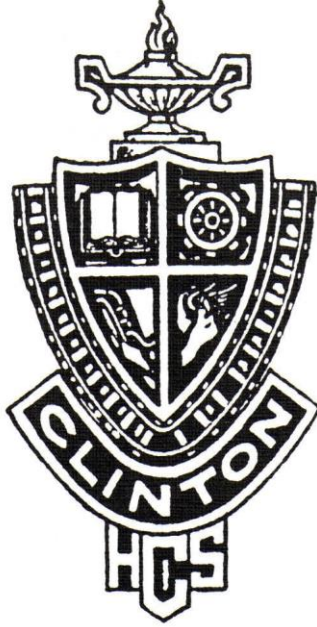




**Clinton High School  
2026 - 2027  
Student Handbook**

***“Committed to Excellence”***

**School Song**

Tune - Anchors Aweigh  
Fight, Fight on Clinton High  
March on to Fame  
Fight for our dear old high school  
and bring glory to her name  
So, here's to Maroon and Gold  
Shout to the Sky  
Rise up you Clinton Fans and  
Fight for Clinton  
Fight for Clinton High

**This Handbook belongs to:**

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## BOARD OF EDUCATION

The Board of Education meets on the third Tuesday of each month at 6:30 p.m. at the Junior High library.

|                                                                                             |                                                                                            |                                                                                       |                                                                                  |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
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### HIGH SCHOOL 935-8337

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### CLINTON ACADEMY 935-9410

|                                                                                    |                                                                       |
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|------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

# GENERAL INFORMATION

## ABSENCES

Students are limited to eight days of absence per semester.

Any student receiving an unexcused absence will receive a "0" for all missed work. ***Any absence after eight days in a semester will automatically be unexcused***; a parent/guardian may appeal this to the attendance committee. At the hearing, written documentation must be provided three days in advance of the hearing. Generally, unavoidable illness or extreme emergency will be the only criteria considered. College days, field trips, school sanctioned events, and out of school suspensions, do not count towards the eight days. The attendance committee will consist of an administrator, one student service counselor, school nurse, and one certified teacher.

*Excused absences shall be for the following reasons only:*

- \* Verified personal illness
- \* Verified doctor appointment
- \* Bereavement
- \* Quarantine
- \* Family emergencies
- \* Observance of religious holidays
- \* Written requests approved in advance by the administration. i.e., vacations, college days

Legal guardians must call the school office to report all absences. If a parent/guardian neglects to report an absence, that student will be considered truant for the school day. Parent/guardians will have three days after a truancy to report an absence to the school office by telephone. NO written notes will be accepted. Whenever possible, appointments should be made before or after school hours.

Parents/guardians are required to call in their child's absence to the school before 9:00 A.M. on the day of the absence. The attendance line can be accessed by calling 935-8337, enter "2" at the recording to leave attendance related information. For your convenience, calls may be made 24 hours a day.

Calls and notes by the students are not allowed or accepted.

## ACCREDITATION

The Clinton Community High School is rated by the Department of Public Instruction of the State of Illinois as a recognized four-year high school.

## ANNOUNCEMENTS

Each school day, announcements of interest to students will be televised during 1<sup>st</sup> Period. All students are advised to pay close attention to the announcements each day. The intercom may be used when absolutely necessary. All announcements should be turned in to Mrs. Reeves by 12:30 p.m. the day before they are to be broadcast. A faculty member must approve announcements.

## ASBESTOS – PUBLIC NOTIFICATION

The following notification is released for compliance with the regulations of the Federal AHURA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Clinton Community Unit School District #15 Superintendent's Office.

*\*This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Clinton Community School District #15. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing material. Materials containing asbestos have been found in the following school buildings: Douglas, Washington, Webster, Junior High and High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.*

*Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.*

Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (APM), Mr. Ryan Black, Clinton Community Unit School District #15, 1210 Route 54 West, Clinton IL 61727. (217) 935-8321.

## ATTENDANCE - REQUIREMENT FOR CREDIT

Illinois school code requires compulsory school age attendance (§105 ILCS 5/26-2a). **Valid cause for student absence shall be illness, observance of religious holiday, death in the immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by the board of education.**

The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 years to cause such child to attend school the entire time it is in session during the regular school term.

If a student needs to leave school, he/she must report to the assistant principal's office and observe the following regulations:

- \* Have a parent/guardian call the office; or request that the office notify the parent/guardian by phone. Parents/guardians are expected to transport students unless other arrangements are made. If the parent/guardian cannot be contacted, the emergency contact person may give consent.
- \* Students are not allowed to leave the school without permission unless judged an emergency situation by the administration.
- \* Once permission is granted, the student must sign out in the office.
- \* Any student signing out ill during the school day may not return to school for the remainder of the day.

Any student leaving school without following the above procedures may be placed on in-school suspension and receive an unexcused absence from the classes missed.

A student may not leave the building for any reason, including going to the parking lot, without prior approval by the assistant principal. If one does so, it is considered truancy.

On occasion, family activities necessitate a student being absent. When this happens the student must:

- \* Present a note signed by the parent/guardian requesting permission to be absent. This must be done in advance of the absence.
- \* Contact each teacher for class assignments in advance of the absence. Each teacher must initial the form before it is returned to the office.

Trips of educational value and holy day observances must be prearranged and authorized by the assistant principal's office or they will be counted as unexcused. Vacation absences must be pre-approved in advance for them to be excused.

