

**EAST PEORIA
COMMUNITY HIGH SCHOOL**

**1401 E. WASHINGTON STREET
EAST PEORIA, IL 61611
(309) 694-8300
www.ep309.org**



**HOME OF THE RAIDERS
2010-2011**

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**East Peoria Community High School
2010-2011**

Monday, August 16	Teacher Workshop / No Student Attendance
Tuesday, August 17	Teacher Workshop / F.R.E.S.H. Start
Wednesday, August 18	First Day of Attendance
Monday, September 6	Labor Day NO SCHOOL
Friday, October 8	Teacher Workshop / No Student Attendance
Monday, October 11	Columbus Day NO SCHOOL
Friday, October 22	Parent Conferences / No Student Attendance
Wednesday, November 24	Special Holiday No School
Thursday, November 25	Thanksgiving Day NO SCHOOL
Friday, November 26	Special Holiday NO SCHOOL
Wednesday, December 22	School Improvement Day – Early Dismissal
Thursday, December 23	First Day of Winter Break
Monday, January 3	Teacher Workshop / No Student Attendance
Tuesday, January 4	First Day of Student Attendance after Winter Break
Monday, January 17	King's Birthday NO SCHOOL
Monday, February 21	Presidents' Day NO SCHOOL
Monday, March 7	Casimir Pulaski's Birthday NO SCHOOL
Friday, March 18	Last Day Before Spring Break
Monday, March 28	First Day After Spring Break
Friday, April 22	Special Holiday NO SCHOOL
Monday, May 23	Last Day of School (no emergency days used)
Monday, May 30	Memorial Day NO SCHOOL
Tuesday, May 31	Last Day of School (if 5 emergency days are used)

2010-2011 BELL SCHEDULES

Monday, Tuesday, Thursday & Friday Schedule:

Early Bird	6:45	7:33
Warning Bell	7:45	
1 ST Hour	7:50	8:35
2 nd Hour	8:39	9:24
3 rd Hour	9:28	10:13
4 TH Hour	10:17	11:02
5A	11:06	11:51
5-B	11:56	12:41
6 TH Hour	12:46	1:31
7 TH Hour	1:35	2:20
Flex	2:24	2:54
Channel One	2:54	3:01
Announcements	3:01	3:08

Wednesday Schedule:

Early Bird	6:45	7:33
Warning Bell	8:55	
1 ST Hour	9:00	9:41
2 nd Hour	9:45	10:26
3 rd Hour	10:30	11:11
4 TH Hour	11:15	11:56
5A	12:00	12:41
5-B	12:46	1:27
6 TH Hour	1:31	2:12
7 TH Hour	2:16	2:56
Flex	No Flex	
Channel One	None	
Announcements	2:56	3:08

- Monday/Tuesday/Thursday/Friday classes will be 45 minutes
- Wednesday classes will be 41 minutes
- Passing periods are 4 minutes on all days
- There will be no Flex on Wednesdays

FRESH Start Day 2010
Tuesday August 17, 2010
8:00 am – 2:00 pm

7:30-8:00	Freshman arrive and socialize in cafeteria
8:00-8:05	Move to gym
8:05-8:20	Sign in and get name tag
8:20-9:35	Assembly
9:35-9:40	Freshmen find Link Crew leader
9:40-9:45	Crews move to meeting spaces
9:45-11:15	Small groups meet
11:15-11:35	Tour
11:35-12:00	Lunch
12:00-1:20	Students walk through schedule
	12:05-12:10 First Hour
	12:15-12:20 Second Hour
	12:25-12:30 Third Hour
	12:35-12:40 Fourth Hour
	12:45-12:50 Fifth Hour
	12:55-1:00 Sixth Hour
	1:05-1:10 Seventh Hour
	1:15-1:20 Eighth Hour
1:20-1:30	Pass to closing assembly in the gym
1:30-1:50	Closing Assembly in the gym
2:00	Busses depart

*** Link Crew leaders will be arriving at 7:15 and will assist freshman and new students throughout the day. They will be around the cafeteria, boulevard doors, to assist arriving students.*

*** Student leaders will be assigned to certain areas of the hallways. They will assist students with directions, opening lockers, etc. All student leaders will be wearing a Link Crew t-shirt and name tag so the freshmen will know who they are.*

SCHOOL ADMINISTRATION

Superintendent: Chuck Nagel (694-8307)
Assistant Supt/Principal: Paul Whittington (694-8308)
Director Curriculum/
Instruction: Jennifer Hamm (694-8343)
Office Manager: Mary Keil (694-8307)

ATTENDANCE & DISCIPLINE

Deans of Students: Brad Dubois (694-8303)
Carol Gnehm (694-8317)
Secretary: Veronica Booth (694-8316)
Liaison Officer: Mike Sergenti (694-8362)
Truancy Officer: Ron Kelch (694-8352)

EPCHS ATHLETICS

Athletic Director: Lori Laredo (694-8304)

SPECIAL SERVICES

Coordinator: Lisa Kendall (694-8361)
Secretary: Mindy Van Nest (694-8319)

STUDENT SERVICES

Coordinator: Julie Darko (694-8325)
Counselors: Jennifer Bishop (694-8328)
Elaine Lagoda (694-8324)
April Vasquez (694-8327)
Secretaries: Judy McFarland (694-8320)
Julia Olt-Hull (694-8321)
Attendance: Trish Regan (694-8315)
Receptionist: Erin Glover (694-8300)

FRESHMAN ACADEMY

RTI Coordinator: Karen Beverlin (694-8359)

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NON DISCRIMINATORY PRACTICES

East Peoria Community High School does not discriminate on the basis of race, creed, national origin, sex, age, or handicap in any of its educational programs, activities, benefits, services or employment practices required under Title IX of the Illinois Sex Equity Rules and Handicap laws.

All courses/programs including vocational education are offered without regard to race, color, national origin, sex, age, or disability.

Concerns relating to potential violations of this policy should be directed to:
Mr. Whittington, Title IX Coordinator – 694-8308
Mrs. Kendall, 504 Coordinator – 694-8361

MISSION STATEMENT

The mission of East Peoria Community High School District 309 is to provide an education that nurtures students and challenges them to be life-long learners who are responsible, contributing citizens.

VISION STATEMENT

The lifelong pursuit of education challenges such community member to act as both learner and teacher. East Peoria Community High School will be a dynamic, multicultural school community whose atmosphere will reflect respect, appreciation and acceptance for all. East Peoria Community High School will empower ALL students to learn, contribute positively to society and meet the challenges of the ever-changing world.

SECTION I: General Information

1:00 Attendance (General)

To attend school in the District without a tuition charge, a student shall reside within the boundaries of the District. In case of doubt, the Administration shall require proof of residence. It is not ordinary practice of the District to accept students on a tuition basis. Exceptions for a compelling reason may be made upon recommendation of the Superintendent to the Board of Education. In such cases the tuition charged shall be that calculated by the latest per capita tuition cost as established by the Illinois State Board of Education.

In those cases where a student is residing with someone other than a parent, the District shall require proof of guardianship and that the student resides with that guardian within the District. There shall be no exceptions to this practice. Should the Administration suspect or determine that a non-resident student is in attendance at East Peoria Community High School, the student in question shall be denied attendance until such time as proper residence is established. The

Superintendent, at his discretion and acting in the best interest of the student, may defer removal of such a student from attendance rolls until completion of the school year.

Students participating in interscholastic sports or other activities governed by the rules of the Illinois High School Athletic Association (IHSA) shall be required to adhere to the residency provisions of that Association. In order to prevent possible forfeiture of contests, the District shall immediately report to the IHSA any student residency violations.

Students between the ages of 16 & 18 years of age who present legal proof of emancipation and who reside within the District shall be eligible to attend classes at East Peoria Community High School.

A student whose family moves out of the District during the school year shall be permitted to attend school for the remainder of the year without payment of tuition. That student will not be permitted to re-enter East Peoria Community High School until residence within the District has been reestablished.

1.01 Regular Attendance at School

The Illinois School Code states that any child between the ages of seven and seventeen must attend public or private school, with certain exceptions allowed by physical or mental disability, lawful employment or other reasons as specified in the statute.

Regular attendance at school is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the education progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for reasons considered by the District to be inappropriate or avoidable.

Excessive absences, even those excused by the parent or guardian are considered by East Peoria Community High School as detrimental to the educational progress of a student. Students excused for school-sponsored activities are responsible for work the next day of class.

East Peoria Community High School has three separate options with regard to dealing with truant students. The High School truancy officer may operate under the authority found in the School Code, in the City Code, and in the Juvenile Court ACT to attempt to force a truant student to attend school.

East Peoria City Code Ordinance No. 2815 pertaining to truancy and excessive absenteeism.

Section 1. Title 10, Chapter 1, Section 4.18 of the East Peoria City Code Entitled "Truancy and Excessive absenteeism prohibited" is hereby as follows:

10-1-4.18: Truancy and excessive absenteeism prohibited.

Truancy. It shall be unlawful for any person enrolled in a public, private or parochial school within the corporate limits of the City, to absent himself or herself from attendance at school without valid cause. Any person who should so absent himself or herself shall be guilty of the offense of truancy.

Excessive absenteeism. It shall be unlawful for any person enrolled in a public, private or parochial school within the corporate limits of the City, to absent himself or herself from attendance at school for five or more student attendance days during any one school year, unless absenteeism is for valid cause and has been approved by his or her school district.

Emergency conditions. Emergency or unforeseen absence due to illness or other causes beyond the control of the person so absenting himself or herself shall not constitute truancy or excessive absenteeism if a valid cause has been obtained from the parent or person in loco parentis and such valid cause is submitted in writing to the proper school authorities within twenty four (24) hours after such absence.

Valid cause. A valid cause for absence is an illness that would temporarily impair or interfere with a student's learning ability, observance of a religious holiday, death in the immediate family, family emergency or such other circumstances which cause reasonable concern to the parent, guardian or custodian for the safety or health of the student. Valid cause shall not include babysitting, employment activities (unless specifically sanctioned by the School District) or any other reason that does not temporarily impair or interfere with a student's learning ability.

Penalty. Any person found guilty of truancy or excessive absenteeism under this section shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars(\$500). Any person found guilty of truancy or excessive absenteeism more than three times in any school year shall be

Section 2. Title 10, Chapter 1, section 4.19 of the East Peoria City Code entitled "Parental allowance of truancy or excessive absenteeism prohibited" is hereby amended as follows:

10-1-4.19: Parental allowance of truancy or excessive absenteeism prohibited.

It shall be unlawful for a parent or a person in loco parentis to knowingly permit any person to commit an act of truancy or excessive absenteeism as defined in section 10-1-4.18.

A parent or person in loco parentis shall be considered to have knowingly permitted a person under Section 10-1-4.18 to commit an act of truancy as defined in Section 10-1-4.18 when the parent or person in loco parentis knows that said person absents himself or herself from attendance at school without valid cause and the parent or person in loco parentis fails to act to insure that the person attends the school in which he or she is enrolled.

A parent or person in loco parentis shall be considered to have knowingly permitted a person to commit the offense of excessive absenteeism as defined above when the parent or person in loco parentis provides a written or oral excuse for the person's non-attendance, which is false or does not amount to valid cause.

A parent or person in loco parentis found guilty under this section shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). A parent or person in loco parentis found guilty under this section more than three times in any one school year shall be fined not less than three hundred dollars (\$300) for each subsequent offense.

Section 3. This Ordinance is hereby ordered to be published in pamphlet form by the East Peoria City Clerk and said Clerk is ordered to keep at least three (3) copies hereof available for public inspection in the future and in accordance with the Illinois Municipal Code.

Section 4. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval and ten (10) day period of publication in the manner provided by law.

ATTENDANCE POLICY

1. The number of days missed will be determined per semester.
2. The student will receive an F for the semester upon the 15th absence.
3. Absences are counted on a per period basis. (Ex. – A student could miss 1st period 15 times and lose credit, but have perfect attendance in other classes and keep credit)
4. Absences due to a school activity (field trip, early out for athletic contest, assembly, group meetings, coop, work-based learning, etc) would not count toward the 15 days.
5. All Out-of-School suspensions will count toward the 15 days out.
6. Two college visit days would be allowed per year for seniors. Additional college visit days beyond 2 would count toward the 15 days.
7. One prearranged absence (maximum of 5 days) would not count toward the 15 days. Student would have to follow the rules for applying for a prearranged absence.
8. The student and parent will have the opportunity, at their request, to meet with the Student Attendance Review Board (SARB) on the 10th absence to start the intervention process.
9. Parents and students may pursue the appeals process in order to explain the reason for the student's absences.
10. Continued class participation will be expected.

Parent and Student Notification Procedures

- 7th absence – Student contact made by the Dean (receives list from Truancy Officer)
- 10th absence – Parents will receive a letter notifying them of their students 10th absence in one or more classes as well as a phone call from the dean. Upon receipt of the letter, the parent and student may contact the truancy officer and request a meeting with the SARB. The purpose of the meeting will be to discuss the reasons for the student's absences and to encourage the student's academic success in school. The

meeting must occur within five school days of the date of the letter advising the parent of the 10th absence.
15th absence - A letter will be sent home by the Deans' Office stating the student has been absent 15 days and has earned an F grade for the semester. The letter will contain the procedure for the Attendance Appeals Process.

Attendance Appeals Process

Parents and students have attended an SARB meeting may request a referral to the Attendance Appeals Committee when the student has been absent 15 times in one or more classes. The purpose of the appeals process will be to examine and establish justifiable reasons for a student's absences which would override the assignment of an F grade for a semester class in which the student has had 15 absences.

Once a request for the appeal to meet and to review a student's absences has been made by the parent, a student may not be absent from school during the appeals process except for a reasonable and usual excused absence as determined by the dean, school nurse, and/or counselor. If the student is absent and not excused as previously stated, the appeals process will be terminated. Also, during the appeals process, the student will be expected to participate in the class and complete the class work as he would under normal circumstances. Not meeting this expectation will also result in a termination of the appeals process.

The truancy officer will facilitate the Attendance Appeals Committee. The student's dean and counselor will be a member along with three faculty members. The faculty members will be the voting members of the committee with the majority ruling in a decision.

1. Parents will contact the truancy officer to initiate the appeals process. Contact must be made within 5 school days of the date of the letter advising the parent of the 15 absences.
2. The parent and student must complete the Attendance Appeal Documentation Form and supply, in writing, any information relevant to the student's absences for the committee to consider.
3. The facilitator will compile all information and distribute it to the committee before the meeting. The committee will meet and render a decision in a timely manner. Immediately after the meeting the facilitator will notify the parents by phone of the committee's decision. The next school day the facilitator will notify the appropriate school staff.
4. If parent wish to re-appeal the decision, they may contact the high school principal who will review the information and uphold or reverse the committee's decision.

1.02 Excused Absence from School

An excused absence occurs when class time is missed for an unavoidable reason. The following are considered "excused" absences:

- a. Personal illness or other medically related reasons.
- b. Family illness or emergency.
- c. Civil proceedings.

- d. Attendance at religious-related activities as per Article 26-1 of the School Code.
- e. Pre-arranged absence requests.
- f. College Visitation Days

In addition to the above, the Administration may excuse other absences deemed “unavoidable” or in the educational best interest of a particular student.

Students who are absent from school will have two full school days make up time for each day that they have missed with an excused absence/(example if a student is absent on Wednesday and returns on Thursday, they will have until Monday of the next week to turn in all assigned work. Thursday and Friday being the two full days of make up time.) In the event a student missed a lab class, they will have two school days to make arrangements with the instructor to make up any laboratory activities that have been missed. Under certain circumstances, a student may request additional makeup day(s) at the discretion of the Lead Teacher.

The two days make up time would not apply to situations of pre-arranged absences and/or school-sponsored activities. Students with a pre-arranged absence or absence due to a school sponsored activity are expected to obtain their work assignments prior to the absence and have these assignments prepared to turn in on the day they return.

Students and parents should realize that deficiencies in homework, and other assigned activities, may greatly affect a student’s grade. It is the responsibility of the student to make sure they have made up all work in the allotted time frame.

Attendance is an important factor in the education of a child. The parent must take responsibility in monitoring the attendance patterns of the student. The parent will ultimately be held responsible for problems with excessive absences whether excused or unexcused.

1.03 Absences Due to a School Sponsored Activity

Students who miss one or more classes for a school sponsored activity/field trip (whether for academic or athletic reasons) are expected to notify their teachers and acquire their assignments before the absence and make arrangements to complete the assignments during their absence. Classroom assignments will be due on the very next class day after the school-sponsored activity. Students going on field trips must be passing the subjects of the classes they will be missing.

Example – if a field trip will result in a student being absent 1st - 4th hours, the student must be passing those subjects that they have 1st – 4th hours.

Procedure:

- a. Teacher will put out a field trip list at least three days in advance of the trip.
- b. The sponsoring teacher will provide each student a form to be signed by each of their teachers stating they are passing or failing.
- c. If a student is ineligible for a field trip an Ineligibility Sheet will be filled out by the sponsor teacher and given to the study hall monitor. That student will attend all classes and report to study hall for the hour of the sponsor teacher's class. Exceptions to ineligibility: job shadowing, if the field trip is necessary to complete work that could otherwise not be done.

