior contract is a written agreement between a student, parent, and a school official indicating behaviors for which there will be specific disciplinary consequences.

The behaviors and consequences will be:

1. Verbally agreed upon by both the student and the dean
2. Written in contract form
3. Signed by the student, student's parents/guardian and the dean

### **DETENTION:**

A student may be assigned detention in the supervised area before or after school. The deans' office may assign a student detention for a given number of days considering certain student obligations and circumstances. Failure to attend assigned detentions will result in more serious consequences.

### **INVOLVEMENT OF PARENTS AND POLICE DEPARTMENT:**

School officials recognize that parents usually want to know when their children have been misbehaving at school. Therefore, when deemed appropriate, school personnel will notify parents in order to obtain their help in solving discipline problems. In doing so, parents may be asked to come to school to discuss such problems.

School officials are obligated to notify the police department as well as parents whenever students have committed crimes in or on school property.

### **IN-SCHOOL SUSPENSION:**

In-school suspension is an all-day detention located in D221 and is supervised. Students having in-school suspension will stay until 2:25 p.m.

Teachers will provide assignments for students and this work is done for credit. Students are responsible for making arrangements with teachers to turn in assignments. Assignments are due no later than the first day students return to class.

A student may not participate or attend Quincy High School extracurricular activities while suspended in school.

Any student who refused to follow the rules of in-school suspension will be suspended out of school.

### **OUT-OF-SCHOOL SUSPENSION:**

Out-of-School suspension requires that the student may not attend school, school-sponsored activities, or be on school property for a given number of days. A suspension is a major penalty received as a consequence for a single serious act of misconduct or gross disobedience or violation of in-school suspension rules. A suspension is for a period not to exceed ten consecutive days.

If a student is suspended, the student may not come on to school grounds or into the school without permission from a school official. Violation of the above may result in additional suspension or possible arrest for trespassing.

It is the student's responsibility to get assignments and work to be made up during a suspension. The student should contact teachers to make arrangements for making up any work or tests missed during the suspension.

A student may not participate in or attend any Quincy Public School extracurricular activities (dances, sporting events, bus trips, etc.) while suspended. Violations will result in additional suspension.

Before a student returns to school a parent conference may be initiated by the dean.

Students who exhibit behaviors that result in numerous out-of-school suspensions will be considered for placement in alternative educational programs or expulsion.

### **EXPULSION:**

Expulsion is the most severe penalty administered by the Quincy Public School District #172. Only the School Board of District #172 may expel a student. If a student is involved in a serious disciplinary situation that the administration feels requires separation for longer than ten days, the principal will recommend the student to the Board of Education for expulsion.

### **SUSPENSION AND EXPULSION PROCEDURES:**

- A. **Suspension** – A suspension is for a period not to exceed 10 school days. The following are suspension procedures:
1. Before suspension, the student shall be provided a conference which the charges will be explained and the student will be given an opportunity to respond to the charges.
  2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
  3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension. A copy of a notice shall be given to the School Board.
  4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
- B. **Expulsion** – An expulsion is for a definite period of time exceeding 10 school days but not to exceed 2 calendar years. The following are expulsion procedures:
1. Before expulsion, the student and parent(s)/guardian shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
  2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **SEARCH AND SEIZURE POLICY:**

Board Policy 710.03 Rights and Responsibilities – Search and Seizure provides in part: The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

**Students and Their Personal Effects:** Upon entry to the building, school authorities/staff will conduct random searches of students and their personal effects. At other times school authorities/staff may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

**School Property:** School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may search District property from time to time as the District deems necessary in its sole discretion.

School authorities/staff are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

**Seizure of Property:** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Student Automobiles:** Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property.

**Dog Searches:** Dog Searches may be conducted throughout the building. This will include dogs going into (random) classrooms doing bag searches. This procedure will include classes moving to a different location until the search is concluded.

**SPECIAL EDUCATION/BEHAVIORAL INTERVENTION:**

NOTICE IS HEREBY GIVEN to all students that the school district has adopted a policy and procedures about behavioral intervention for students receiving special education services. Copies are available in the Principal's office.

**CRIMINAL CONDUCT:**

A student whose conduct is subject to the jurisdiction of the Quincy Public Schools, who engages in conduct that is in violation of any criminal statute in the State of Illinois or the United States of America, is subject to expulsion.

**GUIDELINES FOR RECIPROCAL REPORTING OR CRIMINAL OFFENSES COMMITTED BY STUDENTS:**

1. The School Principal and/or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - All cases involving illegal or controlled substances
  - All cases involving weapons of any type
  - All cases involving gang activity
  - All cases involving a serious crime or felony
  - All other cases for which the reporting may be beneficial
  - a. The report should identify the student by name and describe the circumstances of the alleged criminal activity.
  - b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
  - c. The School Principal's duty is to report such activity only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17<sup>th</sup> birthday.

**CHANGES IN STUDENT HANDBOOK:**

A building principal may amend the Student Handbook for their building by the hand delivery to students of written notice of such change(s). Such notice shall include verbal and written instruction to the student to deliver such notice to parent(s). Students in attendance on the date of distribution of notice are presumed to have received the notice. Principals shall adopt procedures to insure that absent students receive copies of the notice.

<b>2008-2009 COUNSELOR DISTRIBUTION Phone – 228-7169</b>	
<b>Students</b>	<b>Counselor</b>
A – Cr	Ed Bubb
Cs – Ha	Suzette West
Hb – J	Mike Llewellyn
K – N	Stephanie Kaylor-Trent
O – Sl	Sondra Snyder
Sm – Z	Melinda Jackson
Other Programs	Stephanie Kaylor-Trent