The school does not sanction any type of "senior skip" day. Students are expected to be in school every day.

### **BUS TRANSPORTATION**

The district's responsibility is to transport students whose residence is 1½ miles or more from the school, to/from designated pick-up and drop-off locations. Any variance from the designated pick-up/drop-off locations will require the parent/guardian to submit a written request to be approved by the building administrator and director of transportation prior to allowing the students to be transported to/from an alternate location. The district will allow an exception only for the purpose of **long-term** childcare which would require the child to be picked up from and/or delivered to the location of the childcare provider.

If your child's schedule changes and he/she will not be riding the bus home, please notify the school in writing. No last minute bus changes will be allowed.

The school district will continue to provide shuttle service between schools. Students who shuttle will be assigned to a bus and will ride the same bus daily.

The guidelines above will assist the school district in providing safe and efficient bus transportation for all eligible students. If you have any questions, please call Stephen Page, Director of Transportation. (217) 935-8414.

#### ***Instructions to School Bus Riders:***

- Bus riders are to remain seated when the bus is in motion.
- Bus riders are to keep hands and head inside the bus after entering and until leaving the bus.
- Do not throw anything out the bus windows.
- There will be no loud talking and laughter nor unnecessary confusion that diverts the driver's attention and could result in a serious accident.
- Eating and drinking of food and beverages is not permitted.
- Only video games without sound will be permitted.
- Bus riders will be absolutely quiet when the bus is approaching a railroad-crossing stop.
- There will be no fighting before entering the bus, on the bus, while leaving the bus or at bus stops.
- There will be neither profane language nor disrespect toward the bus driver.
- Bus riders will not tamper with the bus or any of its equipment at any time.
- Vandalism to the bus such as marking or cutting seats will not be tolerated.

**Please note:** Drivers may assign any or all students to specific seating.

#### **Violation of any of the above rules could result in a suspension.**

Gross misconduct may result in immediate suspension of bus privileges. In addition, a student who receives multiple bus conduct reports may be suspended from riding the bus. Parent/guardians will be notified in writing when a conduct report is issued and will be provided a copy of the report. A suspension from a bus does not excuse a student from school. It is the parent/guardian's responsibility to see that his/her child/children attend school on a regular basis. If a child who is suspended from riding the school bus is absent, then that student will be considered truant for the time he has missed.

### **CANCELLATION OF SCHOOL**

When it becomes necessary to close school, please tune to WJBC, WHOW, WSOY, WDZ, WBNQ and WDZQ.

Parents will be called when school is cancelled, using the "Skylert" phone program.

### **CHANGE OF ADDRESS**

Students are requested to report to the assistant principal's office when there is a change of address or telephone number. Parent/guardian and/or guardianship status must be reported to the office when a change takes place.

### **BACKPACKS**

**Backpacks, large purses and/or personal bags are to be placed in student lockers immediately upon arrival to school and remain there until the end of the school day.** Only very small personal bags will be permitted to remain with the student(s).

### **CURRICULUM RELATED ACTIVITIES**

Participation in extracurricular activities offers an opportunity for a more rewarding school experience. However, no student should permit these activities to interfere with school work. Chronic misbehavior problems may result in suspension from extracurricular activities for a period determined by the administration.

## DAILY SCHEDULE

|          |                       |
|----------|-----------------------|
| 1        | 8:05-8:56             |
| 2        | 9:00-9:46             |
| 3        | 9:50-10:36            |
| 4        | 10:40-11:26           |
| 5C       | 11:26-11:56 (Lunch 1) |
| 5        | 11:30-12:16           |
| 6A       | 12:00-12:46           |
| 6C       | 12:16-12:46 (Lunch 2) |
| 6B       | 12:20-1:06            |
| 7        | 12:50-1:36            |
| 7C       | 1:06-1:36 (Lunch 3)   |
| 8        | 1:40-2:26             |
| Advisory | 2:30-3:00             |

Students should not arrive at school before 7:30 a.m. as supervision will not be present until that time. Teachers are available to help students between 7:45 a.m. and 8:05 a.m. as well as between 3:00 p.m. and 3:30 p.m. Meetings may be held before school in the sponsor's classroom or designated area. Students remaining in the building after 3:30 p.m. are expected to be working with and under the direct supervision of a faculty member.

## DANCES

All dances at Clinton High School are exclusively for Clinton High School students and their guests. Each student is limited to one guest. Guests must be of high school age or older, but no older than 20 the day of the dance. Guests must be signed up in the office and the appropriate form completed one week prior to the dance. Appropriate dress is required for admission to the dance. All school rules concerning student behavior pertain to dances. Once a student leaves a dance, he/she is not permitted to return. **Students who have received two (2) or more suspensions during the current semester, in-school or out of school, will not be allowed to attend.**

## DELIVERIES

Delivery of any materials of any kind of a personal or private nature to students is prohibited. (Valentine's Day and birthdays are the only exceptions).

## DRESS & APPEARANCE

A correlation exists between one's attitude, behavior and his/her appearance. Students are expected to dress with dignity and in good taste for school and school events. Cleanliness and neatness of dress are conducive to good citizenship and good school morale.