1.04 Final Examination Exemption

Recognizing its support for the final examination process, all students will take exams each semester with the exception of seniors who will be exempt from exams during their eighth semester. All students are expected to attend all hours of their regular schedule including study halls unless excused by the Deans. On final exam days, only verified doctor's appointments or pre-arranged absences will be considered excused. Discipline will be assigned for unexcused absences.

1.05 Prearranged Absences

Absences for vacations, trips, and other reasons may be approved when parents properly notify the school. For the parents to properly notify the school, a "request for Prearranged Absence" form must be obtained from the Deans' Office, completed and signed by a parent or guardian and returned to the Deans' Office. When possible, this form should be submitted a minimum of two weeks in advance. When possible, a maximum of 5 days will be approved.

Students who have missed five or less days in a semester and who maintain a "C" average or better in each of their academic classes will receive the school's approval to be absent for the requested period of time up to five days.

Please note the following additional items in regard to Prearranged Absence:

- a. Pre-arranged absences will be granted only for exceptional circumstances during final examination days either semester. No exam will be given before its scheduled date. Excused students would be required to make-up an exam after the scheduled exam period.
- b. Work which had been scheduled for submission prior to the date of the requested absence must be submitted before the absence occurs.
- c. Work missed during the Prearranged Absence should be turned in within one week of the student's return to school unless other arrangements are made with individual teachers.
- d. The school will not assume responsibility for the academic progress of students who are removed from school against the recommendation of the Administration if the proper Prearranged Absence Procedure has not been implemented.

- 1.06 College Visitation
Seniors and second semester juniors may be granted permission to be absent from school for two college visitations during the school year. Arrangements must be made through the student's individual counselor with a "College Visitation Form" signed and approved by a parent, counselor, and the Attendance Office at least two days prior to the visit. There will be a limit of 2 days per year that will be "excused", with other days absent remaining "unexcused". Verification from a college official must be obtained and returned to the counselor. The student should inform teachers at least one day in advance. In addition, the student is responsible for all make-up privileges as approved for an excused absence.
- Failure to follow the above procedures will result in the absence being unexcused, with appropriate disciplinary action and no make-up of missed assignments.
- 1.07 Unexcused Absence from School
Unexcused absences are those, which could have been avoided. The District does not allow student work to be made-up when an absence is unexcused. In some cases, such as those referred to under "tardies," "class cuts" and "truancy" in the Code of Student Conduct, disciplinary action may accompany an unexcused absence from school.
- In the case of tests or academic projects or assignments which involve work that has begun prior to the time of the unexcused absence, the teacher will allow some or all of the work to be made up. Students with unexcused absences on the exam day will not be permitted to make up their finals. In general, absences not included in the categories listed in item 1.02 above are regarded an unexcused. However, the Administration may excuse other absences deemed "unavoidable" or in the educational best interest of a particular student. Students/parents who wish re-consideration of an unexcused absence may petition the Administration.
- The following are examples of "unexcused" absence:
- a. Oversleeping
 - b. Missing the bus or automobile problems
 - c. Hair appointment.
 - d. Going to work or job hunting.
- 1.08 Extended Absence for Medical Reasons
Prior to returning to class, students who have been absent from school for five (5) or more consecutive days because of illness, must present a physician's note indicating they are physically able to return to school.
- Any student requiring exemption from or modification of their physical education class must receive a restricted physical education report to be filled out and signed by their family doctor.

- 1.09 Extended Unexcused Absence
Any student who is 17 years of age and who has been absent for ten (10) consecutive days without any legitimate authorization may be dropped from attendance at East Peoria Community High School and receive failing grades for all subjects in which he/she are enrolled. Such students will not be permitted to re-enroll until the following semester. Prior to dropping a student from the attendance rolls, the District will first issue a letter informing the student and his parents that he/she has the right to return to school within five (5) days from the date of receipt of the letter. The student's return will be contingent upon his parents' coming to school with him/her. If there is no response from the student and/or his/her parents within the specified time frame, the student will be dropped from the attendance rolls and not permitted to re-enroll until the following semester.
- 1.10 Daily Absences/Returning to School
If you are absent from school the following procedures must be observed:
- a. Each day you are absent your parent/guardian must phone the attendance office to notify the school of your absence. This must be done between the hours of 7:00 am and 3:30 pm. The phone number of the attendance office is 694-8315. The following information is needed:
 1. name of person calling and relationship to student.
 2. student's name and grade in school.
 3. reason for absence and estimated length of absence.Students are responsible for reminding their parent/guardian to call the school to report an absence. Parents with no phone must come into the school to provide the above information.
 - b. Students whose parents/guardian have reported the absence to the school and the absence is a valid excused absence may report directly to their first hour class when they return to school unless the length of their absence has been for five (5) or more days. In such cases the student must report directly to the attendance office for an admit to class (see Section 1.06).
 - c. Students whose parents/guardians have not called the school to report the absence must report to the attendance office for an admit slip on the day they return to school. The student must also have a note signed by the parent/guardian, which states the student's name, date(s) of the absence and reasons for the absence. If the reason listed in the note is an "excused" reason for the absence, the student will be issued an "excused" admit to class. If the reason is an "unexcused" an "unexcused admit to class will be issued. Only students with "excused" admits will be permitted full make-up privileges following an absence.
 - d. Students who forget to bring a note to school and whose parents have not contacted the attendance office will receive an "unexcused" admit. Any unexcused admit not cleared within 24 hours will be subject to detentions and/or

suspension for students who continuously forget to bring their note to school

- e. Students having a medical appointment must bring a note to the Health Center or Deans' Office indicating the time and name of the physician or dentist. Every effort should be made to avoid scheduling medical appointments during the school day.
- f. Students sent home from school with a communicable disease must be admitted through the health center. EPCHS does have a "nit free" policy regarding head lice. All students sent home with head lice must return with their parent and checked by the nurse before they will be re-admitted to school.

1.11 School Day/Closed Campus

The school days at EPCHS is 7:50-3:08 pm Monday, Tuesday, Thursday, & Friday and 9:00 am – 3:08 pm on Wednesday. EPCHS is a closed campus. All students are required to be in the building the entire day with the exception of those students who are in academic programs that provide for early dismissal as a part of their specific academic assignment. Students leaving the premises for illness or any reason must have a pass from a dean or the nurse. Students leaving without proper authorization will be subject to disciplinary action. Bus students must come directly into the building. Between the hours of 6:30 – 7:30 (Monday, Tuesday, Thursday, Friday) and 6:30 – 8:30 (Wednesday) students will be restricted to the cafeteria areas only. Students will not be allowed at their lockers or in the hallways during this time.

1.12 Tardies

Students are expected to be on time to every class and/or study hall. The passing period between classes is four minutes. Teachers will record tardies and inform the student of each tardy. When a student receives his/her third tardy, he/she will be issued a referral to the Deans' Office and each tardy thereafter for the semester. Tardies for first hour classes are the same as any other class.

A tardy is defined as being less than five (5) minutes late to a class or study hall. Students who are five minutes or more late will be sent immediately to the Deans' Office. If there is no valid reason for the lateness the dean will consider it to be a class cut and issue the appropriate penalty. Being on time to class is defined as being in the assigned seat when the tardy bell rings.

2:00 Attire/Proper Dress

The administration and staff at EPCHS feel that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion the staff and parents judge to reflect good taste and a style appropriate for a school day. IF A STYLE DRESS OR GROOMING CONSTITUTES A THREAT TO THE SAFETY OR HEALTH OF STUDENTS, IT WILL

NOT BE PERMITTED IN SCHOOL AND TEACHERS SHOULD REPORT THESE STUDENTS TO THE DEAN FOR APPROPRIATE ACTION.

Realizing that it has become exceedingly difficult to determine inappropriate attire the following examples are offered as guidelines to parents and students:

- a. Jackets, coats, windbreakers, hats, gloves, sunglasses and other forms of outer-wearing apparel are not to be worn in the buildings, or brought to first or last hours of the day.
- b. Beach wear is inappropriate. (Sandals will be allowed)
- c. Reasonable cleanliness of person and wearing apparel is expected.
- d. Gym attire is to be confined to physical education activities.
- e. Extremes of brevity in attire are inappropriate. Students must be completely covered from shoulders to mid-thigh at all times. Attire that expose the belly or back area, whether standing, sitting, or during activity, is not appropriate. No excessively short skirts, dresses or shorts will be permitted. Likewise, immodest attire, such as low-cut tops, spaghetti strap tops, exposed undergarments or other revealing items are not appropriate for school.
- f. Shoes must be worn at all times.
- g. The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs, and superiority is prohibited. Within these provisions the basic responsibility for dress and grooming shall be left to the parents of the students. Special groups of students dealing in co-curricular activities will be expected to conform to the requirements of the sponsor. Specific violations of the above guidelines and consequences for violations will be decided by the deans.
- h. No holes or shredding above the knees in clothing. Skirts and shorts must be at mid thigh.

3.00 Cafeteria Usage/Lunch Periods

The cafeteria is open for breakfast at 7:00 am daily. Because of District 309's participation in State and Federal commodities programs, it is possible to offer students a top quality lunch program for a price less than half of what a similar lunch would cost at a restaurant. None-the-less, students are free to bring a sack lunch from home if they prefer or purchase a sandwich at school.

Students are to regard lunch periods similar to any other class, i.e., they are not to be tardy to lunch. All students must be in the cafeteria by the time the tardy bell has rung. Students should form orderly, single file lines at the lunch counters and have their ID card ready. Students may not have any food delivered to the school.

Students are expected to clean their table and area immediately surrounding the location area at which they were seated during lunch. No food or beverages are to be taken out of the cafeteria or commons area. Violations of these procedures will result in disciplinary action (see Code of Student Conduct, Item 2.08, Page 38).

The hallways adjacent to the cafeteria are off limits during the lunch periods for visiting and gathering. Students must either remain in the cafeteria or the student commons.

4.00 Closing of School

When inclement weather or some other emergency makes it necessary to close school, the following radio and television stations will be notified as soon as possible:

WIRL/WSWT Radio	WHOI Channel 19
WXCL Radio	WMBD Channel 31
	WEEK Channel 25

If no media announcement is made, it should be assumed that school is in session. Parents should consult the media rather than telephoning the school.

5.00 Dance Rules

Students must present proper school ID card to be admitted.

Only students of EPCHS will be admitted to the post-game dances. For all other dances, students from other schools may be admitted if they are signed in by the last school day before the dance.

Once a student leaves a dance, he/she will not be readmitted.

For post-game dances, no student will be admitted after 30 minutes from the start of the dance. The dance begins when the first student is admitted.

Students below high school age will not be admitted to a dance.

Students may be refused entrance to a dance at the discretion of school officials.

Students are expected to follow all rules and regulations of the school while in attendance at a dance and are subject to the terms of the disciplinary code.

No one 21 or over may attend unless they are current high school students.

7:00 Drugs

Students who abuse alcohol and other drugs pose an increased safety threat to themselves and other students, which undermines the educational mission of the school. In an effort to reduce instances of substance abuse and disruptions, EPCHS reserves the right to take actions which are designed to detect and/or have prevention value relating to students violating school policies relating to student health and school safety. Measures taken by EPCHS may include, but are not limited to, video surveillance, the use of metal detectors, alcohol and drug testing students who may be under their influence, canine

searches of the school and autos, and other substance abuse detection devices.

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

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants and alcoholic beverages. Examples include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered and stored with the school Health Center shall not be considered in violation of this rule. Prescription inhalers are to be kept with the student to be used as directed by their physician.

A student, while at school, within 1000 feet of a school building/facility, on school conveyances, or at any school function, whether or not on school premises shall not:

- a. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs or abuse including alcoholic beverages or any counterfeit drugs of abuse;
- b. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
- c. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse; or
- d. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip). A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs or abuse including alcoholic beverages or counterfeit drugs of abuse.

- 8.00 Emergency Drills - Tornado
Each classroom is furnished with an information sheet containing instructions pertaining to procedures in the event of a tornado. This information is posted in a prominent place in the classroom. Tornado drills will be conducted annually, with information provided over the public address system. Students are expected to take tornado drills seriously since knowing what to do in the event of a real alert may save lives.
- 8.01 Emergency Drills - Fire
A fire alert or drill will be signaled by a distinct sounding of the fire alarm. Upon hearing this signal, everyone is to evacuate the building promptly in accordance with the pre-arranged procedures posted in each classroom. Several rings from the passing bell will be the indication that it is safe to re-enter the building. Students who are uncooperative during an emergency drill will be referred to the deans for disciplinary action.
- 8.02 Emergency Drills - Earthquake
An earthquake drill will be signaled by a distinct sounding of an alarm. Students should follow the appropriate procedures as posted in each classroom. Upon hearing the alarm, students should immediately get under their desks, staying in that position until the signal is given to evacuate the building. Upon hearing the signal to evacuate, all faculty and students will use the designated evacuation route for their classroom. All classes must remain together so that attendance can be taken. Any disruption by a student during this emergency procedure will be referred to the deans for disciplinary action.
- 9.00 Gambling
Gambling or gambling devices are not permitted during school, on school grounds, or at any school function.
- 10.00 Hall Passes
Students are not to be in the halls during class or lunch time without a valid hall pass. This is necessary to insure that classes are not interrupted and that lockers and student property are safe. Students must show their hall pass to any staff member who requests to see the pass. Any student in the hall without a pass is subject to disciplinary action (see Code of Student Conduct, Item 3.23). Passes are to be issued to students on a minimal basis. Office call slips are used by the deans, counselors, Health Center, and other office personnel desiring to see a student. Students are required to honor the directions on a pass and not use it for a purpose other than which it was intended.

11.00 Identification Cards
Each student will be issued a student photo ID card which should be carried at all times. The student ID will also be used for bus pass, purchasing lunch, library card, internet usage and will be required for attendance at selected activities or functions after school. Students are expected to present their identification card upon the request of any member of the administration or faculty. Refusal to do so will be considered insubordination and will result in disciplinary action. Lost cards must be reported to the deans' office. A \$5 replacement cost will be charged.

11.50 Internet Access Guidelines
Use appropriate language. Avoid offensive or inflammatory speech. Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or public domain). Students may not reveal their personal address or phone number, or those of other users. Note that e-mail is not guaranteed to be private. People who operate the system do have authorized access to mail; others may have access. Use technology only for legal activities.
Be responsible at all times for the proper use of their access privileges and for avoiding impersonation, anonymity, or unauthorized sharing of security measures. Take responsibility for any activities using technology that is borrowed by them or under their account or password. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses. Respect the right of others to use equipment and therefore not tie it up with non-school activities. Abide by the policies and procedures of networks and systems linked by technology. Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.

Examples of misuses of technology that will result in disciplinary action include but are not limited to the following:

- a. Using unauthorized databases.
- b. Using obscenities or inflammatory speech.
- c. Harassing other users.
- d. Using the account of another user.
- e. Misrepresenting themselves or others.
- f. Violating the rights of others of their privacy.
- g. Accessing, downloading, and/or creating pornography.
- h. Using the network for personal business or financial gain.
- i. Vandalizing data, programs and/or networks.
- j. Degrading or disrupting systems and/or equipment
- k. Damaging technology hardware and/or software.
- l. Spreading computer viruses.
- m. Gaining unauthorized access to resources or entities.
- n. Violating the copyright laws.
- o. Using network for illegal activities such as crashing databases.
- p. Plagiarism.

Violation of "Authorization for Internet Access" guidelines and/or District policy will be dealt with seriously. Consequences may include

but are not limited to the loss of access to technology. Users are subject to additional consequences as spelled out in the District's policies and regulations, including those governing technology and student behavior. Illegal activities involving technology may also result in referral to law enforcement authorities.

The misuses of technology that are described in the guidelines above are not all-inclusive. A user who commits any act of misconduct which is not specified may also be subject to disciplinary action. Any or all of the following intervention strategies and disciplinary actions may be used by staff, administrators and/or the Board of Education. Misuse will result in access being denied. The East Peoria Community High School Board of Education reserves the right to limit access to material felt inappropriate and non-educational.

Minimum Action:

- a. Staff/user conference or reprimand.

Additional Actions as Deemed Appropriate:

- a. Staff/parent contact (for student misuse).
- b. Referral to the administrator for student discipline (for student misuse).
- c. Loss of access to specific technology and/or designated area for a minimum of three days up to two weeks. Note: multiple infractions or egregious misuse may result in extended loss of privileges.
- d. Confiscation of inappropriate item(s).
- e. Restitution/restoration.
- f. Administrative and/or Board of Education action, including such serious consequences as suspension and expulsion.

Repeated violations may warrant permanent loss of use privileges.

12:00 Police Liaison/Truant Officer

East Peoria Community High School has the service of a police liaison/truant officer. The objectives of having a liaison officer on campus are as follows:

- a. Be available to students, faculty, parents, school and community organizations as a resource.
- b. Establish/maintain a personal relationship between law enforcement officers, students, faculty and parents in the school.
- c. Establish/assist in the preparation and presentation of educational programs concerning social issues in which law enforcement is involved.
- d. Deal effectively and constructively with juvenile offenders and potential offenders.
- e. Assist school administration in disciplinary matters when requested.
- f. Protect the students, faculty and school from theft, vandalism, assault, trespassing and other violations of the law.
- g. Administer Crimestopper Program.
- h. Parking.

13.00 Lockers
Students are assigned a locker for general use at the beginning of their freshman year or upon admission to the school. Lockers remain the property of the school and should the occasion arise, inspection of these lockers may be made by school personnel to insure that the lockers are being used for the purpose intended by the school. Students should only use their assigned locker and are responsible for its condition. Students should keep their lockers locked at all times and should not share their combinations with other students. Take a few seconds after you close your locker to spin the dial and lift the handle to make sure your locker is secure. In the event an assigned locker is not working properly, students should report this to the deans' office.

A physical education class locker and lock will also be assigned to each student each year. Students will be responsible for returning the lock to the school at the end of the school year. It is important for students to remember that they are to take care of their lockers. Any student found kicking or abusing a locker will be referred to the deans' office for appropriate disciplinary action. (See Code of Student Conduct, Item 3.29). Any student having difficulty opening a locker or other problems with locker combinations and/or repair, should report the situation to the deans' office.

13.05 Bookbags, Backpacks
All book bags and backpacks must be kept in locker during the school day unless it is the authorized EPCHS string bag (available for student purchase at registration and through Student Services).

14.00 Lost and Found
Lost books that are found in and around the school should be turned in at the library. Billfolds, purses, rings, watches, etc. should be turned in at the deans' office. These items may be claimed with proper identification. Personal items stolen from you at school should be reported immediately to the deans' office. Additionally, a student may wish to notify the police liaison officer if the stolen item is of significant value. The school district is not responsible for stolen property.

15.00 Telephones
All calls coming into the school for students will be referred to the deans' office. Such calls must be of an emergency nature from a parent or employer. Only in an extreme emergency will a class be interrupted to contact a student.

16.00 Tobacco
The use and possession of tobacco products, matches and/or lighters by students is not permitted at any time within the buildings or on the campus of EPCHS. These areas include the parking lots, all school property and in areas adjacent to the campus. Violators may be

subject to In-School Class, Out of School Suspension, and/or smoking education classes after school. Professional personnel shall carry on intensive programs of education designed to fully inform students about the hazards of the use of tobacco in any of its forms.

17.00 Transportation

Bus Transportation – Students who do not live within 1.5 miles of EPCHS are eligible to ride to and from school on school-provided bus transportation. Since parking space is at a premium at EPCHS, students are strongly encouraged not to drive to school unless it is absolutely necessary. During the day, transportation is also provided to students attending ICC programs. Students are provided specific rules of conduct while they are passengers on school-provided transportation. (See Appendix 6).

Essentially, the same rules of good behavior which are given students at other times while they are in school or at school-related activities apply also on the school bus. The bus driver is in charge of the bus and his/her primary responsibility is to provide for the safety of his passengers while riding and getting on and off the bus. Students who distract the bus driver are putting themselves and others into a potentially dangerous situation. Such student will be referred to the deans' office and subject to disciplinary action, including that of losing their bus riding privileges. Students must come directly into the building upon arrival to school.

Students may be issued a temporary bus pass through the deans' office with prior notification of the date(s) of request. The request should be made in writing and include the student's name, reason for request, date and bus run if known.

Driving to School/Parking – Students are encouraged to use school buses or public transportation whenever possible. Due to the limited parking space available, parking is on a first come, first serve basis. Parking permits may be purchased at a cost of \$25 available to juniors and seniors only. Replacement hang tags will be issued at a cost of \$5 if proof of purchase is provided. Students are not permitted to park anywhere on the school premises except in the designated student parking areas. Parking in the teachers' parking lot may result in ISC and subsequent violators will be suspended, with towing the car at the owner's expense. Parking is also permitted on Rosedale Avenue. Because vehicles used by students for transportation to and from school or school-related activities are easily accessible before, during, and after school hours, vehicles parked in designated school parking areas or in un-designated parking areas within 1000 feet of a school building/facility are subject to search. School rules regarding possession of alcohol, controlled substances, "look-alikes", drug paraphernalia, or weapon shall apply in any vehicle search conducted on school grounds, within any school-designated parking area or within 1000 feet of a school building/facility. Students using the student parking lot must:

- a. Park in front of one parking block and between designated white lines.
- b. NOT back into the parking space.

- c. Obey all posted and restricted parking areas.
- d. DO NOT loiter in cars, or in the parking lot, before or after school.
- e. Keep your car locked. The school district is not responsible for theft, vandalism, or damage to student vehicles while parked at school.
- f. Avoid reckless or improper driving.
- g. Purchase a vehicle registration hang tag annually, and have it clearly and appropriately displayed in the vehicle.

While driving on Harding Boulevard, or around the rear of "A" building students must observe the posted speed limits. Cruising through the parking lots is NOT permitted. Students in violation of the above guidelines will be subject to disciplinary action and a possible fine. Students temporarily handicapped may secure a parking permit through the nurse's office.

18.00 Visitors to East Peoria Community High School

The school invites parents of students to visit EPCHS at any time. Conferences with staff members may be arranged by telephone ahead of the visit. (In order to assure student safety State Law requires that all visitors to the building register in the main entrance upon entry to the building.) Visitors must wear a visitor badge. This policy applies also to former students visiting the school. Students from other schools or friends of EPCHS students are not allowed to visit when classes are in session.

19.00 Student Records

This record is kept in the Guidance Office and is maintained for at least sixty (60) years after the student has transferred, graduated, or withdrawn from EPCHS. This record includes minimum personal information containing:

- a. Student's name, birth date, place of birth, parents' name and addresses.
- b. Academic record and grade level achieved.
- c. Attendance record.
- d. Honors and awards received.
- e. Involvement in school-sponsored organizations.

19.01 Student Records (Temporary)

While the student is in attendance, this record is kept in the Nurse's, deans' or Student Services Office. It includes health records, accident reports, aptitude tests, teacher anecdotal records, discipline actions, and guidance reports. Once the student has left the school, these records, excluding the health records, will be kept for a period of five (5) years and then discarded.

19.02 Student Records (Access)

The regulation of access to school records is as follows:

- a. Parents have the right to inspect and/or copy all records of sons or daughters who are not yet eighteen (18) years old.
- b. A student has the right to inspect and/or copy his permanent or temporary records.
- c. School professional personnel may be present to interpret information contained in the student records.

19.03 Student Records (Release)

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released by Student Services:

- a. To parents, student or representative designated in writing by the student or parents.
- b. To officially representatives of a school which the student is transferring on request of the student or parents.
- c. To any person, with the dated written consent of the student or parent designating the person to whom records may be released.

SECTION II: Code of Student Conduct

1.00 Philosophy of Student Discipline

The Board of Education of EPCHS District 309 wishes that every student will have the opportunity of receiving a quality education. To that end, the highest quality professional staff has been employed and each department is provided with supplies and state-of-the-art equipment necessary for curricula enrichment.

Each classroom teacher is required to establish rules and regulations pertaining to student behavioral expectations in the classroom. When a student has violated classroom rules and disrupted the educational process for both himself and other students, that individual will be referred to the deans' office for disciplinary action.

Similarly, disciplinary action will be taken against students who violate other established school rules. Students are expected to be good citizens, to respect school property and the rights of other students. This expectation is in effect for all students any time they are in school, on school grounds, on school provided transportation or at a school related function home or away. When students attend a co-curricular activity at which EPCHS is a participant, behavior will be governed by the East Peoria Community High School Code of Student Conduct.

The Revised Statutes of the State of Illinois provides that a school district may remove a student from school for "gross misconduct and/or disobedience." This Code of Student Conduct provides students with behavioral rules and subsequent penalties involved in the violation of those rules. Some may be classified as "gross misconduct and/or disobedience" and result in removal of a student from school. No

student handbook or disciplinary code can contain every action that is an infringement upon the rights of others or disrupts the educational process. Therefore, the deans reserve the right to take disciplinary action when student misbehavior so warrants it even if the offense in question is not specifically referred to in the Code of Student Conduct.

Finally, it should be noted that 90 percent of our students are never sent to the deans' office. The majority of students are here to take advantage of the excellent educational opportunity, which East Peoria Community High School provides. To protect the rights of these students, it is necessary for the school to develop this set of rules. We do not want a small minority of students to prevent the majority from attaining the education they want and deserve. Most students and parents are pleased that we try hard to protect the rights of those who really want to learn.

1.01 Students Re-enrolled After Dropping Out

Students at least 17 years of age who have dropped out of school voluntarily or who have been dropped for nonattendance may elect to re-enroll in school. A student who has dropped out of school has exhibited a lack of sincere desire to remain in school, to be diligent in his studies and to profit by the educational opportunities provided at EPCHS. Such behavior tends to materially and substantially disrupt the educational process for not only the re-enrolled student but his school mates as well. For this reason, re-enrolled students will be subject to an accelerated schedule of disciplinary action for any violation of the Code of Student Conduct or District policy. Any such violation will constitute gross misconduct and/or disobedience, for which the offending student may be subject to external suspension, final warning and/or expulsion.

2:00 Types of Disciplinary Action

2:01 Classroom Rules

Each classroom teacher will establish rules governing student behavior for that class. Although these rules will vary somewhat from class to class, they will not be inconsistent with the rules of conduct as described in this handbook; nor will they be inconsistent with established Board of Education policy. Teachers are also encouraged to arrange contacts and/or conferences with parents as necessary when a student's behavior or academic progress is not satisfactory.

When a student's behavior is uncooperative to the extent that he/she has exhausted the provisions of a teacher's classroom rules, that student will be referred to the deans' office for additional and more severe disciplinary action.

The following are school wide discipline rules:

- a. Follow directions the first time they are given.
- b. Keep hands, feet and objects to self.
- c. Come to class prepared with all your materials.

- d. Eat at lunch, not in class.
- e. Class will be dismissed by the teacher. Remain in your seat until dismissal.
- f. Respect the rights, property and opinions of others.

Study Hall Rules:

- a. Bring materials to work on.
- b. Do not disrupt others.
- c. No talking.
- d. Do not walk around without permission.
- e. No throwing of objects.
- f. No gum or candy.
- g. Be in assigned seat when the bell rings.
- h. Do not leave until dismissed by the teacher.

2.02 Detentions

There are two types of detentions utilized at EPCHS:

- a. Office detentions – Office detentions are issued by the deans only. Detentions will be held on Monday, Tuesday, Thursday, and Fridays. Students may serve detentions before or after school. **NO DETENTIONS ON WEDNESDAY.**

Detentions are served in room 307A (Study Hall).

Students required to serve an office detention should note the following:

- a. Twenty-four hour advance notice of the detention will be issued in order that transportation arrangements may be made.
- b. Rules for proper behavior in the detention room will be provided by the detention supervisor. Students who are disruptive in the detention room will be assigned additional detentions at the discretion of the dean.
- c. Students will not be permitted to “bargain” the time of a detention assignment. Nor will students be excused from a detention because of employment or extra-curricular commitments.
- d. Students must be on time for their detention assignment and be present for the entire duration of the detention. Tardiness will result in re-assignment of the detention at a later date. None will be admitted late to the detention room.
- e. Students who do not report for an assigned detention will be issued an ISC assignment. Subsequent offenses will result in additional ISC assignments and possible future loss of detention assignments.
- f. Students will not be allowed to serve an office detention with a classroom teacher.
- g. Excessive detentions – students who have been assigned detentions more than 10 separate incidents will no longer be assigned to detentions.

Instead, any incident thereafter, which would normally call for detentions, will be dealt with through ISC or external suspension at the discretion of the deans.

Teacher Detentions – Teachers may, at their discretion, issue their own detentions to students who are guilty of classroom misconduct. These teacher detentions are supervised by the teacher who issued them and are generally less than an hour in length. Students who are issued teacher detentions should be given seventy-two hour notice in order that appropriate arrangements for transportation can be made. Students who are uncooperative or do not attend teacher issued detentions will be referred to the deans office for formal disciplinary action.

2.03 In School Class

Students who are assigned to In School Class (ISC) are required to report to study hall (room 307A) where they will remain for the duration of their ISC assignment. ISC assignments range from one to five days in length depending upon the seriousness of the offense. ISC classes will begin in the mornings at 7:50 am on Monday, Tuesday, Thursday, Friday and 9:00 am on Wednesday and will be dismissed at regular school time. Alternately, students may attend ISC from 7:50 am – 3:08 pm on Monday, Tuesday, Thursday, Friday or 9:00 am – 3:08 pm on Wednesday. Students should note the following information pertaining to ISC assignments:

- a. Students will be provided written rules of behavior prior to beginning their ISC assignment. Students who are removed from ISC for non-compliance with the rules will be externally suspended from school. Students externally suspended from ISC will be removed from school for three (3) to five (5) days.
- b. Students assigned to ISC will have full make-up privileges for classroom assignments, tests, etc. However, the student must show initiative in submitting the work missed within specified time frames as required by his/her teachers. Students are also responsible for securing assignments prior to beginning their ISC assignment.
- c. No student will be allowed the option of “bargaining” for modified discipline. Students who refuse to serve an ISC will be immediately externally suspended for three (3) to five (5) days.
- d. Students who are absent from an ISC assignment will be required to make-up that assignments upon the first day they return to school. An exception to this will be if the student is absent for two or more days prior to the scheduled ISC. It will be the responsibility of the student to contact the dean upon their return from multiple day absences to re-schedule the ISC.
- e. There will be NO passes allowed out of ISC. No one will be allowed to leave ISC once they have entered the classroom, with the exception of scheduled breaks and lunch.

- f. Students who do not show up for assigned ISC and are present in school will be advised that they failed to serve ISC and will have external suspension.
- g. If a student refused to follow any ISC rule it will be considered a failure to serve.
- h. When a student is assigned to ISC the school will send a letter to the parents of that student informing them of the ISC assignment and the reason for that suspension.
- i. No student will be issued more than ten separate ISC assignments during the course of the year. When a student has completed his/her tenth ISC assignment, that student will be externally suspended upon the next disciplinary infraction which would have resulted in an ISC assignment.

2.04 External Suspension

Students who are determined to be guilty of "gross misconduct and/or disobedience" will be assigned an external suspension by the dean of students. This Code of Student Conduct contains a list of offenses which would result in external suspension assignments as well as the appropriate length of that suspension. The deans are empowered to suspend a student externally for a period of time not to exceed ten (10) days. Please note the following information pertaining to external suspension assignments:

- a. Students who are externally suspended from school will not be entitled to make up daily work missed during the suspension period. Tests and significant or major classroom projects missed during the suspension period can be completed but penalties may be imposed.
- b. Students who are externally suspended will not be allowed to appear on or near school grounds during the period of their suspension. Violations of this provision will result in additional disciplinary action.
- c. Students who are externally suspended will not be allowed to attend or participate in any school related function or activity home or away.
- d. Excessive Suspensions: No student will be permitted to serve more than four (4) external suspensions. After the fourth suspension a student and his/her parents will be required to review and sign a "final warning" agreement. Should the student commit, during the remainder of the school term, an offense which would ordinarily result in an external suspension and/or which is a violation of the "final warning" agreement, the student will be suspended from school pending an expulsion hearing of the Board of Education.

Due Process in Suspension:

- a. Prior to a suspension, the student will have a conference with the dean, where the student will be told of the specific charges (s). The student will then be given an opportunity to respond. The dean will then make a decision as to the discipline.
- b. When a student is issued an external suspension from school, the parents of the student shall be sent by mail an official notification of the suspension and the reason for such. The deans shall also make every effort to notify the

- c. student's parents by phone prior to the beginning of the suspension assignment.
- c. When a student is externally suspended from school, it is necessary for the student and his parents to arrange a formal conference with the dean who issued the suspension, if so requested. This conference must be held prior to the student return to school.
- d. Students and parents who have concerns with disciplinary rulings may request a hearing with the principal and dean within five (5) days after the discipline assignment.
- e. If a parent/student still have concerns, they may request a formal hearing in writing within seven (7) days to the superintendent of schools. The appeal will be acted upon in a timely manner.

2.05 Final Warning

A final warning is a written agreement between the dean, the student and the student's parents. This agreement is signed by all of the above parties with a copy presented to the parents and another copy placed in the student's discipline file. The final warning acknowledges that the student has been guilty of "gross misconduct and/or disobedience" and that should such behavior occur again during the course of the present academic term, the student will be recommended to the Board of Education for expulsion proceedings. Refusal of a parent or student to sign the final warning agreement will not invalidate the effect of the agreement.

2.06 Expulsion

Occasionally it is necessary for the Board of Education to remove a student guilty of "gross misconduct and/or disobedience" from attendance at school for the remainder of the school term. Such action is an expulsion and only the Board of Education can expel a student. Please note the following information pertaining to expulsion:

- a. Prior to an expulsion hearing, students will be externally suspended from school for a maximum of ten (10) school days pending the expulsion hearing.
- b. Students and parents will be afforded proper formal due process rights as provided by law. These rights will be explained to both parents and students in advance of the expulsion hearing as prescribed by statute.