- \* Students must be covered from shoulder to mid-thigh; dresses and tops must have shoulder straps. **Tank tops must not reveal any undergarments and must have enclosed sides. Bare backs, plunging necklines, and bare midriffs are unacceptable.**
- \* Footwear must be worn.
- \* Articles of wearing apparel displaying writing, pictures, or obscene/ suggestive slogans are prohibited as well as clothing with liquor or tobacco advertisements, drug or drug related advertisements and firearms.
- \* Hats/hoods will be allowed as long as they do not cause a safety concern, disrupt the educational process/setting and are school appropriate. Teachers have the discretion to ask students to remove hats/hoods while in class.
- \* Any jewelry, which is disruptive to the educational process, may not be worn.
- \* No undergarments are to be showing at any time.
- \* The school also has the authority to prohibit any student dress or grooming which:
  - (1) causes a safety concern;
  - (2) May cause a substantial or material disruption; or
  - (3) Interferes with the school's positive teaching/learning climate

Any student whose appearance is disruptive to the educational process, is unhealthy, unclean, or unsafe will be asked to change or fix their attire or referred to the administration to address the situation. They will be asked to adjust/change their attire, go to ISS or be sent home to make the necessary adjustments. Class time missed to correct dress code violations is unexcused. Multiple dress code infractions may result in an administrative consequence.

## EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions or actual or potential marital or parent/guardian status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

## FEES

Textbook rental fees are set by the Board of Education and are due on registration day. Additional fees are charged in those classes that require additional supplies. This amount is kept to a minimum. If it is necessary to use a time payment plan, please work out these special arrangements with the principal's office. Non CCHS students taking classes here (e.g., drivers education, shop, band, etc) will be charged registration fees paid by CCHS students. Those students are also subject to CCHS handbook policies while on CCHS school premises.

## **FIELD TRIPS**

At various times throughout the year, field trips are planned to supplement the curriculum. Field trips are an extension of the school (classroom) and all rules must be followed just as though the student were in school.

- If a teacher is planning a field trip, they will post the roster via email and if no other instructor indicates concern regarding a student attending, the roster will remain and all students are clear to attend.
- If a student is failing a class, the teacher of said class may keep the student from attending a field trip with another teacher. This will be coordinated between the field trip instructor and the teacher whose class he/she is failing.

### **Parent/Guardian Permission/Notification Guidelines:**

- For out of town field trips, parent/guardian permission slips are required.
- For in town field trips that require a bus/van, parent/guardian notification is required.
- For in town field trips that require no transportation (walking trips), parent/guardian notification are optional.
- Please note- on occasion when a walking trip is planned, inclement weather may necessitate a quick request for school transportation. In that event, parent/guardian notification may not be practical. If a parent/guardian is not comfortable with this and desires to be notified in advance, please contact the principal's office at the beginning of the year and every effort will be made to contact. If we are unable to contact, your child will remain at school.

### **In order for a student to participate in in any non-educational field trip, the student must meet the following requirements:**

1. The student must be passing all academic classes.
2. The student must have had no suspensions within the previous semester.
3. The student must not have exceeded the maximum number of absences allowed for any one class as outlined in our attendance policy.
4. Teachers and administrators retain the right to refuse any student from being able to attend for reasons other than those described above.

## **HEALTH POLICIES**

### **Communicable Diseases/Illness/Wellness Policies**

**Communicable Disease** - The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the disease.

**Illness/Wellness** - A student that is ill or injured should remain at home until fully recovered. Conditions requiring exclusion from school include: Temperature over 100.4° F, vomiting or has vomited during the night, diarrhea, undiagnosed rash or skin infection, contagious diseases - including but not limited to scabies, impetigo, conjunctivitis, and varicella. To return to school a student must be fever free for 24 hours without medication, vomiting/diarrhea free for 24 hours without medication or released by a physician.

In cases of prolonged illness or injury, **a doctor's release is required before a student returns to school.** Please consult with your child's school nurse before your child returns to school after a prolonged illness or injury that has required medical care.

A child returning to school after an injury (i.e. surgery, hospitalization, wheelchair, or casts) must have a doctor's note to return to school. This note must be given to the school nurse before the child can resume regular classroom instruction. If there are any restrictions or activity limitations (i.e. exclusion from participating in physical education or recess) or precautions, the doctor's note must include this information. Complex situations will be assessed on a case-by-case basis in conjunction with the parent, school administrator, school nurse, and student's health care provider.

### **Concussions and Head Injuries**

A student or student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice/game or during school PE or recess will be removed from participation or competition at that time. A student who has been removed from participation for a possible concussion or head injury may not return to that contest/activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

### **Diabetes-Care of students**

If your child has diabetes, a Diabetes care plan/medical management plan must be on file and submitted to building principal/school nurse. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the plan on file with the school for their child
2. Inform the school in a timely manner any changes to their emergency contact numbers or contact numbers of health care providers
3. Sign the plan and grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions for care are included in the plan.

### **Head Lice Policy**

The school nurse or another designated staff member will screen students for pediculosis (lice) on an individual student basis. Classroom screenings and "routine" screenings are not productive and result in a potential loss of privacy, embarrassment for students, and a decrease in instructional time. Any student that exhibits symptoms of pediculosis (frequent scratching of head or back of neck, visible nits on the hair, unexplainable sores/scabs on the back of the neck, visible lice) will be screened in the nurse's office in a confidential manner. Students that are found to have live lice or have repeated infections may, at the discretion of the nurse or principal, be excluded from school until the student is free from live lice. The parent will be contacted by telephone or a note home with the student at the end of the day. Students must report to the

office with a parent to be reexamined by the nurse or designated staff member before returning to the classroom. Students, with parent/guardian permission, may also be treated at school with approved lice products at the discretion of the school nurse or principal.