2.07 Social Suspension

Any student who has been externally suspended or expelled is automatically placed on social suspension for the length of the external suspension/expulsion. This means that a socially suspended student may not attend or participate in any school functions while serving the external suspension/expulsion. Under those extremely rare and unique circumstances in which a social suspension might result in the cancellation of any activity or event, the Principal may review and postpone such social suspension.

3.00 General Discipline Guidelines
 Certain misconduct such as the following list of offenses is unacceptable at any time during the school day, while a student is on school property or attending a school related function (home or away) in which EPCHS is a participant. These guidelines also apply to students who are passengers on school transportation vehicles. Obviously, no student handbook can contain every conceivable offense which may be committed. The deans and administration reserve the right to determine appropriate disciplinary action for offenses which are not contained in the following list. Similarly, the deans and administration reserve the right on a case by case basis to deviate from the specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of the school.

	<u>OFFENSE</u>	<u>DISCIPLINARY ACTION</u>
3.01	Academic Integrity	Academic referral by teacher; parent contact; possible grade reduction; detentions to suspension depending on seriousness of the offense.
	a. Cheating	
	b. Plagiarism	Academic referral by teacher; parent contact; grade reduction; 1 st offense – three detentions 2 nd offense – In School Class
3.02	Affection-Inappropriate Display	1 st offense – warning. 2 nd offense – two detentions; Parental notification. Subsequent offenses – In School Class
3.03	Alcohol and/or substance related problems while at school, on school grounds, on school conveyances, or within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	
	a. Being under the influence of alcohol or a controlled substance; possession of drug paraphernalia or "look-a-like substance; use of an inhalant.	One (1) to Ten (10) day external suspension; possible expulsion proceedings or offer of an Intervention Contract
	b. Students who encourage, sell, or provide drugs,	Ten (10) day external suspension; possible

		alcohol, illegal substances, and/or inhalants at the high school or any school sponsored activity.	expulsion proceedings
	c.	Possession of cough, cold, or flu medication, diet pills, caffeine pills, and other Over-the-Counter non-analgesics Is STRICKLY FORBIDDEN.	Conferences to ISC based the seriousness of the situation.
		The following may be kept with the student: Acetaminophen (Tylenol), Ibuprofen, or other medication for discomfort, cramps or headaches, cough drops and prescription inhalants.	
	d.	It is not permissible for a student to sell or provide over-the-counter medications listed in Item c to other students. Any student who provides others with these items will receive the appropriate discipline.	Conferences, ISC to suspension based on the seriousness of the situation.
3.04	Attire		
	a.	Wearing of inappropriate clothing or apparel to school (See general information item 2.0)	<p>1st offense – warning/change clothes</p> <p>2nd offense – 3 detentions/change clothes</p> <p>3rd offense – immediate ISC/ Change clothes. Students refusing to go to ISC – 3 days OSS</p> <p>4th offense – 5 days OSS</p> <p>Subsequent offenses – 10 days OSS</p> <p>Students who refuse to modify their attire may face immediate suspension.</p>
	b.	Wearing of apparel or jewelry depicting alcohol, and/or drug connotations, obscenities, violence, ethnic, racial slurs, or sexually explicit connotations.	<p>1st offense – one detention</p> <p>2nd offense – three detentions</p> <p>Subsequent offenses – ISC</p>

Students who refuse to modify their attire may face immediate suspension.

3.05	Battery	a. Toward a student	Ten days external suspension; Final warning. Police Referral.
		b. Toward staff/school board member	Ten days external suspension and expulsion proceedings. Police referral.
3.06	Bomb Threats		External suspension and/or expulsion proceedings based upon investigation.
3.07	All book bags and backpacks must be kept in the locker during the school day unless it is the authorized EPCHS string bag. (Available for student purchase at registration and through Student Services)		1 st offense-one detention. 2 nd offense – three detentions Subsequent Offenses - In School Class
3.08	Bus Disturbances		1 st offense – warning, detentions, or assigned seating. In addition, major offenses will receive action based upon Section 3.00 general discipline guidelines. Final warning on bus privileges. 2 nd offense – three detentions or ISC (parent contact). 3 rd offense – suspension from riding the bus for five school days. 4 th offense – suspension from riding the bus for a period not to exceed the current semester. 5 th offense – suspension from riding the bus for the remainder of the school year.

3.09	Cafeteria Procedures	
	a. Refusing to comply with supervisor's requests.	The penalty may range from detention to suspension based on the seriousness of the situation.
	b. No food or beverages are to be taken out of the cafeteria or commons area.	1 st offense – one detention Subsequent offenses - three detentions.
	c. Students are responsible after lunch for cleaning their table and immediate area (floor etc). Trays are to be returned to the proper area.	1 st offense – one detention; clean up area. Subsequent offenses - three detentions.
	d. Throwing of food	Clean up area; detentions to suspension based upon the seriousness of situation.
3.10	Class Cuts – more than 5 minutes Late to class or not attending a Class or study hall or EBPE.	1 st offense – ISC 2 nd offense – Two days in ISC 3 rd offense – Two days in ISC or suspension. Subsequent offenses – External suspension and Final warning.
3.11	Computer/Internal Policy	
	a. Misuse – including, but	
	1) Using the account of	1 st offense – detention to external suspension based on the seriousness of the offense
	2) Using the network for personal business or financial	2 nd offense – discipline plus loss of internet privileges for remainder of the semester
	3) Gaining unauthorized access to resources or entities	
	b. Accessing, downloading, and/or creating pornography	1 st offense – ISC or external suspension based on the severity of the situation and loss of internet privileges for the year. Police referral.
	c. Using or conspiring to use the internet for illegal activities such as "crashing data bases"	1 st offense – 5 days external suspension and loss of internet privileges for the year. Police referral.

	d. Engaging in any activity on or off campus, including without limitation, the use of any computer or other device whether such device is located on or off campus that (a) poses a threat or danger to the safety of the other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or © is disruptive to the school environment	1 st offense – ISC or external suspension depending on the severity AND loss of internet privileges for the year. Police referral.
3.12	Defiance/Disrespect-refusing to comply with a reasonable request by a staff member.	1 st offense-3 detentions. 2 nd offense-ISC 3 rd offense-two days ISC. Subsequent offenses-external suspensions, or possible removal
3.13	Disruptive Behavior	
	a. Classroom-non-cooperation with classroom rules.	1 st offense-1 detention. 2 nd offense-3 detentions. 3 rd offense-ISC 4 th offense-ISC. Subsequent offenses – external suspension or possible removal.
	b. Possession of items brought on campus for non-academic purpose.	1 st offense-one detention & confiscation. 2 nd offense-three detentions, parent contact and confiscation.
	c. Students engaged in disruptive behavior at lockers or hallways	The penalty may range from detention to external suspension depending on the seriousness of the offense.
	d. Study Hall detention.	1 st offense-one detention 2 nd offense-three detentions Subsequent offenses – ISC
	e. Cafeteria/Commons	Detentions to suspension based upon seriousness of the offense.
	f. Assemblies	Detentions to suspension based upon seriousness of the offense. Suspended from further assemblies.

	g.	Inappropriate comments ex. "this sucks..."	1 st offense-two detentions. 2 nd offense-ISC. 3 rd offense-two days in ISC. 4 th offense-external suspension.
3.14		Excessive Excused Absences	Referral to the truant officer.
3.15		Extortion – obtaining money, property or services through inappropriate manners.	1 st offense-ISC; suspension; Subsequent offenses – Suspension and/or expulsion proceedings.
3.16		Failure to Serve	
	a.	Teacher detention	1 st offense-one detention. 2 nd offense-three detentions. Subsequent offense-ISC.
	b.	Office detention	1 st offense-one day ISC for EACH detention missed. 2 nd offense-two days in ISC for EACH detention missed. Subsequent offenses-one day external suspension for EACH detention missed.
	c.	In School Class (ISC)	1 st offense-three days external suspension. 2 nd offense-five days external suspension. 3 rd offense-five days external Suspension & final warning.
	d.	Tobacco Education Program	Two days external suspension and final warning.
3.17		False Fire Alarms or 911 calls or theft or vandalism of AED/ Life Safety Equipment.	1 st offense-ten days external suspension; final warning. 2 nd offense-expulsion hearing.
3.18		Fighting-Physical Contact	
	a.	Fighting	1 st offense-five days external suspension for the student who is clearly the aggressor or provoker. Zero – five days for non- provoker or the students who defend themselves. When

		provoker cannot be determined, each person will be externally suspended.
		2 nd offense-ten days external suspension and final warning.
	b. Physical Contact	1 st offense-ISC or Warning for non-provoker or the students who defend themselves. When provoker cannot be determined, each person will be externally suspended.
		2 nd offense-five days external suspension.
		3 rd offense-ten days external suspension. Final warning.
3.19	Fireworks, Smoke Bombs, Stink Bombs, Similar Devices	
	a. Possession of	External suspension pending parent conference.
	b. Use of Fireworks	External suspension to expulsion proceedings based upon seriousness of situation.
3.20	Forgery of passes and/or documents	
	a. Faked student notes and/or attendance phone calls.	1 st offense-ISC Subsequent offenses-ISC or external suspension.
	b. Faked or altered doctor, dentist, or other professional notes (including teacher's signature).	1 st offense-ISC referral to police liaison officer. 2 nd offense-two days ISC and referral to police liaison officer. Subsequent offenses-external suspension to expulsion proceedings.
3.21	Gambling, Gambling Devices	1 st offense-three detentions. 2 nd offense-ISC Subsequent offenses – ISC, external suspension.
3.22	Gang-related or cult activity- Use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related	1 st offense-ISC; parent notification; police liaison referral. Subsequent offenses-external suspension.

	while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	
3.23	Gang-related or cult activity- Coercion of others to join groups or participate in in gang activities while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	1 st offense-ten days external suspension; final warning. 2 nd offense-expulsion proceedings.
3.24	Graffiti	
	a. Non-academic writing/ drawings in notebooks, texts, or on school property.	1 st offense-one detention. 2 nd offense-three detentions. Subsequent offenses-ISC
	b. Any drawing/sketch involving physical violence or damage to property.	Conferences to external suspension based upon the seriousness of the situation.
3.25	Hall Passes	
	a. Unauthorized area and students without hall passes.	1 st offense-one detention. 2 nd offense-three detentions. 3 rd offense-ISC Subsequent offenses-ISC, external suspension.
	b. Misuse of pass	1 st offense-three detentions, placed on No-Pass list. 2 nd offense-ISC. Subsequent offenses-ISC, external suspension.
3.26	Horseplay	
	a. Aggressive	1 st offense-three detentions. 2 nd offense-ISC Subsequent offenses-ISC, external suspension.
	b. Non Aggressive	1 st offense-one detention. 2 nd offense-three detentions. Subsequent offenses-ISC.

3.27	ID Cards (Replacement cards \$5)	
	a. Not in possession	1 st offense-warning 2 nd offense – warning 3 rd offense-one detention. 4 th offense-three detentions. Subsequent offenses-ISC
	b. Mutilation of card	Replacement - \$5 cost to student.
	c. Failure to present to staff member on request.	1 st offense-three detentions. 2 nd offense-ISC Subsequent offenses- 2 days ISC external suspension.
	d. Misuse/sharing/ loaning ID	1 st offense – one detention & repayment of lunch fees. Subsequent offenses-ISC & repayment, & possible lunch restrictions.
3.28	Intimidation, Harassment, Bullying	
	a. General Verbal or written harassment to another student.	1 st offense-one day ISC. 2 nd offense-two days ISC. 3 rd offense-three days external suspension. 4 th offense-ten days external suspension.
	b. Racial, ethnic, sexual, or religious gestures, writings, slurs, or satanic writings.	1 st offense-three days external suspension. 2 nd offense-ten days external suspension.
	c. Verbal and Physical sexual harassment	1 st offense-five days external suspension and possible Police involvement. 2 nd offense-ten days external suspension and final warning. Police involvement.
3.29	Leaving	
	a. Classroom or other assigned area.	1 st offense-one day ISC. 2 nd offense-two days ISC. Subsequent offenses-external suspension.
	b. Leaving the school building or field trip without permission.	1st offense-three days external suspension. No pass list. 2 nd offense-five – ten days external suspension.

		3 rd offense-ten days external suspension. Final warning.
3.30	Littering school building and/or grounds.	1 st offense-one detention; clean-up. 2 nd offense-three detentions; clean-up. Subsequent offenses – ISC; clean-up.
3.31	Lockers-abuse of, kicking, vandalizing.	1 st offense-three detentions. 2 nd offense-ISC. Subsequent offenses-external suspension.
3.32	Loitering in the halls, on school grounds, or adjacent property	1 st offense-two detentions. 2 nd offense-three detentions. Subsequent offenses-ISC.
3.33	Misuse of school equipment or property.	Detentions to external suspension based on seriousness of offense.
3.34	Mob Action while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	1 st offense-ten days of external suspension and/or expulsion proceedings.
3.35	Parking	
	a. Blocking vehicles or entrances.	1 st offense-move car, unexcused admit to class; one detention. 2 nd offense-move car, three detentions, unexcused admit to class. Subsequent offenses-tow vehicle at owner's expense; denial of parking privileges.
	b. Parking in teachers' parking lot or unauthorized areas.	1 st offense-three detentions. 2 nd offense-ISC. Subsequent offenses-ISC, external suspension and tow at owner's expense.
	c. Reckless Driving.	1 st offense-ISC and removal from parking areas until further notice.

		2 nd offense-ISC. Police Referral. Subsequent offenses-external Suspension and police Referral (possible arrest).
	d. Hang Tag not properly displayed in window.	1 st offense-One detention. 2 nd offense-ISC 3 rd offense-loss of parking Privileges (no refund given).
3.36	Pranks – any action disrupting and/or damaging school activities or the learning process.	Detentions, suspensions to expulsion proceedings based upon the seriousness of the situation.
3.37	Electronic Equipment	
	a. MP3 players, iPods, and other stand alone music players will be allowed only in the cafeteria before and after school and ear buds must be used. <u>Cell Phones having MP3 players or other musical capabilities are excluded from this policy (see 3.37c).</u>	1 st offense-confiscation by deans, one (1) detention. Subsequent offenses-Confiscation by deans; three detentions
	b. Pagers & lasers	1 st offense-ISC to external suspensions, confiscation and referral to police liaison. Subsequent offenses-external suspension, confiscation and Police liaison referral.
	c. Cell phones are not permitted to be on OR visible during the school day from the first tardy bell to the conclusion of the day.	1 st offense - warning 2 nd offense – Phone sent to dean for confiscation. Student may pick up phone at end of day. 3 rd offense – student sent to dean and phone sent to dean for confiscation, three (3) detentions, parent may pick up anytime. 4 th offense – student sent to dean and phone sent to dean for confiscation, ISC, parent may pick up after ISC is served. 5 th offense – 3 days OSS, parent may pick up.

		Subsequent offenses will result in 10 day OSS and final warning
	d. Students who refuse to give up the phone due to violation of 3.37c OR students who attempt to remove the battery or other parts of the phone upon confiscation.	1 st offense-three days external suspension for refusal to give to Dean; three detentions for refusal to give to teacher. 2 nd offense-five days external suspension. 3 rd offense-ten days external suspension. Subsequent offenses-expulsion proceedings.
3.38	Safety Rules – violation of shop, laboratory or gymnasium safety rules	1 st offense-two detentions. Subsequent offenses-three detentions; possible removal from class.
3.39	Sharing of lockers - Students are issued separate lockers; they are not permitted to share lockers.	1 st offense-three detentions. 2 nd offense-ISC. Subsequent offenses- ISC or external suspension.
3.40	Stealing and/or possession of stolen property.	Suspension to expulsion proceedings based upon seriousness of situation; restitution; police liaison referral.
3.41	Tardies (less than 5 minutes late to class)	
	a. To class/school.	1 st tardy-teacher warning. 2 nd tardy-teacher warning. 3 rd tardy-three detentions. 4 th tardy-one ISC; (Dean will contact parents). 5 th tardy-Two days ISC; WARNING ON CLASS REMOVAL. 6 th tardy-Removed from regular class, grade of "F" in subject.
	b. To study hall.	1 st – 5 th – same as above. 6 th tardy-three days external suspension.

3.42	Throwing of Objects	Three detentions to external suspension pending seriousness of situation.
3.45	Tobacco	
	a. possession of tobacco products, matches & lighters on school grounds or school.	1 st offense-ISC 2 nd offense-five days external suspension with option to reduce to 3 days suspension with Tobacco Education Program. Subsequent offenses-five days external suspension and final warning.
	b. Use of tobacco-smoking in the school or on school grounds.	1 st offense-five days external suspension with option to Reduce to three days suspension with Tobacco Education Program. 2 nd offense-ten days external Suspension and final warning.
3.46	Truancy from school for 3 periods or more.	1 st offense-ISC 2 nd offense-Two days ISC; 3 rd offense-Two days ISC or Suspension. Subsequent offenses – external suspension and final warning.
3.47	Unauthorized use of school equipment or property, or unauthorized entry into the building or a classroom.	ISC to external suspension based on seriousness of offense.
3.48	Vandalism of school property and/or private property on school premises; Including the removal of barcodes from textbooks.	ISC or suspension to expulsion proceedings. Based upon the seriousness of the incident; Referral to police liaison officer; restitution.
3.49	Verbal or written threats directed toward a student.	Penalties will vary from student conference, detentions to external suspension depending upon the seriousness of the situation; police liaison referral.