### **Bed Bugs Policy**

This district-wide protocol outlines the response to potential bed bug situations for all students, staff, and families.

#### **Identification and Response**

- If a staff member suspects the presence of bed bugs, they should discreetly report it to administration, the school nurse, or custodial staff for evaluation.
- If a live bed bug is found on a student's clothing or belongings, designated personnel will conduct a discreet inspection.
- Student belongings may be temporarily sealed in a plastic bag to prevent the spread of bed bugs.
- Clean clothing may be provided to the student if needed.
- Students will not be sent home unless determined necessary by the school nurse or an administrator.

### **Medical procedures**

If your student requires a medical/nursing procedure to be done during the school day, a doctor order is required to be on file every school year. These procedures can include but are not limited to the following: intermittent urinary catheterization, tube feedings, suctioning, physical or occupational therapy. Please contact your school nurse.

### **Vision Screening**

Vision screening will be done, as mandated, for the following age groups (pre-k, kindergarten, 2nd and 8th grades as well as any student receiving special education services, transfer students and any teacher referrals. These screenings will be performed sometime during the school year by a certified vision and hearing technician. Vision screening **is not a substitute for a complete eye and vision evaluation by an eye doctor**. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a vision exam report indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school but may be screened if staff feel a concern is present. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at your child's school and your child is in the mandated age/grade/group, he or she will be screened (Illinois Public Act 093-0504).

### **HOMEBOUND INSTRUCTION**

Instruction in the home will be provided by the school in cases of extended physical incapacitation. A medical certification form secured from the unit office must be completed by a licensed physician certifying the reasons for the absence and an approximate time the student may return to school. The completed form needs to be approved by the principal.

The following classes are not suited for homebound instruction: All Industrial Technology classes, 3D Art classes, Digital Photography I & II, Intro to FACS, Foods I & II, Greenhouse Production, Pre-Vet, AP Chemistry, Physics, TV Production, Yearbook, Technology Skills, Microsoft Office, Multimedia, Web Technologies, Advertising & Marketing.

### **HOMEWORK REQUESTS**

You may contact a teacher by e-mail to request homework after one day of absence, ***but the staff must have at least one school day to get the assignments together.***

### **INSURANCE**

The Clinton School District offers students school time insurance coverage for students in grades K-12. This insurance is provided at no cost to the parent/guardian and is intended to be **secondary coverage** to fill the gaps created by the primary insurance carrier.

***However, any student participating in sports must either purchase the 24-hour insurance coverage or football insurance for football participants, or have the parent/guardians/guardian sign a waiver indicating the student is covered by his own or a family plan.***

In the event of an injury at school, the following procedure should be followed:

- \* Have the supervising teacher fill out an accident report and submit to the principal for review and signature within one day of the injury.
- \* The principal's office will fill out a claim form and mail home to parents along with instructions for reimbursement of medical bills not covered by the student's primary insurance.

#### **Insurance - "Good Student" Discount**

A student wishing to have an insurance verification form completed for a "good student" auto insurance discount may do so in the guidance office. Forms are obtained from your insurance company. Please allow one day for the forms to be completed.

### **LAWN CARE APPLICATION NOTIFICATION**

It is necessary from time to time, to apply pesticides, herbicides and fertilizers, etc. to school grounds. It is our obligation to properly notify parents that have requested when such an application is to occur. We must adhere to the Lawn Care Products Application and Notice Act. (415 ILCS 65/1 et seq) 105 ILCS 5/10-22.6 to quality First Act (P.A. 89-610)

A written notification will be distributed to students at school at least 2 days prior to the lawn care application. Please note that notification is not required if spraying is necessary to protect property.

### **LIBRARY**

The library will be open from 7:45a.m. to 3:45 p.m. A student may check out books for a two-week period. Classroom teachers may issue passes to students for library-related work. Students are to use the library before or after school and are expected to maintain reasonable silence.

## **LOCKERS**

Student lockers will be assigned at registration. Each student is responsible for the appearance and contents of his/her locker. Do not allow anyone to know your combination. If you feel someone knows your combination, you may request it be changed through the assistant principal's office. If anything is missing from your locker, you should report it immediately to the office.

School personnel reserve the right to conduct search and seizure without notice or consent of the student and without a search warrant of places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places or areas by students. A student has no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. Evidence secured may be seized and used in disciplinary proceedings or turned over to law enforcement authorities.

## **LOST AND FOUND**

A lost and found is maintained in the main office. Articles not claimed within a reasonable time will be discarded.

## **LUNCH**

**Clinton Community High School has a closed campus. Students may not leave at any time during the school day, except for outlined reasons. Students cannot sign out for lunch.** Lunch is served in the cafeteria beginning at 11:26 a.m. and continuing until 1:36 p.m.

Students have ample time to proceed through the lunch line, eat and dispose of their trash during the 30 minute lunch period. Please be sure to clean the table and use the trash containers for their designated purposes.

Students who bring their own lunch must eat in the cafeteria during their scheduled lunch period.

The school also has the authority to prohibit food and beverages from any student(s) and/or area of the building, which: (1) cause a safety concern; (2) may cause a substantial or material disruption; or (3) interferes with the school's positive teaching/learning climate.

## **MEDICAL APPOINTMENTS**

Every effort should be made to schedule medical and/or dental appointments at times that do not interfere with a student's attendance.

However, if a student must miss part of a day, the assistant principal's office must be notified in advance. It is preferred that parent/guardians call 935-8337 requesting permission for their child to be excused.