3.50	Verbal, written threats, or Physical threats directed toward a staff or School Board member.	Penalties will range from five days external suspension to expulsion proceedings depending upon the seriousness of situation; police liaison referral. Final warning.
3.51	Vulgar or obscene language. a. Vulgar or obscene language.	Penalties will range from ISC to five days external suspension depending upon the seriousness of the situation.
	b. Vulgar language used in a teacher/staff members presence as a result of a directive issued by the teacher/staff member.	Penalties will range from three days external suspension to five days external suspension depending upon the seriousness of the situation.
	c. Gestures including belching, spitting, passing gas, drawings, etc.	1 st offense-two detentions. 2 nd offense-ISC 3 rd offense-two days ISC Subsequent offenses-external suspension.
	d. Indecent Exposure.	1 st offense-3 – 10 days external suspension; final warning, police referral (depending upon the seriousness of the situation).
3.52	Vulgar or obscene language/ gestures directed toward a staff or School Board member.	1 st offense-ten days external suspension; removal from class unless reinstatement by teacher request. 2 nd offense-directed at the same staff member of a previous offense or a different staff member – ten days external suspension – Removal from class. Final warning. 3 rd offense-ten days suspension pending expulsion hearing.
3.53	Weapons/Explosive devices - possession of firearms or explosives or intent to use explosives or the use of any	Expulsion proceedings; police liaison referral; referral to criminal justice system.

object with the intention to inflict bodily harm while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.

- 3.54 Weapons-possession of objects intended to be used as weapons or could be used as weapons while at school, on school grounds, on school conveyances, within 1000 building/facility, or while attending/participating in any school sponsored activity.
- 1st offense- one to ten days external suspension depending upon the seriousness of the situation; final warning; police liaison referral; expulsion may be considered.
2nd offense-expulsion proceedings; police liaison referral; referral to criminal justice system.

- 4.00 Corporal Punishment
The use of corporal punishment is not permitted in District 309 as a means of disciplinary action.

- 4.20 Important Notice to Seniors and Parents
During the final days of school, if any senior eligible to graduate, commits an offense which would cause him/her to be suspended through the graduation date, the student will lose the right to attend the graduation ceremonies and the Project Graduation celebration. He/She will also be required to make up the remaining days in the ISC or study hall before receiving his/her diploma.

- 4.50 Discipline and the Special Education Student
When students are identified as having disabilities they can be treated differently from regular division students. If necessary they are entitled to specialized instruction and/or disciplinary considerations because they have been identified as less able, or unable, to deal with regular school expectations, or they are in need of alternative educational approaches.

Adaptations and modifications to the regular curriculum are a typical part of a special education student's IEP and the school is bound by the IEP under federal and state law. It is the norm rather than the exception for special education students to be treated differently.

Special Education teachers will attempt to deal with all minor discipline problems by using verbal corrections, time-outs, before or after school detentions, extra assignments, calls or notes home, and lunch detentions. Referrals to the Dean will occur when:

- a. A student persists in an inappropriate behavior after a special education teacher has used some or all of the special disciplinary methods noted above.
- b. If, after proper warning and explanation of consequences,

- c. a pupil refuses to accept discipline and/or in insubordinate. The student violates one of the 6 areas calling for an immediate referral to the deans' office.
- d. A student refuses to behave appropriately in the TAC room. Once a student is referred to the deans' office he/she may receive the disciplinary consequences any other pupil would receive for a similar offense unless other provisions are stated in the student's IEP.

TRANSITIONAL ADJUSTMENT CLASS (TAC)

The TAC room is a classroom set up for total self-containment of students with IEPs. TAC is 7:50 AM – 3:08 PM daily, except Wednesdays when it is 9:00 AM-3:08PM. The classroom is supervised by a teaching assistant. Classroom assignments for the day will be sent to the supervisor by the students' teachers. The students should have all appropriate materials (pens, pencils, books, etc.) when he or she reports to the TAC room.

Students will turn in assignments to the TAC room supervisor at the end of the day. The supervisor will return the completed assignments to the appropriate teacher for grading. Coursework credit will be given for assignments completed in TAC.

CRITERIA FOR PLACEMENT IN THE TAC ROOM

1. Students may be assigned to the TAC room by a Dean when an in-school suspension or an out-of-school suspension is warranted due to inappropriate behavior or frequent rule violations.
2. The TAC room may be assigned by a Dean when a student returns from an out of school suspension to insure a smooth transition back to school.

The TAC room will use a progressive behavior tracking program. This program will provide a record of the student's progress.

When a student is placed in TAC the parents or guardians will be notified by letter or phone call. A parent or guardian may request a conference at any time during the process.

Please note: The TAC room has a class size maximum of six (6) students. Students can be assigned to TAC for one day or multiple days, depending upon the infraction.

- 5.00 Students' Rights and Responsibilities
 Student insight and opinion is valuable to the well being of the school community. Suggestions and expression of concerns are always encouraged and welcomed. Students should feel free to enter into discussion with their teachers and/or the administration as they see fit regarding important school-related issues. Other vehicles are also available such as the following:

Student Council: concerns directed to a Student Council representative will be brought up at Student Council meetings. The Council will then decide if the matter should be brought to the attention of the Administration.

It is the belief of the Board and Administration that students have the following rights to:

- an appropriate and challenging curriculum.
- assistance in making educational and career goals and choices.
- a school climate free of disruption.
- practice in learning to make intelligent and thoughtful decisions.
- a well-developed and explicit code of student conduct.
- due process in matters of disciplinary action.
- be treated fairly and impartially in all school-related matters.

It is also expected that students:

- be responsible for their own actions.
- respect the rights of fellow students.
- respect authority both in school and at school-sponsored activities.
- respect school and community property.
- respect the education process for all students.
- attain the best possible level of academic achievement.
- know reasons and methods of discipline. Ignorance does not excuse a violation.

6.00 Parent-Teacher Discipline Advisory Committee

Illinois law now provides that each school district must organize and develop a parent-teacher discipline advisory committee to review the district's discipline policy and make policy recommendations to the Board of Education. The committee should be representative of the entire community.

The parent-teacher discipline advisory committee of EPCHS has included not only parents and teachers, but also students, administrators and board members as well. The committee has served to develop discipline policy and to review a number of importance discipline-related issues as well. Ordinarily the committee meets monthly. Its membership will be announced as soon as possible after the beginning of the new school term. If you are interested in serving on this committee, you should notify one of the deans of your interest in volunteering to be on the committee.

SECTION III: Co-Curricular and Athletic Participation

1.00 Co-Curricular and Extra-Curricular Participation

Student participation in School Board approved student activities shall be contingent upon the following:

- a. Membership is limited to students currently enrolled in the district.
- b. Membership shall not be limited because of the student's race, sex, creed, or color.
- c. When appropriate, membership and participation shall be subject to the specific by-laws of an organization. In the cast of competitive events, selection of team members or participants shall be left to the discretion of the sponsors or coaches as long as the selection criteria conforms to the

- District's student academic and conduct standards and such other rules and regulations that may apply.
- d. All participants of extra-curricular and co-curricular activities listed below must have received passing grades in five courses which must equal two credits toward graduation for the previous semester to be eligible for the ensuing semester. Extra-curricular and co-curricular participants must pass five courses weekly and each semester in order to maintain eligibility.
 - e. The student shall maintain the standards set forth in the Code of Student Conduct.
 - f. Student participation in activities is also subject to other standards for participation as may be determined by the School Board.
 - 1. Athletics (including cheerleaders and Raiderettes) must follow the Activity Code and IHSA standards.
 - 2. Scholastic Bowl must follow the Activity Code and IHSA standards.

**East Peoria Community High School
Activity Code – 2010-2011**

Philosophy

Extracurricular participation at East Peoria Community High School serves as an integral part of the student's educational experience. Experience through extracurricular activities contributes to the knowledge, skills and emotional patterns, which the student possesses. It is our belief that by participating in extracurricular activities, students are provided the potential for becoming better persons and citizens. Participation in extracurricular activities is a privilege which carries with it responsibilities to the school, team, student body, community, and to the students themselves. While an active participant in activities at East Peoria Community High School, students are motivated to excel within the principles of good sportsmanship and fair play. All student athletes must conform to all IHSA eligibility standards. The student may not participate in their sport or activity until the code is signed and returned to the school.

Application

This Activity Code shall apply to all school sponsored activities outside the regular school day, conducted and representing EPCHS where participation is voluntary, no academic credits or grades are awarded and may or may not be competitive in nature. These activities are, but not limited to: all EPCHS athletic teams, cheerleaders, Raiderettes, Intramurals, Drama Club, Scholastic Bowl, National Honor Society, Class Officers, Snow Ball, Chorale, Chess Club, Art Club, Hope Club, Key Club, Spanish Club, French Club, Latin Club, Student Council, Yearbook Staff, Prom Committee, Student Council, Fitness Club, Student DLT members, and Student PTSDC members.

Student Interscholastic Activities Random Drug Testing

While the Board encourages students to participate in interscholastic activities, it believes such participation is a privilege offered to eligible students on an equal opportunity basis, and not an absolute right. Through participation in interscholastic activities defined in this policy, students misusing legal or using illegal drugs or alcohol, pose a threat to their own health and safety, as well as to

those who compete with them. Therefore, to be eligible to try out for, or to participate in these activities, each student and his or her parent(s)/guardian(s), must give consent to random drug and alcohol testing in order for the student to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will render the student ineligible to participate in any extracurricular activity.

The purpose of this policy is threefold:

- a. to provide for the health and safety of students engaged in interscholastic activities.
- b. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol; and
- c. to encourage students who use drugs and alcohol to participate in treatment programs.

This policy is non-punitive. It is designed to create a safe, drug and alcohol free environment, and to provide professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in interscholastic activities. Accordingly, the results of any drug or alcohol test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other purpose, other than when there has been a violation of the Illinois School Code. The Student Assistance Coordinator shall submit a report to the administration twice annually regarding the status of the testing program. These reports will be shared with the Board of Education.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activities. Failure to sign a "Random Drug and Alcohol Testing Consent" form will render the student ineligible to participate in any extracurricular activity.

Students testing may be administered randomly during or after school, during practices, during off season workouts, or during extracurricular events.

If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested, and the results are reported by the lab as "negative" and the appropriate Athletic/Activity suspension has been served by the student. The Student Assistance Coordinator or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities, provided they have completed their appropriate activity suspension.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted pursuant to random testing this program other than when independent reasonable suspicion of drug and/or alcohol usage or abuse exists. This program does not affect the policies, practices, or rights of the District to search or test any student who at the time, exhibits causes for reasonable suspicion of drug and/or alcohol possession or use.

Extracurricular Drug, Alcohol & Tobacco Testing Program

Testing Procedures:

- a. The Compliance Officer, utilizing a randomizing computer program, shall select extracurricular participants for drug, alcohol and/or tobacco testing. Testing may occur on any day, Monday through Saturday. Names will be randomly selected from a pool of all extracurricular

- participants. Each student participant may be tested at any time during the calendar year. The district specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug, alcohol, or tobacco use is found to exist.
- b. No student will be given advance notice or early warning of the testing.
 - c. If the randomly selected student is present at school, then leaves school, and the absence is unexcused, the student will be ineligible for participation in their extracurricular activities until the next testing date. They will automatically be tested on that date. If the absence is excused within 24 hours, the extracurricular participant will remain eligible for practice and competition but will be automatically tested on the next date.
 - d. Drug, alcohol and/or tobacco testing will be performed in the presence of two staff members by breath alcohol testing, urinalysis and/or saliva swab testing. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for the saliva swab test, the student must swab the inside of his/her mouth in the presence of two staff members.
 - e. Two staff members will accompany the student to a private restroom, where he/she will produce an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 3 hours, the student will be taken to the Deans' Office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at the next testing date in order to regain eligibility.
 - f. All specimens registering below 90.5 degrees or above 99.8 degree fahrenheit will be invalid. The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen within 3 hours.
 - g. A student will be ineligible for all extracurricular activities for one calendar year if he/she tampers or cheats during the collection. If this is the student's second or subsequent infraction, they will be ineligible for extracurricular activities for the remainder of their high school eligibility. This will be reported to the parent(s)/guardian(s).
 - h. The student will return to class, or his/her activity when testing is concluded and is able to make up all work missed during that time.
 - i. Each specimen is given to the laboratory for testing.

Chain of Custody

- a. The laboratory will provide training and certification to appropriate staff members. The set up of the collection environment, guarantee of specimens, and supervision of the chain-of-custody will be performed by designated EPCHS personnel.
- b. To maintain anonymity, the student will be assigned a number
- c. Designated EPCHS personnel will escort the students to the collection site. No student is allowed to go to his or her locker. There will be minimal classroom interruptions. Students may be called before, during or after school, during practices, during off season workout, or immediately proceeding or following an extracurricular event.

- e. Before a student's urine or saliva is tested by the laboratory, he/she must sign any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- f. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
- g. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
- h. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all outer layers of clothing, empty all pockets, and wash their hands in the presence of the supervisor. The supervisor reserves the right to search any student before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- i. After it is sealed, the specimen will be transported to the testing laboratory utilizing the Chain of Custody. The testing laboratory will report results to the Compliance Officer or designated EPCHS personnel.
- j. The gender of the person obtaining the saliva specimen or breath alcohol test will not matter. The test can be performed in any location in the building that would allow for the student's confidentiality to be maintained.
- k. In order to maintain confidentiality, the student's name will not be on the urine specimen or saliva swab container. Instead, the student's initials will appear on the container.

Test Results

- a. Test results will be conveyed by the drug testing company via the Internet to the Compliance Officer within a specified time from the laboratory.
- b. The student who tests "positive" will be under an Activity Code violation, and will be notified by the Compliance Officer or their AD and Dean, the parent/guardian will then be notified of the student's positive test result. The appropriate Activity Code punishment will be administered.
- c. The name of the student who tests positive will be turned over the Student Assistant Coordinator to begin the intervention process.
- d. The Student Assistant Coordinator or designee will request the "follow-up" test after such an interval of time that the substance previously found normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities, **after the student's appropriate penalty has been served.** The student's name would then be placed back into the random pool. If a "positive" result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation.
- e. The School District reserves the right to continue testing at any time during the remaining calendar year for any student who had a verified a "positive" test.

- f. Information on a verified "positive" test result will be shared on a need-to-know basis with the student, and his/her parent(s)/guardian(s), the Student Assistance Coordinator, the Building Administrator, Athletic/Activity Director, the student's dean and counselor, and school nurse. The coach or activity sponsor will only know that an activity code violation occurred. The results of a "negative" test will be kept confidential.
- g. The testing data will be kept on a computerized spread sheet, by student ID number, not name. This data will be shared with the Board of Education, twice annually as a status update. The results of all tests will be kept confidential by the Compliance Officer on the school's secured server.

Financial Responsibility

- a. Under this policy, the School District will pay for all random drug tests. Once a student has a verified "positive" test result, all follow up tests will be paid for by the student's parent(s)/guardian(s).
- b. Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

Confidentiality

Under this drug & alcohol testing program, no staff, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a lawful subpoena or other legal process where such disclosure is required.

Other Rules

Apart from this drug & alcohol testing program, the IHSA as well as each activity's coaching staff or sponsor may have their own team rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Infractions

During the student's four (4) calendar years of high school, regardless if during the school year, or during the summer, regardless of whether in or out of active participation, the Athletic Director, Activity Sponsor or Dean is authorized to suspend a student from extracurricular activities if the student is ticketed for, found guilty, admits to, or there is reasonable grounds to believe the student has committed any of the following infractions:

- a. Possession or use of tobacco products.
- b. Possession or use of an anabolic steroid, an alcoholic beverage, cannabis, a controlled substance, a look-alike substance, drugs, or drug paraphernalia.
- c. The use or possession of systemic stimulants (ephedra, Yellow Jackets, ma hauang, etc.)
- d. Misuse of prescription drugs.
- e. Attendance at an unsupervised or supervised gathering where the student participant knows or should know that underage individuals are consuming alcoholic beverages, cannabis, a controlled substance or where drug paraphernalia is present.
- f. Theft, possession of stolen property or destruction of private or public property.
- g. Criminal acts or serious acts which are determined by the Athletic

Director and/or Dean to be detrimental to the individual, the coach, the team or the school. The subsequent discipline for these acts may result in an accelerated level of discipline at the discretion of the Athletic Director and/or Dean.

- h. Tampering or cheating during random drug testing.
- i. Hosting or arranging a gathering at which the extracurricular participant knows or should know that any of the aforementioned substance (items listed in a-d) are used or are present, or hosting or arranging a gathering in which criminal acts or serious acts which are detrimental to the individual, coach, team, or the school occur or result there from.