***A parent/guardian note is needed for a student to be released from class to go to the office in order to sign out for the appointment.***

Students leaving school for appointments must sign out in the office prior to leaving the building. When students return during the school day, he/she must sign in at the office. Students are required to bring **verification** from the doctor/dentist indicating that the appointment was kept.

Failure to follow the above procedures will result in the absence being classified as unexcused.

## **MEDICINE TAKEN AT SCHOOL**

Prescribed medication may only be taken during school hours where failure to take the prescribed medication may jeopardize the student's health and/or education. Taking of medication is limited to students with long term chronic illness or disability-including but not limited to diabetes, asthma, epilepsy and seizure-like activity, cardiac, neurological, endocrine and attention disorders. Antibiotics which are prescribed three times daily may be taken at home before and after school and at bedtime. Parent/Guardian may bring and administer medication to students at any time during the school day.

## **Undesignated Medications**

The school may maintain and use for students, staff, or visitors the following undesignated prescription medications for emergency use: (1) Asthma medications; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medications.

Students and their parents/guardians should consult their own physician regarding these medications(s).

**If it is determined that the student must take medication (prescription), the procedure will be as follows:**

\*Written orders must first be provided to the school from the student's physician, detailing the name of the student, the disease or illness involved, the name of the drug, its dosage, and the time interval between doses. The physician should also indicate the desired benefits and possible drug side effects. Forms are available in each school building or from local physician offices.

\*The parent/guardian shall also sign the parent section of the CUSD #15 Medication Authorization Form before medication shall be administered by school staff.

\*Medication shall be brought to school in a container appropriately labeled by the pharmacy with (a) name of student (b) name of medication (c) dosage and time of day medication is to be administered (d) time interval between doses (e) name of physician (f) date of prescription.

\*Upon bringing medication to school, students should bring the medication to the school health office where it will be kept in a locked cabinet. Students will be instructed in self-administration by a school nurse or designated staff members under Illinois School Code. The school nurse or designated staff member will administer medications to students incapable of proper self-administration of medication. \*Empty pill bottles will be sent home with the student when the child is out of medication. It is parent/guardians responsibility to ensure the medication gets refilled and returned to the school health office.

\*At the end of the school year, parents/guardians must pick up any unused medication within three days of the last day of school. Medications will not be sent home with students. Unclaimed medication will be discarded by the school nurse in the presence of school administrator or school resource officer.

**School medication orders are good only for the current school year.**

**School employees will not administer any non-prescribed (over-the-counter medication) without a doctor order. If a student requires a non-prescription medication, the following guidelines must be met:**

\*CUSD #15 medication form must be filled out in its entirety including: -name of the student, the disease or illness involved, the name of the drug, its dosage, and the time interval between doses. The physician should also indicate the desired benefits and possible drug side effects.

\*Form must be signed by the physician as well as parent/guardian.

\*Medication will be kept in school health office in locked cabinet in properly labeled container.

\*Administration of these non-prescription medications will be administered by the school nurse or by other properly trained and supervised school personnel, within sixty minutes.

**\*In all cases, the school retains the discretion to reject a request for administering medication.**

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

Parents are encouraged to contact teachers via e-mail or phone to arrange a mutually convenient time for a conference. Teachers are not allowed to discuss any child with any individual, including family members, who are not listed in Skyward as contacts.

### **PARKING**

Those who use drive their own vehicle to or from school are expected to observe the following regulations, which are made for the protection of the student body and the public. Parent/guardians are responsible for damages resulting from carelessness.

- \* All students must park in the west lot, in a north/south direction, leaving ample room between cars to allow a person to leave without difficulty. No parking is allowed along the drive, in front or behind the building or anywhere on the grass
- \* No cars may be parked more than two deep at any place in the lot and cannot be parked in any manner which blocks a thoroughfare, including the areas between the two lots.
- \* No parking east of the football ticket booth.
- \* No parking facing east next to the unit office.
- \* Drive slowly and carefully on school grounds at all times.
- \* Violation of any of the above rules could mean the loss of parking privileges at school, a parking ticket, towing of vehicle and/or possible disciplinary action.

### **All Vehicles on School Property Are Subject to Search.**

The person in charge of any vehicle consents to a search of his/her vehicle and its contents, any time it is on school property.

- \* Students who drive on school property may have their automobiles inspected by the principal or his/her designee for the purpose of detecting the suspected presence of illegal look alike or unauthorized drugs, alcohol, weapons or stolen objects.
- \* Efforts should be made to have the student present, or one or more witnesses will be present during the inspection.

### **PASSES**

Every student needs a pass if he/she is in the hallway anytime during a scheduled period. The pass issued must be approved through E-Hall Pass by a staff member. No students should be in the hallway without an approved pass.

### **Physical Examinations and Immunizations, Dental and Vision Exams**

A State of Illinois child health exam (physical) and current immunization record are required to be on file per Illinois law for all students. In order to remain in school, each student must bring proof of current physical as well as immunization record and submit it to the office. Certain grades require mandatory exams upon entrance to those grades including: first year pre-k students, kindergarten, sixth and ninth grade students as well as any student attending an Illinois school for the first time. Those who object to immunizations must provide a Certificate of Religious Exemption that is properly filled out and signed by a medical provider licensed in the state of Illinois. Submission of a current dental exam is required for the following grades: Kindergarten, 2nd, 6th and 9th. These exams are due by May 15th of those academic years. Submission of a current vision exam done by a licensed ophthalmologist or optometrist is required for kindergarten students and students new to the district that have not previously attended an Illinois school. The exam must be current (within one year) and be submitted to the school health office by October 15th.

### **POSTERS**

There shall be no advertising or printed material of any nature distributed or displayed on school property without prior approval of the administration. All posters must be approved by the administration or sponsor before they may be displayed on the bulletin boards. Posters are to be taken down at the close of the event by the individual or organization posting them.

### **RESIDENCY**

Any parent/guardian will be required at registration to show evidence of residency if not previously enrolled in the Clinton school system. This can be done by showing a driver's license, voter's registration card or a picture identification that reflects your legal address. The same holds true for new students entering during the school year.

### **SECURITY**

Any persons entering the high school, other than students and building employees of Clinton High School must register in the main office. You must sign in, give the reason for being here, receive a visitor's identification badge, and display it at all times while in the building. When leaving, you must sign out and turn in your badge. Any persons entering the high school grounds are subject to video surveillance.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/30-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation- the Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

\* An employee's or District agent's unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status.

\* Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile or offensive educational environment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, Building Principal or Assistant Principal.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

### **TELEPHONE MESSAGES & FORGOTTEN MATERIALS**

Telephone messages to students are to be limited to **emergency** situations only. The office telephones are not to be used for social purposes. Students are only allowed to use the office phone to call parent/guardian or designated emergency contact for illness or medication requests. Students will not be taken out of class to receive forgotten materials like homework or P.E. clothes. It is an interruption to the educational process and part of the purpose of the high school is to instill dependability and responsibility in the students. If you as a parent/guardian want to bring them their forgotten materials, please do so at the end of the school day.

## **TRUANCY**

According to the Illinois School Code 5/26-2a: a “truant” is defined as “a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof”. The Code further defines a “chronic or habitual truant” as “a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days”. School officials are required by law to report “Chronic or habitual truants” to the Regional Office of Education. Illinois School Code continues to state (Section 26-10); “Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$1,500. It is the parent/guardian’s responsibility to see that their child is attending school and arriving at school prior to the beginning of the school day.

Each time a student is truant the parent/guardians will be notified by the school of the truancy. The school office will discuss the situation with the student.

- \* Truancy is defined as an unexcused absence of which neither parent/guardians nor school officials are aware.
- \* A truant is defined as a child subject to compulsory school attendance, who is absent without a valid cause or is not in a scheduled assigned area for a school day or any portion thereof.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to being dropped from school enrollment.

## **UNIFORM GRIEVANCE PROCEDURE**

Students or their parent/guardian(s)/guardian(s), employees or community members should notify one of the District Complaint Managers (Drew Goebel), if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute or Board Policy including:

- \* Title II of the Americans with Disabilities Act
- \* Title IX of the Educational Amendments of 1972
- \* Section 504 of the Rehabilitation Act of 1973
- \* Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

The Complaint Manager will attempt to respond to complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint file hereunder shall not be impaired by the person’s pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### **Filing a complaint**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent/guardian(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except:

- \* As required by law or this policy
- \* As necessary to fully investigate the complaint
- \* As authorized by the Complainant

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision And Appeal**

After receipt of the Complaint Manager’s report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

### **Complaint Managers**

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, address and telephone numbers of current Complaint Managers.

Mr. Drew Goebel  
1210 State Highway 54 West  
Clinton IL 61727  
(217) 935-8321

Dr. Tracy Donath  
1210 State Highway 54 West  
Clinton, IL 61727  
(217)935-8321

### **VISITORS**

We are pleased that you want to bring your friends to Clinton Community High School, but visitors are not allowed during instruction time from 8:10 to 3:10 p.m., unless there is official business to be conducted. All visitors arriving for official business on the school grounds or building must report to the main office and identify him/herself and the purpose of his/her presence. Each visitor is required to sign in at the office and be presented with a visitor's badge which must be worn at all times while in the high school building.

### **WORK PERMITS**

Students who are between 14 and 15 years of age may obtain a work permit from the Main Office. To secure an employment certificate, the minor **must present a copy of his or her birth certificate, a letter of parent/guardian approval and the employer's statement to the school official.**

## **STUDENT SERVICES**

### **ADVANCED CLASSES**

It is the goal of the Clinton Community District No. 15 to provide special educational programs for the students. These classes will adhere to state and federal guidelines subject to the philosophy of our students.

Teacher committees at each attendance center will select individuals to participate in gifted classes based on at least two of the criteria listed below:

- \* Samples of work
- \* General intellectual functioning - achievement test score of 90%-ile in reading comprehension
- \* Teacher recommendations
- \* Administrator recommendation
- \* Parent/guardian recommendation

### **BLOOMINGTON AREA CAREER CENTER**

Students who choose to enroll in a Bloomington Area Career Center course will have only 10 days from the beginning of the **Bloomington School Calendar** year to make a course change or return to courses at Clinton High School. Since the district pays tuition for the students to attend the BACC, any change after that deadline will result in the student's family reimbursing the Clinton School District the semester's tuition costs.

Students attending BACC must ride a bus which leaves from the high school at approximately 8:45 a.m. and returns at approximately 11:40 a.m. They must furnish their own transportation to the high school to catch this bus. Certain programs such as cosmetology or health occupations may have additional costs. Students are required to take the school provided transportation unless the high school office has communication from a parent/guardian or permitted by the high school principal.

All requirements outlined in the course description guide must still be met and can only be waived by written approval from the principal.