Definitions

Cannabis	As used in this policy, cannabis includes marijuana, hashish, and other substances, which are identified as including any part of the plant cannabis sativa.
Drugs	Including, but not limited to: amphetamines, anabolic steroids, barbiturates, benzodiazepines, cannabinoids, cocaine metabolite, creatinine, methamphetamines, methadone, methadone metabolite, marijuana metabolite, opiates, phencyclidine, propoxyphene, and alcohol, except where taken pursuant to a legal prescription issued to the student by a licensed physician.
Controlled Substance	As used in this policy "controlled substance" means any substance designated in the Schedule of Controlled substances, Illinois Revised Statutes, Chapter 56 ½, Paragraph 1201 et seq., as the Schedule currently exists or as hereafter amended.
Look-alike Substances	As used in this policy "look-alike substance" means a substance, other than a controlled substance, which (a) by overall dosage unit appearance, including shape, color, size, markings, or lack thereof, taste, consistency or any other identifying physical characteristic of the substance would lead a reasonable person to believe that the substance is a controlled substance or (b) is expressly or impliedly represented to be a controlled substance or distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.
Tobacco Products	As used in this policy, tobacco products include cigarettes, cigars, pipe tobacco, and chewing tobacco.

Discipline

All reported infractions will be thoroughly investigated by the appropriate Administration. Sources used to identify violations of the EPCHS Activity Code are:

- a. Information provided by Law Enforcement Officials.
- b. Public Notices of Offenses.
- c. Court Dispositions.
- d. Staff or teacher witness.

- e. Admission by the student participant of an infraction to a staff member, coach or EPCHS Board Member.
- f. Report by parent/guardian of their student participant to a staff member, coach or EPCHS Board Member.
- g. Results of a positive drug or alcohol test.

Before any discipline action is taken pursuant to this code, the student shall be informed of the charges by the Athletic Director and Dean, or an individual at their direction, and be given the opportunity to respond at that time. The parents of the student will be notified in writing of the violations and the procedures required for reinstatement of eligibility for the student.

If a student participant is determined to have committed any of the above Infractions, the student shall be subject to the discipline as set forth below.

Level I

Infraction

Infractions a-g listed previously

Discipline

¼ season athletic suspension for all athletics participated for one calendar year (B games are NOT regularly scheduled contests) 9 weeks for all other non-graded extracurricular activities.

Level II

Infraction

Infractions h or i second offense of infractions a - g.

Discipline

1/3 season athletic suspension for all athletics participated for one calendar year, and/or 12 school weeks for all other non-graded extra-curricular activities. Mandatory drug/alcohol counseling and random drug testing at least once per month, for one calendar year*

Level III

Infraction

Second offense of infraction h or i or third offense of infractions a – g or any combination of levels which add up to 3.

Discipline

Will result in removal of all athletics & activities for the remainder of their high school eligibility.

- a. Upon an initial activity code violation, an intervention program specific to the violation will be imposed, including but not limited to, a substance abuse assessment and successful completion of the recommendations of this assessment. A qualified counselor will evaluate the student. This evaluation will be at the expense of the parent(s)/guardian(s).
 - 1. A separate Athletic Code Violation Contract will be written to include the specifics of this intervention program.
 - 2. A written agreement to participate in the imposed intervention program must be done within 10 days of notification of the violation.
 - 3. Refusal to participate or failure to complete the intervention

program will result in a subsequent violation, and will result in a permanent suspension from activities for the rest of high school.

- b. Athletic suspensions will be counted in games. In the event of inclement weather, or unusual circumstances, the Athletic Director has the right to modify the number of games suspended, with the approval of the principal.
- c. Activity suspensions will be counted in 9 calendar week intervals.
- d. If less than $\frac{1}{4}$ of the regularly scheduled contests, or less than 9 weeks for an activity remains at the time of the suspension, the student participant will serve the first part of the suspension during the current activity (including post-season contests) and the remainder of the suspension during the next season of the same activity.
- e. A student participant in an EPCHS sanctioned activity may be subjected to forfeiture of any and all awards as outlined in the team rules and at the sole discretion of the coach/sponsor.
- f. At the sole discretion of the coach/sponsor, a student participant may practice or attend contests, but he/she cannot dress in uniform or participate in the contest.
- g. In addition to the above, the student participant is subject to disciplinary action as set forth in the rules established by the coach/sponsor of the activity they are participating in.
- h. All squad members who complete the season may participate in the awards night regardless of whether they are award winners or not.
- i. No athlete dropped from a squad for disciplinary reasons, scholastic eligibility, or mutual agreement of player and coach, shall participate in the athletic awards night or receive an award.

Appeal

A decision of the Athletic Director and/or Dean may be appealed to an Activity review Committee appointed by the EPCHS 309 Board of Education by notifying the Superintendent of EPCHS, in writing, within seven (7) days of the decision of the Athletic Director and/or Dean. The committee will act upon the appeal in a timely manner.

Assistance/Self Referral

Self-referral is a process designed to allow a student to recognize a problem they have with drugs or alcohol and bring it to the attention of staff or administration, with the understanding that the student is requesting help. The student must satisfactorily complete, at his or her own expense, a school approved substance assessment and/or alcohol counseling program.

Under the EPCHS Activities Code, a student receives no suspension for self-referring, but it will count as a first offense, which is a Level I offense. A student may NOT use this self-referral if an activities code infraction is already known to the school or any law enforcement agency. This provision must be used prior to a first offense and may be used only one time by any student.

Under the random drug testing policy, self-referrals are still available. However, once a student is selected randomly for testing, a self-referral is no longer an option.

Student Transfers

A student transferring to East Peoria Community High School will be provided a copy of this policy. A transfer student that is going to be involved in an extra-curricular activity must sign a consent form within the first 10 days of participation in that specific activity.

Any transfer student that is planning on being involved in extracurricular activities at EPCHS is subject to clearance from the IHSA and the school in which they transferred from. All Athletic/Activity Code and academic eligibility violations from the student's previous school will be honored by EPCHS.

Other Participation Rules

Apart from the drug and alcohol testing programs, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own team or activity rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements. These rules will be discussed with the squad after the final rosters have been set. A copy of these rules must be given to the Athletic Director. All codes must contain information on how and when parental notification will take place.

Holiday/Vacation – Missed Events

Each coach or sponsor sets forth rules for their teams or activities. Coaches may implement a one-for-one policy. Coaches can suspend athlete's one game for each game missed during a school holiday/vacation. This can be a game for game suspension, not a game for each day suspension. (School sponsored trips/events do NOT fall under this policy).

Changing Sport

No athlete removed from, or who removes himself/herself from an athletic team, will be permitted to begin practice with or attend the open gyms of another sport until the season of the sport in which he/she was involved has been completed. A season is "completed" after the team has played its final interscholastic contest. An athlete may be permitted waiver of this policy by agreement of the head coaches' involved (the one the athlete left, and the one the athlete is going to) **AND final approval by the Athletic Director**. Under no conditions should a change of sport occur without first carrying out the above process.

Participation in Two Activities in the Same Season

Participation in two activities in one season must be agreed upon by both coaches or sponsors and the Athletic/Activity Director involved prior to the start of the season or activity.

Students Absent from School

Students involved in extracurricular activities should be in attendance at least ½ the school day, with an excused absence, in order to be a participant at a practice, activity or contest that same day. Exceptions to this rule must be approved by the Athletic Director or Activity Director. Chronic absenteeism by an athlete or activity participant will be dealt with on an individual basis, and could result in forfeiture of playing time, starting position, or removal from a team.

Out of School Suspension

No student shall be able to participate in an extracurricular activity while serving

an out of school suspension. In case of a multiple day assignment to OSS, the student will not be eligible to participate in extracurricular activities for the number of days assigned. Students who receive suspensions from school are ineligible to participate in any extracurricular events for the duration of the suspension.

Unexcused Absences from Sport or Activity

All coaches and sponsors will adopt their own policy for unexcused absences. coaches/sponsors have the latitude to deal with missed activities or games as specified in their team or activity rules.

Hazing and Bullying

East Peoria Community High School District #309 prohibits students from engaging individually or collectively in any form of bullying or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless where the incidence occurs. Any student who participates in hazing or bullying or related initiation activities or conspires to engage in such activity will face immediate disciplinary action, including suspension, expulsion, exclusion and loss of extracurricular activities. Students may also be referred to law enforcement authorities for prosecution, as pursuant to current EPCHS school policy.

Academic Eligibility

To be eligible for participation in interscholastic activities, a student must be passing at least 5 classes. According to IHSA academic eligibility rules, any class given academic credit toward graduation will be counted. Audit classes and conditional classes are not counted toward eligibility.

Eligibility will be checked two ways:

- a. Semester eligibility procedures :
 1. at the end of the semester grading period, the student must be passing at least 5 classes in order to be eligible for the next semester.
 2. Failure to pass at least five classes will result in academic ineligibility for an entire semester.
 3. Ineligibility from spring semester grading period carries over to the fall semester.
- b. Weekly Eligibility Procedures:
 1. Students must be passing at least 5 classes in order to be eligible for the week. The weekly grade will be the grade the student would earn if they were to transfer out of the school.
 2. Teachers will declare failures by Thursday of each week.
 3. Coaches/sponsors will be notified by Friday.
 4. The ineligibility period begins the next Monday and covers one week.

IHSA PERFORMANCE-ENHANCING DRUG TESTING POLICY 2010-11

Introduction

As a part of its on-going efforts to raise awareness and reduce the use of anabolic steroids and performance enhancing dietary substances by student-athletes, the IHSA shall test a random selection of student-athletes who have qualified as individuals or as members of a team for selected state series competition.

Background

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes. In a national study conducted by the U.S. Department of Health in 2003, findings of the survey suggested that just over 3% of surveyed 10th and 12th graders were either currently using anabolic steroids or had within the past year of the survey. A combination of these results and increased dialogue between member schools and the IHSA brought about the realization that the membership was desirous of more direction on this issue. Furthermore, in December of 2006, member schools approved IHSA By-Law 2.170, which took effect on July 1, 2007 and identifies what schools or school officials can and can not distribute to student-athletes, a change aimed at strengthening the relationship between students and their schools by affirming the school's commitment to offering a safe environment in which their students can develop. As previously mentioned, over the past few years, the IHSA, through the work of its Sports Medicine Advisory Committee and in conjunction with the National Federation of State High School Associations, has attempted to increase awareness on anabolic steroid use by high school students and provided resources that schools, athletes, and parents could use to reinforce the dangers of anabolic steroids and performance enhancing dietary substances. For a complete list of resources, interested individuals can access the IHSA's Sports Medicine Advisory Committee's Special Topics page at <http://www.ihsa.org/initiatives/sportmed/index.htm>.

General Prohibitions

1. It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student-athlete to ingest, or otherwise use any substance of the IHSA's Banned Drug Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for legitimate medical condition.
2. Violations found as a result of the IHSA's testing shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug testing conducted by a member school shall be penalized in accordance with the member school's policy.

Banned Substances

A posting of banned drug classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned drug classes list can be accessed at http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_drug_classes.pdf.

IHSA DRUG TESTING POLICY PROPOSAL P. 2**Consent Form**

Before participating in interscholastic sports, the student-athlete and the student-athlete's parent/guardian shall consent, in writing, to random testing in accordance with this policy. Failure to sign the consent

form renders the student-athlete ineligible.

Selection of Athletes to be tested

Student-athletes will be selected at random from a list of all those student-athletes participating in IHSA sponsored state series competitions at which drug-testing takes place. The IHSA Board of Directors shall determine on an annual basis those state series competitions that shall be subject to testing for a given school term. An annual report from the association's selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing will be reviewed by the IHSA's Board of Directors and Sports Medicine Advisory Committee as a means of consultation prior to its determination of tested sports for the following school term.

Administration of tests

Specimens shall be collected by an independent third party administrator and forwarded to a laboratory certified by the World Anti-Doping Agency (WADA) for analysis. Both the third party and administrator and laboratory shall be selected by the Executive Director and approved by the IHSA Board of Directors.

Specimen Collection Procedures

The methodology for taking and handling samples shall be in accordance with current legal standards and shall be reviewed annually as a part of this policy. A full explanation of the collection protocols are outlined in Appendix A of this policy.

Sufficiency of results

A positive result will be any result reported as positive by the accredited laboratory. The Medical Review Officer (MRO) may grant a Medical Exception to a student-athlete who is able to produce documentation showing a legitimate medical need and a prescription from a licensed physician for a banned drug. Results reported as positive by the laboratory shall maintain positive status even though a sanction may not be applied to the student-athlete.

Appeal process

If the certified laboratory reports that a student-athlete's sample has tested positive, and the IHSA Medical Review Officer confirms that there is no legitimate medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of evidence, that he/she bears no fault or negligence for the violation. Appeals shall be heard in accordance with IHSA By-law 1.460 before the IHSA Board of Directors.

Penalties

1. Any person who tests positively in an IHSA administered test, or any person who refuses to provide a testing sample, or any person who attempts to alter the integrity or validity of the urine specimen, or any person who reports his or her own violation, or any other breach of the IHSA protocol as determined by the independent third party administrator shall immediately forfeit his or her eligibility to participate in IHSA competition for a period of 365 days from the test results are reported to the

**IHSA DRUG TESTING POLICY
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student and the school. Any such person shall also forfeit any individual honor earned while in violation.

The student may apply for reinstatement of his/her athletic eligibility no sooner than 90 calendar days of

the suspension following successful completion of an approved educational program and testing negative in

a subsequent drug test administered by the association's third party test administrator. The costs of the

educational program, and the additional drug test, are the responsibility of the student.

Additionally, the IHSA reserves the right to conduct follow-up drug tests, in accordance with the

procedures outlined in this policy, any such person who tests positive for a banned drug class in an IHSA

administered test.

2. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate

each positive test result situation on a case by case basis to determine if a team/school penalty is

appropriate.

3. Under the provisions of Article 1.460 of the IHSA Constitution, appeals will be heard by the IHSA

Board of Directors.

Reporting of Results

In reporting results of IHSA administered drug tests, the accredited laboratory will forward all completed

drug-test results to the third party administrator. The third party administrator will forward all negative

results to the designated IHSA representative. Upon receipt of negative test results, the IHSA will notify

member schools of those results.

In the event of positive test results, however, the third party administrator will forward all positive drugtest

results to the MRO to determine if a medical exception is to be granted to the student-athlete. In such

cases, the following shall serve as this policy's medical review process:

1. The third party administrator will notify the MRO of the positive test result. At this time, the IHSA

will also be notified that a positive test result has occurred.

2. The MRO will have 48 hours from the time of their notification of the positive test result to contact the

student's parent(s)/legal guardian(s). If the MRO is unable to establish contact within 48 hours, the

submission time outlined in #3 shall begin.

3. The student's parent(s)/guardian(s) have 48 hours from the time of their notification of the positive test

result from the MRO to respond and provide appropriate

documentation/materials. If appropriate

documentation is not submitted within the prescribed time period, a medical exception shall be denied.

4. Upon receipt of appropriate documentation, the MRO shall have five (5) business days to review submitted documentation/materials and make any final determination whether a medical exception shall be granted or denied.
5. Final determination will be forwarded to the third party administrator and then to the IHSA.

Confidentiality

Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parents/legal guardian, and the principal of his or her school.

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Collection of results

The IHSA Sports Medicine Advisory Committee shall annually compile and report the results of the testing program to the IHSA Board of Directors. In addition, the committee shall hear an annual report from its selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing as a means of consultation prior to its determination of tested sports for the following school term.

Program renewal

The IHSA Board of Directors shall annually determine whether this policy shall be renewed or discontinued.

Appendix A

Sports Drug-Testing Collection Protocol

1. Only those persons authorized by the collection crew chief or client representative/site coordinator will be allowed in the collection station.
2. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially be signed into the collection station.
3. The crew chief and/or client representative may release a sick or injured athlete from the collection station or may release an athlete to return to competition or meet academic obligations only after appropriate arrangements for having the athlete tested have been made and documented.
4. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code label to the beaker.
5. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. The athlete must remove all outer clothing (e.g., jackets, sweaters). Any problem or concern should be brought to the attention of the collection crew chief or client representative for documentation. Athletes must wash and dry hands prior to urination.

6. A collector, serving as a monitor to assure the integrity of the specimen until the designated volume of urine has been collected. The monitor must secure the room being used for the monitored collection so that no one except the athlete and the monitor can enter it until after the collection has been completed. Dyeing agents will be added to toilet bowls to prevent sample substitution and any unsupervised access to water will be eliminated during the collection process.

7. Monitors must be members of the official drug-testing crew and of the same gender as the athlete providing the sample. The procedure requires the athlete to empty contents of all pockets and place in container to be left in a location where the athlete and the monitor can observe. The monitor must request the athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.

8. The monitor will allow the athlete to enter the stall and close the door for privacy during the voiding process. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, there must be an additional collection under direct supervision.

9. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled. The monitor will escort the athlete to the collection processing area.

10. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any banned substances.

11. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. An initial temperature reading from the beaker will be recorded. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

12. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.