***\*All BACC students will be expected to eat their lunch during the travel time from BACC to CHS. Upon arrival, students are to enter their next class period.***

### **DUAL CREDIT WITH RICHLAND COMMUNITY COLLEGE**

Seniors who meet RCC's eligibility requirements and sufficient credits may co-enroll in college classes. Co-enrollment must include a minimum of four high school classes and two college courses or five high school classes and one college course. Students must be in attendance a minimum of five class periods at CCHS. Students attending RCC are subject to all of their policies and regulations.

### **COLLEGE/EMPLOYMENT DAYS**

Juniors and seniors may request two college/employment days per year. Parents/Guardians must call the main office to notify the school of the absence and to mark it as a college/employment visit.

### **CREDITS**

Credit is awarded on a semester basis. Driver Education is an exception because 1/2 credit is issued for completion of the classroom and zero credits will be earned for behind the wheel instruction.

## **DRIVERS EDUCATION**

### **Classroom Phase**

Is required for graduation in the State of Illinois

The student must be at least 15 years old.

The student must have passed 8 classes the last two semesters.

Student must complete 30 hours of classroom instruction (also a state requirement).

Six absences (excused or unexcused) and the student will automatically be dropped.

Students may apply for an instruction permit (white slip) upon successful completion of the classroom phase.

### **Behind the Wheel Phase**

The student must possess a current, valid instruction permit. Students must pay the \$160.00 drivers education fee to the high school office prior to beginning the behind the wheel phase.

The driving order is oldest to youngest **per period**.

The student must complete 6 hours of instruction (a state requirement).

There is no guarantee a student will get behind-the-wheel training before his/her 16<sup>th</sup> birthday. Students must have their permit for 9 months and must complete 50 hours of documented practice driving at home, 10 of those hours are to be night time driving. This may be done with someone 21 years old or older who has had his or her license at least one year and is occupying the seat next to the driver.

### **Attendance and Drivers Education**

Any student who accumulates ten (10) unexcused absences in a semester becomes ineligible for any phase of the driver's education program for the following semester (classroom and behind the wheel). If currently in a phase, the student will be dropped from that phase until he/she becomes eligible.

Full-time students must be enrolled in a minimum of six courses. Exceptions will be made by the principal in consultation with the superintendent. If it is determined that, due to medical and/or educational reasons, it may be in the best interest of the student and school, an exception may be granted.

## **EARLY GRADUATION**

Students are encouraged to spend all four full years at Clinton Community High School, but may graduate at the end of the sixth or seventh semester if they meet the graduation requirements.

In order to assure proper communication between parent/guardians and the school, we request that:

- \* The student must fill out an early graduation form and return it to Student Services.
- \* Written correspondence from the parent/guardians granting permission for their child to graduate early and/or a conference between the Principal and student.
- \* Students who graduate early may attend graduation, and may attend all school related functions but will need to get administrative approval to attend school dances.

## **ENROLLMENT REGULATIONS**

Students are classified for class membership at the beginning of each school year as follows:

Senior - Registered in sufficient courses for graduation at the end of the academic year.

Junior - at least 22 credits.

Sophomore - 11 credits, but fewer than 22 credits

Freshman - Eighth grade certificate or equivalent.

All students must be enrolled in **six** classes. Second year seniors may enroll as a full-time student at CHS or apply to attend Clinton Academy

A student will have one week from the beginning of the semester to drop a class without penalty. Any class dropped after that length of time may be recorded as a withdrawal/failing grade unless the teacher feels there was improper placement and recommends the student drop the class. If a student does enroll in another class, he/she will be required to complete all work missed.

## **GRADING**

Grades are issued every nine weeks on a letter basis.

In determining the semester average each nine-week grades count 50% of the final grade.

A teacher may record an "I" for a quarter or semester grade only if the student was absent the last three (3) days of the quarter. The student will be allowed one (1) week to complete all incomplete work assigned during the last three days of the quarter(s). If the student fails to complete the incomplete work during the allotted time, the student will receive a "0" for the assignment(s) not made up. An extension beyond the one week limit may be granted by the administration for extenuating circumstances.

Individual student grade point average (GPA) is calculated on a 4.0 scale using only semester grades assigned a numerical value. Marks for all subjects for which a whole or fractional credit are given toward graduation requirements will be used in computing class rank. A special education student's average will be computed on main-streamed classes only. All students in a class will be included in determining class ranking. Class rank will be computed at the end of each semester (no other times). If a student grade indicates an incomplete at the time GPA is computed, that grade will not be included into that semester's class ranking.

Unsatisfactory grade reports are sent out to the parent/guardians at the end of the fifth week of each quarter. Only the semester grade will appear on the transcript and be used in computing grade point averages and class rank.