13. Upon return to the collection station, the athlete will begin the collection procedure again.

14. The collection processor will pour off a small volume of the specimen into a separate container to perform specimen validity checks. Specific gravity will be measured first, and if in range, the collector will measure the pH of the urine in the presence of the athlete.

15. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

16. If the urine has pH greater than 7.5 (with reagent strip or digital meter), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided.

No more than 3 urine specimens with a pH greater than 7.5 will be collected. If the urine has a pH less than 4.5 (with reagent strip or digital meter) will be sent to the laboratory and the student-athlete is required to remain in the collection station until another specimen is provided.

17. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

18. The laboratory will make final determination of specimen adequacy.

19. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.

20. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.

21. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form (or uniquely numbered set of bar code seals) from a supply of such.

22. A collector will record the specific gravity and pH values.

23. For split sample packaging, the collector will pour approximately 60 mL of the specimen into the "A vial" and the remaining amount (approximately 20 mL) into the "B vial." For single sample packaging, the collector will pour 50 mL into the "A vial." Samples will be shipped to a WADA accredited laboratory.

24. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).

25. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

26. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

27. The athlete, processing collector, monitor and witness (if present) will sign affidavits on the Custody and Control Form (paper or paperless) affirming all procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

28. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

29. The specimens become the property of the client.

30. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drugtesting program.

Student Conduct on Buses

A school bus driver must devote 100% of his/her time to driving the school bus and therefore, should not be distracted by the conduct of the passengers

The following rules must be obeyed at all times:

- a. Be sure to leave home early so that you can be at your stop five minutes before the scheduled time.
- b. Wait in an orderly fashion for the bus. Be sure you are off the road and out of danger of passing vehicles and flying stones. This is particularly important during icy weather because the bus might skid as it is stopping for you.
- c. Board in an orderly fashion; do not crowd, push or shove. Always use the handrail both when getting on and off the bus. You must show your school ID card to the driver when boarding the bus.
- d. Go quickly and directly to your seat without disturbing or crowding other pupils. Stay in your seat while the bus is in motion. Remember, the driver has to wait until you are seated before he starts.
- e. Obey the driver promptly. Don't question any of the driver's requests when they are given; if you don't understand, ask when you are leaving the bus. The bus driver has the right to assign seats.
- f. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself/herself in a proper manner on the bus.
- g. Behave on the school bus just as you would in the classroom.
- h. Help keep the bus clean and sanitary; this means no eating or drinking on the bus.
- i. No smoking on the bus.
- j. Keep your voice low; loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- k. Keep your head, arms, and hands inside the bus at all times.
- l. If you detect any approaching danger that you believe the driver is not aware of, don't hesitate to warn the driver.
- m. Be courteous to fellow pupils and the bus driver.
- n. Keep your feet and other objects out of the aisle so that students will not trip over them as they enter and leave the bus. Keep both feet on the floor. Musical instruments, books, and other large packages should be placed under the seat. No windows below line.
- o. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., is unnecessary, costly, and wasteful.
- p. Remain seated until the bus stops to unload; then get off the bus quietly and quickly. Do no crowd or push. If you must cross the street, take five or six steps from the bus and cross at right angles so that the bus driver can see you.
- q. Get on/off at assigned stop unless proper written permission has been granted.
- r. Students are expected to follow all school rules. It is important that a school bus emergency evacuation plan be formulated and known to everyone riding the bus. Periodic drills will be conducted to keep everyone familiar with the plan and procedures.

If these rules and regulations are thoroughly understood by all concerned, the safety of the students traveling to and from school can be assured.

STUDENT SERVICES

GENERAL INFORMATION

Graduation Requirements

Students are eligible for graduation when they have successfully completed a total of 22 credits which are earned in the following way:

- a. Most subjects earn one-half credit each semester.
- b. Physical education earns one-fourth credit per semester or 1-3/4 credits for seven semesters.
- c. Classroom driver education. Behind-the-Wheel (not required).
- d. Completion of the Prairie State Achievement Exam is a requirement to receive a high school diploma in the State of Illinois.

The following subject requirements must be met before a student may graduate:

- a. Four years of English.
- b. Three years of science are required for graduation.
- c. Three years of math and be enrolled in a math course during the junior year.
- d. One year of United States History .
- e. One year of Government/Economics meets the Constitution and Consumer Education requirement.
- f. Classroom Driver Education. Behind-the-Wheel is not required.
- g. Three and one half years of Physical Education (unless waived).
- h. One semester of Health .
- i. Two years of one or any of the following: Art, Business, Family & Consumer Sciences, Foreign Language, Industrial Tech., Music.
- j. Enrollment in High School 101.

Semester Dates

First semester begins at the start of the school year and ends on the last day of attendance prior to winter break. Second semester begins at the start of school following winter break and ends on the last day of attendance prior to summer break.

Student Registration

Student schedules are generated based on registration requests. Students are then randomly scheduled for their classes through our computer program. Teacher's schedules are generated by student's registration demand. Students may not switch classes for the purpose of changing teachers they want to select.

Classroom Driver Education Guidelines

Students are required to complete Classroom Driver Education at the high school in order to meet the District's requirements for graduation. Classroom Driver Education completed at a private driving school will not meet the District's requirements. Any student scheduled for Classroom Driver Education must have passed eight courses during the previous two semesters.

Sophomores may register for a maximum of six courses for honor points, which may include a maximum of five enriched courses. During the semester of Driver Education, students may register for a maximum of five courses for honor points. Sophomores will be scheduled for Driver Education, depending on availability. Some freshmen students may meet the criteria for second semester Classroom Driver Education.

Absences due to sickness, school activities, in-school suspension, etc. whether excused or unexcused, all count as an absence from class. Any missed day after three absences counts as a fourth absence in which the student will be removed from the class. In accordance with state law, the student will then be removed from the class and rescheduled for Classroom Driver Education at another time.

Early Bird (EB) Physical Education

All students have the option of enrolling in the EB PE course in order to enroll in a seventh course. Students can only count six of the courses for Honor Points; one of the seven courses must be designated for no honor points. Students may enroll in EB PE in order to have a study hall during the regular school hours.

Students may be exempt from Physical Education by state mandates approved by the Board of Education for one of the following reasons:

WAIVA – Junior or senior varsity athletes, junior or senior Raiderettes, or any student in the marching band may waive 1st Semester PE. These students have the option of taking an additional class, study hall, or being an office messenger. Students can waive PE the semester he/she is participating in the above activity.

WAIVC – Juniors or seniors who need to earn seven credits to meet graduation credit requirements may waive PE to enroll in a seventh academic course if they can graduate on time.

WAIVU – Seniors who must take a specific academic course for admission to a post-secondary institution may waive PE to take a seventh academic course if the student provides written evidence.

WAIVW – Juniors and seniors who are enrolled in one of the Work-Based Learning programs can waive PE for the duration of the program.

Medically Excused Physical Education

Upon the school nurse's receipt of a medical doctor's written order for a student to be excused from PE, the student will be placed in a study hall for the length of the doctor's order.

Summer School

The opportunity for students to earn credit for failed courses may be provided in the summer. Driver Education is also offered to students meeting the guidelines. Students are notified by announcements as to the procedure for registering for summer school.

Student Fees

Each year the Board of Education establishes a list of student fees to cover the cost of textbooks, workbooks, laboratory fees and other related educational costs. These fees are payable during fee day held prior to the beginning of the school year. Books are rented to students on a flat fee schedule. Fees for students that qualify for free or reduced lunch will be adjusted accordingly. Parents will be notified during the summer of the cost and of the dates when fees may be paid at the high school. This

information will also be published in the local newspaper.

Student Fees (Refunds)

If a student withdraws from attendance at EPCHS during the year, he/she will be eligible for a refund of fees on a pro-rated basis. All refund requests must be submitted in writing.

Since the Board of Education must approve payment of all expenditures, including refunding of fees, refund checks will be mailed out as soon as possible after the regular monthly board meeting at which they are approved.

Insurance

District 309 provides accident insurance to all students. This insurance provides minimal coverage for accidents that occur during school hours or while participating in school activities, including all athletic activities.

Parents of students may, at their own expense, purchase additional insurance coverage for their student. Coverage information will be provided during fee pay day or may be obtained by contacting the Main Office.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Students Entering from Another District

Procedure for computing a grade point average and class rank: Grades appearing on transcripts received by the registrar for a student entering from another district high school are converted to East Peoria Community High School's grading scale by the registrar. Grades that are indicated as honors or accelerated courses receive enriched credit.

Student Records (Temporary)

While the student is in attendance, this record is kept in the nurse's, deans', and Student Services office. It includes health records, accident reports, aptitude tests, teacher anecdotal records, discipline actions, and guidance reports. Once the student has left the school, these records, excluding health report, will be kept for a period up to five(5) years and then discarded.

Student Records (Access)

The regulation of access to school records is as follows:

- a. Parents have the right to inspect and/or copy all records of sons/daughters who are not yet eighteen (18) years old.
- b. A student has the right to inspect and/or copy his permanent or temporary records.
- d. School professional personnel may be present to interpret information contained in the student records.

Student Records (Release)

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released by Student Services:

- a. To parents, student, or representative designated in writing

- b. by the student or parents.
To official representatives of a school to which the student is transferring on request of the student or parents.
- c. To any person, with the dated written consent of the student or parent designating the person to whom record may be released.
- d. In response to a court order.

Procedure for Parent-Teacher-Counselor Conference

For individual teacher contacts, a parent should start with a phone call or e-mail message to discuss their student's progress or other academic concerns. If the parent's questions are not resolved, the parent can request a conference with the individual teacher by contacting their student's counselor.

If parents wish to discuss their student's academic progress with more than one teacher, they should contact their student's counselor to request a conference. The counselor shall have at least 24 hours to contact the teachers and to establish a conference time as early as 7:30 am and no later than 3:10 pm on a school day, unless other arrangements are made.

If, after talking to the teacher(s) and counselor, the parents feel that their concerns need further attention, the building principal shall be involved. The next step would be to involve the Superintendent, and then, if necessary, the local school Board of Education.

COURSE AND GRADE INFORMATION FOR ALL CLASSES
2011, 2012, 2013, 2014

Course Load

Students MUST take FIVE academic subjects each year, plus physical education. They may take six subjects plus physical education, which means that they will not have a study hall.

EPCHS Course Enrichment Policy

The School Improvement Committee approved this definition of enrichment: "To enhance educational opportunities for talented students."

- | | |
|-------------------|---|
| 9th grade | Freshmen may take three enriched classes for honor points. |
| 10th grade | Sophomores may take five enriched classes for honor points. |
| 11th & 12th grade | Juniors and seniors may take six enriched classes for honor points. |

To promote a rigorous program in all core subject areas the following will be the guidelines for students to remain in the enriched track in any of the core classes (Mathematics, Science, English, and Social Science).

- a. Students must have a B- for a semester grade to stay in an enriched class.
- b. There will be a maximum of 5% of total points allowed for extra credit in an enriched class.
- c. Attendance is very important for the success of the student. However, if a student is absent, the student is responsible to Contact the teacher for absent work. Students that are in attendance any part of the school day are required to turn in

- homework/assignments/projects due that day for every class not just those in which they are present. Students are required to get their work prior to pre-arranged absences and field trips.
- d. Any student who has been caught plagiarizing material may be removed from the enriched class.
 - e. Late work will be penalized according to the following schedule.
Note: individual teachers may deviate as appropriate for their classes/assignments.
 - 1 school day late – 20% subtracted from grade
 - 2 school days late – 30% subtracted from grade
 - 3-5 school days late – 50% subtracted from grade
 - 6 or more school days late – 75% subtracted from grade
 - f. No test retakes will be allowed.

Enriched Math Only Guidelines:

- a. Homework is for the student to practice the content – it will not be considered in the overall grade.
- b. Nine week grades will be figured using at least 2 quizzes and 1 test from every chapter/unit.

Procedures for Class Track Changes in Any Curriculum Area

Students that earn a semester grade of D or F in a course may request a change to a lower track. A parent request in writing is required before the change will be made. Teacher input regarding the request would be considered. The course track change will be made at the end of the semester.

Students who wish to move to a higher course track may make the request during second semester for the next school year. A parent request in writing for the track change will be required.

Students who make any of the above track changes will remain in the new class track until the end of the semester.

Academic English Semester Failures

Students who fail a semester of English will be given the opportunity to make-up the semester through credit recovery.

Grades

The first nine weeks grade reports are available for parent pick-up at Parent-Teacher conferences. Grade reports include attendance information. All others will be available for viewing through Family Access. Please contact student services 694-8320 if you want to still receive a paper copy of report cards and mailings

Student Progress Reports

Progress reports for students receiving a “D” or “F” in a course are mailed home the middle of each nine-week grading period.

Courses for No Honor Points

Students who choose to take more than six courses may do so by taking an “Early Bird” course and counting one elective course for no honor points. Required courses may not be chosen for no honor

points. Students must request a course for no honor points at registration.

Weighted Grading System & Honor Points Summary

The weighted grading system evaluates the student on two levels. The first grade is letter grade (A thru F), which indicates the quality of work in the course taken. The second evaluation is the honor points (0 thru 24), which are weighted according to the ability level of the course, i.e. (Enriched, Academic, or Special Education).

Weighted Level of Subject Taken

- #1 Enriched Courses
- #2 Academic Courses
- #4 Special Education Courses

Grading Scale

A+ = 100 - 99	P = Pass, credit given
A = 98 - 93	
A- = 92 - 90	
B+ = 89 - 88	
B = 87 - 83	
B- = 82 - 80	W6 = Withdrawal Sixth Course
C+ = 79 - 78	WD = Withdrawal by Dean
C = 77 - 73	WM = Withdrawal for Medical
C- = 72 - 70	WP = Withdrawal Passing
D+ = 69 - 68	WF = Withdrawal Failing
D = 67 - 63	
D- = 62 - 60	
F = 59 - 0	

The W grade is given when a student is withdrawn before completing the course. Students taking six courses and requesting to drop one of their elective courses may do so prior to the end of the third week of the semester. The class dropped will be removed from the student's schedule and permanent record.

Students taking six courses and requesting to drop one of their elective courses after the 3rd week of the semester and prior to the end of the first grading period of the semester will receive a W6. This W6 will appear on the student's permanent record. This request must be made in writing by the parent.

If the course is dropped after the 1st nine weeks of the semester, a WP or WF will appear on their permanent record, neither of which will be figured into the class rank of GPA. This request must be made in writing by the parent.

Students dropping one of their required five subjects any time during the semester will receive an "F" for the semester.

Students removed by the dean or nurse from a course at any time during the semester will have one of the following grades appear on their permanent record.

WD – (Withdrawal by Dean) This WD will appear on the student's permanent record and will be averaged as an "F" grade.

The following chart illustrates how the GPA and honor roll are computed:
GPA & Honor Roll

<u>Course</u>	<u>Grade</u>	<u>Grade Value</u>	<u>Credits</u>	<u>Grade Points</u>
English	A	4	.500	2.00
Science	A+	4	.500	2.00
Math	A-	4	.500	2.00
Social Studies	A-	4	.500	2.00
Woods	A	4	.500	2.00
PE	B	3	.250	0.75
Driver Education	A	4	.250	1.00
		Total	3.000	11.75

*GPA: 3.9167
Honor Roll: Honors

GPA:

*To determine a student's grade point average, the letter grade earned in each course is given a numerical equivalent called a grade value. Each grade value is multiplied by the credit earned in a course, which results in the grade points earned in the course. Grade points for all courses are then totaled and divided by the number of cumulative credits to derive a student's Grade Point Average (GPA).

Formula: Total Grade Points divided by Total Credits – Grade Point Average (GPA).

Class Rank

Class rank is determined at the end of each semester by the cumulative honor points earned on the present 24-point scale, weighted for the level assigned to each course. Seniors final class rank will be calculated at the end of their eighth semester. No more than six (6) courses each semester are counted toward class rank. Physical Education, Health, Guitar and Driver Education courses will not be included to compute class rank. Because class rank is determined by total number of honor points earned, taking six courses each semester is to a student's advantage.

Class Rank (Example)

<u>Course</u>	<u>Grade</u>	<u>Honor Points</u>	
Enriched English	A	23	
Enriched Science	A+	24	
Enriched Math	A-	22	
Social Studies	A-	19	Class Rank: 108 Honor Points
Woods	A	20	
Physical Education	B	0	
Driver Education	A	<u>0</u>	
		108	

Final Examination Exemption

All seniors shall be exempt from final examinations second semester. A senior, however, will have the option to take the examination in order to earn a passing grade for the semester or to improve his/her grade. This option shall be available with the understanding that taking the final examination will not result in a semester grade lower than that which would have occurred if the student opted not to take the final exam.

Top Ten Award

In order to qualify for graduating in the "Top Ten", a student must have been in

full time attendance at EPCHS for the two full semesters immediately preceding the naming of the honor roll (policy 655.11) as well as be enrolled in a minimum of five courses each year.

Grade Transcripts

A transcript of grades is kept for each student upon his/her entering East Peoria Community High School. All grades become a part of this record. The grade transcript is reproduced and forwarded with college applications, employment applications, or transfer forms.

Students are responsible for requesting transcripts for all college applications from Student Services. Colleges and universities also require that the student send test results to them either at the time of testing or soon after (PLAN, PSAT, ACT, SAT, or AP).

Family Access

Family Access, via the internet, offers you secure access to your student's:

Current academic progress	Current daily attendance
Current class schedule	Teacher e-mail addresses
Lunch purchases & account info	Discipline record

To use Family Access, a person must have internet access and a login and password, which are assigned by the high school. This information can be obtained by contacting your student's counselor (694-8320) or the Technology Department (694-8353).

If you wish to learn more about Family Access prior to receiving your login and password, you can look at the instructions "Lesson for Using Family Access" we have posted at: <http://www.ep309.org/>
Although you won't be able to login yet, browsing the instructions will give you an overview of what will be available.

Requirements for Selection to the EPCHS Chapter of the National Honor Society:

- a. Must have attended EPCHS for at least three semesters prior to application at the beginning of the second semester of senior year.
- b. Must have at least 697 cumulative honor points or better after completion of seven semesters of high school. It is recommended a student have a minimum average of 100 honor points each semester.
- c. Must submit an application with a School Activities Form and verified service/work forms for any outside school activities.
- d. All forms must be turned in by the deadline for application.
- e. Must be rated by a minimum of 10% of the Faculty Raters.
- f. Must attain a minimum score of 80% from the Faculty Raters.
- g. Must attain a minimum score of 50% from the Faculty Council.
- h. Must attain a minimum of 40 out of 50 total, or 80% on the combined evaluations of the Faculty Raters and Faculty Council.
- i. Must be given final approval by the Faculty Council based on the evaluations of the Raters and Council and the discipline record provided by the Deans, Counselors, and Athletic Director.
- j. The following will be cause for immediate rejection of application by the Faculty Council:
 1. Expulsion for any reason.

2. Suspension from school in the senior year or for any suspension more than three days.
3. ISC more than three offenses, excluding tardies as the reason.
4. More than two Academic Integrity Forms on file from grades 9 – 11. None are allowed in the senior year.
5. Violation of the Activity Code which results in removal from a team or group in the junior year or removal or suspension from a team or group during the senior year.

Other disciplinary violations will be considered individually
By the Faculty Council.

Academic Resource Center (ARC)

ARC is a classroom designed to offer students the skills and resources needed to be successful in a variety of classes. ARC will be facilitated daily by a teacher and will be equipped with student computers, a classroom set of textbooks and other resources to assist with student achievement. Students may access ARC throughout the school day to get additional assistance with their homework and check their grades. ARC will also be utilized as an additional setting to facilitate accommodations necessitated by Student Intervention Plans, 504 Plans and IEPs.

SPECIAL SERVICES

The Referral Process (Specific Learning Disability requires Pre-referral Process)

Any concerned person may initiate a referral, including the parent, private professional, or member of the school staff. It must be done in writing to the Special Services Coordinator. The date of referral is defined as the date on which written parental consent is obtained. The school must either conduct an evaluation or give parents written notice of refusal, the reason for refusal, and of the parents' right to request a hearing, or request their own hearing. The evaluation and IEP meeting shall be completed within 60 school days of the date of referral or application for admission to public school.

Pre-referral Process for Specific Learning Disability

In accordance with the Illinois Administrative Code 226.130, students identified as having a significant difficulty in an academic area will be given interventions in addition to the core curriculum to address the area(s) of concern. In cases of suspected learning disabilities, designated members of the IEP team will conduct a pre-referral meeting to develop an appropriate plan of action in an effort to remediate the difficulty. If sufficient progress is not made, the student will then follow the referral process as described above.

Evaluations

Once parental consent has been obtained, designated members of the IEP team will review existing information on the child to determine what assessment components and procedures are needed, and which of the child's "domains" need to be assessed. The domains that must be considered in designing an evaluation include: academic performance, functional performance, cognitive functioning, communication status, health, hearing, vision, motor abilities and social/emotional status. While the IEP team may conduct its review without a

meeting, the IEP team shall include the child's parents.

Reevaluation

Once eligible, a child must be reevaluated every three years, or sooner if requested by the parent or teacher or conditions warrant, except if the IEP team, including the parents, determines there is no change which would warrant reevaluation. If the parents want the reevaluation, it will be conducted. A reevaluation must be conducted before any termination of eligibility, except if due to graduation with a regular education diploma or aging out.

The Annual Review

The Individualized Education Program (IEP) is developed for no longer than one calendar year. The purpose of the annual review is to review the educational status of the student. At the meeting the progress made on the IEP goals and the objective is reported and a new IEP is developed.

Special Education Division Program

The Special Education Division Program is organized in a departmentalized, cross-categorical framework. Within the departmentalized framework, there is flexibility to assign students to instruction program (more than 50% of the instructional day within the special education division curriculum) or to resource programs (less than 50% of the instructional day within the special education division curriculum). Most of the students served through the EPCHS program are determined eligible for educational programs and services as, Emotional Disorder (ED), Specific Learning Disabilities (LD), or mental retardation (MR).

Students who have Visual Impairment (VI), Hearing Impairments (HI), Physical and Health Impairments (PH,HI), Speech and/or Language Impairments (S/L), Multiple Impairments (MI), Autism (AUT), or Traumatic Brain Injury (TBI) may be served either through regular curricular programs within the district or services may be secured outside the district which meet the specialized needs of the individual students.

All students are provided the opportunity to be included in regular division offerings across the curricular divisions and for co-curricular activities.

The district is committed to meet the mandates of the Individuals with Disabilities Education Act (IDEA) to provide a free, appropriate public education in the least restrictive environment for all students determined eligible for special education programs and/or related services.

The Special Education Vocational Opportunities

Employment preparation for students with disabilities is a component of our curriculum available to students throughout their time in high school. Students may choose from a variety of elective opportunities that focus on occupational guidance, work related skills and job expectations. Our junior and senior English classes have a vocational emphasis allowing students to see the relevance of academic skills within their future careers. These classes also afford students to build release time into their schedules to have a part-time job while receiving school credit. Job coaching is available to students with disabilities for both on campus and off campus places of employment.

Referrals to the Department of Rehabilitation Services (DRS) are made with parental consent. Information from other agencies such as Career

Link concerning job opportunities are provided to students as it is available.

A copy of the Procedural Safeguards are available to parents of children with disabilities and is available to read under the Special Education Section of the EPCHS website.

Home/Hospital Tutoring

The Special Services office is informed that a student will not be able to attend school for two consecutive weeks or more and the parent/guardian requests Home/Hospital tutoring. The parent/guardian is provided with the Home/Hospital form and is directed to obtain a licensed physician's certification of the illness and anticipated length of school absence. Home tutoring will not begin until the physician's certification is received. Tutoring will not be paid unless the certification is on file. If a student receives hospital services for less than two weeks, the district will not pay for the services.

The Special Services Office will locate tutor(s) for the student. Tutoring will be provided up to five hours per week; one hour for each subject tutored.

Home/Hospital Tutoring Additional Information:

- a. Services usually begin within a few days of receipt of the physician's recommendation. Services end when the student is released from the hospital or the physician's recommendation terminates. The recommendation must be renewed every six weeks.
- b. Home/Hospital tutoring is generally limited to the standard school term and does not include summer school.
- c. There must be an adult present in the home when a tutor is providing instruction.
- d. If, in the opinion of the Special Services Coordinator, the home is not a suitable place for tutoring to occur an alternate site will be arranged.
- e. All assignments and grades are given by the student's teacher at EPCHS, not the tutor. The tutor provides instruction and serves as an intermediary.
- f. Students may be placed on Homebound instruction by board action, IEP recommendation or administration recommendation as well as a physician's recommendation.
- g. The Student Services office is responsible for handling all assignments distributed between students and tutors and to make sure that students receive proper credit for their participation in Homebound instruction.
- h. If a student is not attending school, but is working in the community – this will terminate tutoring services.

If you have any questions or concerns about home tutoring, please call the Special Services Coordinator at 694-8319.

Section 504 of the Rehabilitation Act of 1973 (PL930112)

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap and without regard to race, creed, national origin or gender. It is the intent of District #309 to ensure

that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who:

- a. Has a mental or physical impairment with substantially limits one or more life activities (major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- b. Has a record of such an impairment or is regarded as having such an impairment.

Due process rights of handicapped students and their parents under Section 504 will be enforced. The Special Services Coordinator oversees 504 activities for the District.

Referral

Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents/guardians or school personnel, other persons having knowledge of the student, the student, or the State Board of Education. Referrals may be made at any time using the Section 504 Referral Form (Form 504) available through the Special Services office.

Assessment

The primary purpose of conducting an assessment of a student referred for a Section 504 evaluation is to gather information sufficient to permit a group of knowledgeable persons about the student to determine whether the student is a handicapped student under Section 504.

Eligibility Determination

- a. The Special Services Coordinator will convene a Section 504 Conference Meeting for a student whose assessment has been completed. The Section 504 Conference Meeting will be conducted within 60 school days of the date of referral for consideration of Section 504 eligibility.
- b. The Section 504 Conference Meeting will involve a group of persons knowledgeable about the student, including the student, the parents/guardians, members of the evaluation team, the Special Services Coordinator, and others as requested by the District or parent/guardians.
- c. Recommendations made at the Section 504 Conference shall be determined by the consensus of the participating public school staff.

Section 504 Services Plan

- a. The Section 504 Conference Summary will serve to document the educational concern, a summary of the results of the evaluation, and the determination of eligibility.
- b. The Section 504 Conference Summary will also serve as the Section 504 service plan by describing the needed educational services and/or reasonable accommodations to be made.

THE HEALTH CENTER

The Health Center, sometimes known as "The Nurse's Office" is coordinated by an Illinois Certified School Nurse (ICSN) with the assistance of a Licensed Practical Nurse (LPN) and a health technician.

Physical Examinations and Immunizations Policy

All EPCHS students are required to have on file proof of a physical exam and proof of the appropriate immunization as required by law and the Department of Public Health. In compliance with the Illinois School Code (Chapter 122, Para 27-8.1) and the rules and regulations of the Illinois Department of Public Health for immunization (Statutory Authority, Chapter 111-1/2.par.11.11 and 11.12, Illinois Revised Statutes, 1977), the following procedures will be required of all students:

- a. Students entering the ninth grade must submit proof of a physical examination with required immunizations. Proof of this physical examination and immunization record must be submitted on the required state form. The physical examination must have been completed within one year prior to the first day of school. **STUDENTS WILL NOT BE ALLOWED TO START SCHOOL WITHOUT A CURRENT PHYSICAL EXAM AND IMMUNIZATIONS.**
 1. Required immunizations include: Diphtheria-Tetanus Booster, Hepatitis B series, Polio, Hard Measles (Rubeola-two doses after one year of age), Mumps (one Dose after one year of age), and German Measles (Rubella – one dose after one year of age).
 2. Athletes are required to have an annual physical exam on file for participation in sports. Sports physical forms are NOT accepted for freshmen entry physicals. However, freshman entry physical forms may substitute for the sports physical form.
 3. Students will not be excused from physical education without a doctor's notice on file. A written parent excuse is good for two days.
- b. Students enrolled at EPCHS will be notified in writing when the student's immunization status no longer meets state guidelines. When indicated, any student must submit an updated immunization record in compliance with the above-mentioned statutes for continued enrollment in school.
- c. If a student fails to comply by the required dates for updating immunizations, then the student will be excluded from school until such time the student presents proof of having received needed immunizations.
- d. Students are required to have an emergency information sheet filled out and signed by a parent/guardian before enrollment may be considered. No student may attend school without an emergency information sheet on file.

Guidelines for Medication Administration

The responsibility for administering student medication rests solely with the parents or guardians. Thus a schedule should be arranged so that all medication is taken at home under parental supervision and not during school hours. In exceptional cases when medication must be taken during the school day, the regulations from the Illinois Department of Public Health, "Recommended Guidelines for Medication Administration in Schools", will be implemented by the health center as follows:

- a. The health center staff is to be informed of students who are receiving medication for long-term medical conditions.
- b. Whenever possible, medication should be self-administered under the supervision of the health center staff.
- c. Medication is to be brought to the school in a container that has

- been appropriately labeled by the pharmacy or physician.
- d. When medication must be administered at school, the parent or guardian is to provide for the school, an EPCHS medication administration form authorizing the administration of the prescribed medication. Yearly renewal is required.

Acetaminophen (Tylenol), ibuprofen (Advil), antacids (Tums), medication for discomfort such as menstrual cramps (Midol), or cough drops may be kept with the student in the container in which it was purchased. Students may not share this medication with other students. Over-the-counter cough and cold or allergy medications may be kept in the health center with a note from the parent. Prescribed inhalers may be kept with the student as long as proper paperwork is completed and on file in the health center. Please note that diet pills and caffeine pills are strictly forbidden and are treated as a substance abuse violation.

Students will not be excused from classes to take over the counter medication and must take care of this need in between classes or during their lunch period. The school health center is not responsible for providing cough drops, acetaminophen, or ibuprofen on a regular basis. Parents should purchase and provide these for their student.

The health center staff and/or the principal may, at their discretion, reject requests for administration of medication. It is understood that the school district provides this service in the interest of the well being of students and as an accommodation to parents.

Vision and Hearing

The high school provides screenings for vision and hearing according to state guidelines and school policy. Please Note: if a student fails either screening, parent/guardians will be notified and appropriate referrals will be made at that particular time.

LIBRARY USE

Students and staff are encouraged to use the library for personal reading pleasure and school work. The library hours are from 7:30 am – 3:30 pm daily. Please keep the following items in mind when using the library:

- a. You will need your school ID to check out any materials from the library.
- b. Students are allowed to have 15 items checked out at any given time (books and magazines).
- c. Library material is checked out for two weeks and you may renew any item one time for an additional two weeks from the day it is renewed.
- d. Students may use the library during the school day with a pass from their classroom teacher or with a laminated pass from study hall.
- e. Please sign in on the appropriate clipboard by the check-desk when coming to use the library, and complete all required information legibly.
- f. A computer printer is available for students doing homework and there is no charge for using it.
- g. A copier is available for student use and there is a ten cent

- charge per page copied. Library staff is available to assist students with this machine.
- h. Electronic databases are available to use in the computer lab and through the library's web site <http://www.epchs.k12.il.us/library> . See the librarian for login and password information.
 - i. While using the library, please work or read quietly so others will not be disturbed.
 - j. Library staff request materials for students from other libraries through Interlibrary Loan. It is especially important that these items are returned on time.

NOTICE

INTEGRATED PEST MANAGEMENT PROGRAM

Paul Whittington, Coordinator

The State of Illinois has mandated that an Integrated Pest Management (IPM) Program be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. District 309 has an IPM program, which incorporates building maintenance, sanitation, physical barriers, and pesticide application. District 309 contracts with a local pest management service to assist in our Program. **WE ARE REQUIRED TO INFORM YOU THAT YOU MAY REQUEST NOTIFICATION TWO DAYS IN ADVANCE OF ANY PESTICIDE AND/OR LAWNCARE PRODUCTS THAT WILL BE USED AT THE HIGH SCHOOL. PLEASE CALL STUDENT SERVICES AT 694-8320 TO RECEIVE PRIOR NOTIFICATION. WE HAVE NO INTENTION OF SPRAYING OR FOGGING ANY PESTICIDE WHEN STUDENTS ARE PRESENT.**

Our pest management service is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to students' health or pesticide applications where the insects may spread to numerous locations if immediate procedures are not taken to control them. Our pest management service uses pesticides, which are low in volatility, and when making interior applications, will place these materials into cracks and crevices or use child-resistant bait stations for their placement. A list of the pesticides will be supplied to the school on an annual basis.

SCHOOL VIOLENCE TIPLINE: 1-800-477-0024

Students who hear about impending violence at school often want to intervene, but are unsure of what to do. While the best way to prevent violence is to inform a trusted adult, students can now report threats of violence anonymously to the statewide, toll-free School Violence Tipline. The Attorney General is partnering with the Illinois State Police and the Illinois Parent/Teacher Association to offer the Tipline, which will be answered by State Police telecommunicators.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK & ACTIVITY CODE

I have received the student handbook at East Peoria Community High School and know that the rules and policies will guide me through the school year. I also understand that I am responsible for being aware of and understanding of the information contained herein.

We have received, and have read and understand, the District's Extracurricular Drug, Alcohol and Tobacco Testing Program. We voluntarily agree that if _____ (name of student participant) participates in athletics or activities, he/she will be subject to the Activity Code and shall be subject to its terms for one calendar year from the date signed below. We accept the method of obtaining breath and urine specimens, or saliva swab specimens and the testing and analyses of such specimen, and wholly accept this process as the standard in which this policy is based. The student-participant agrees to cooperate in furnishing urine or saliva swab specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results are provided in this program. This consent is given pursuant to all State and Federal privacy statutes, and is a waiver of nondisclosure rights to the extent of the disclosures required in the program.

Date: _____

9 10 11 12
Circle Year in School

Student Signature

Parent/Guardian Signature

Print Student's Name

Print Parent's Name