The Grading Scale used by all teachers in Clinton Community High School is as follows:

|              |   |
|--------------|---|
| 90 and above | A |
| 80 to 89     | B |
| 70 to 79     | C |
| 60 to 69     | D |
| 59 and below | F |

### **GRADING APPEAL PROCEDURE**

The purpose of the grading appeal process is to resolve all problems as soon as possible. If a parent/guardian feels that an incorrect grade has been given to his/her child then:

1. The parent/guardian must talk with the teacher where the problem exists. This meeting must take place within ten (10) days after the report cards have been issued. The Principal or Superintendent should direct parent/guardians with problems in this area to the teacher first.
2. If the parent/guardian is not satisfied with the explanation of the child's grade after step 1, the parent/guardian may have a meeting with the building principal. This meeting must take place within five (5) days after the initial meeting with the teacher. The teacher may also attend this meeting. The parent/guardian must be informed of master contract language regarding the changing of grades.
3. If the parent/guardian is still not satisfied with the explanation of the grade after step 2, then the parent/guardian may request a meeting with the superintendent. This meeting must take place within five (5) days of the meeting in step 2. The Principal and teacher may also be present at this meeting. The teacher may also request a CEA representative attend this meeting to assist.
4. If the parent/guardian is still not satisfied with the explanation of the child's grade after step 3, the parent/guardian may file a formal request that a grading appeal committee be formed. The request must be made within ten (10) days following the meeting with the superintendent.

The parent/guardian's request must include, in writing, the following information:

- \* The dates of the step 1, 2 and 3 meetings
  - \* The reason the parent/guardian feels the grade given by the teacher is incorrect.
5. This committee must meet within ten (10) days of the receipt of the formal request. The committee will consist of:
    - \* The building principal
    - \* A Student Service counselor (from the same level)
    - \* Two teachers from the same building
    - \* One teacher from a different level
  6. Oral arguments may be presented by:
    - \* The parent/guardian
    - \* The student
    - \* The teacher
    - \* The superintendent
    - \* Counsel for any of the above parties
  7. Within five days after the meeting, the committee will render its decision. The decision of the committee will be final.
  8. Three teachers from each building will form the grading appeal committee. These positions will be filled on a voluntary basis and no teacher may serve more than one year in succession. In the event an appeal reaches the committee, two of three committee members will be drawn by lot to serve at that particular time. If one of the three teachers on the committee is having a grade appealed, then the other two members of the committee will serve. The teacher from a different level will be drawn by lot from other building appeal committees as follows: junior high teachers will sit in on high school appeals and high school teachers will sit in on junior high appeals. Primary and intermediate teachers will be similarly paired.

### **GRADUATION**

Attendance at Graduation rehearsal is mandatory unless a student is participating in a school related activity. Anything that is found that would detract from a formal ceremony will be confiscated. Students should wear proper attire.

### **GRADUATION REQUIREMENTS**

A student must earn a total of 44 credits to graduate. A maximum of ten (10) credits in music and/or band may be counted toward the forty-five credit requirement.

The following courses are required for graduation:

|                                                        |                                                                           |
|--------------------------------------------------------|---------------------------------------------------------------------------|
| English                                                | 8 credits                                                                 |
| Mathematics                                            | 6 credits                                                                 |
| Science                                                | 4 credits                                                                 |
| Social Studies                                         | 4 credits (2 in American History and 1 in Government)                     |
| Health                                                 | 1 credit                                                                  |
| Consumer Ed.                                           | 1 credit (may substitute with Ag Business or a year of Business Concepts) |
| Driver Ed.                                             | Classroom (needed to meet state requirement regarding safety instruction) |
| Music, Art, Foreign Language, Theater Arts or Voc. Ed. | 2 credits                                                                 |
| Physical Ed.                                           | 7 credits (unless exempted)                                               |

Also, each student must pass an examination on flag etiquette, the Illinois Constitution and the United States Constitution. Graduation gowns will not be ordered unless paid for in full by each graduating senior, by the designated time. Failure to do so will indicate to the sponsor that you do not plan to go through graduation ceremonies.

## **HONOR ROLL**

At the end of each quarter, a "B" Honor Roll listing students achieving a grade point average of 3.0 to 3.5 and an Honor Roll listing students achieving a grade point average of 3.51 or more on a 4.0 scale will be published. Students with straight "A's" will be listed as "High Honor Roll."

## **HONORS / SCHOLARSHIP BANQUET- GOLD STAR BANQUET**

During the spring semester of each year a banquet is held to recognize those students who have shown outstanding achievement and those seniors receiving scholarships. The academic honor list will include the names of students who have acquired a cumulative grade point average of 3.51 or higher.

## **PARENT ACCESS – SKYWARD**

Parents can access important information about their children directly from their computer, anytime, anywhere. Parents and students can view grades, class schedules, attendance records, discipline reports, activity announcements, and notes from teachers. To learn more about Skyward's Parent Access, contact the school at (217) 935-8337.

## **RECORDS**

A student or a parent/guardian of a child under eighteen (18) or a designee of such parent/guardian shall be entitled to inspect and copy information from the student's temporary and permanent records. In cases of divorce or separation, both parent/guardians shall have this right unless a court order indicates otherwise. The district may charge a reasonable fee for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship. A request for access to records shall be made in writing and directed to the Superintendent or his/her designee. Access to records shall be granted within 15 days of the district's receipt of such a request.

Video surveillance is considered student records. Other persons who request access to records shall be denied access unless prior written consent is received from the parent/guardian or student except, the district shall grant access:

- \* To another district to which the student has transferred. In such cases the district shall give prior notice and an opportunity to the parent/guardian and student to inspect and challenge the information to be transferred;
- \* Pursuant to a court order. In such a case the district shall notify the parent/guardian and student of the release of the information
- \* To an employee of the district with a legitimate educational or administrative interest;
- \* For research, if the State Superintendent's permission has been given and the information is to be maintained anonymously.

The district may also grant access in cases of emergency, to protect the health or safety of the student or others. The district shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency and the importance of acting quickly.

## **REPEATING CLASSES & THE NCAA CLEARING HOUSE**

In order to raise a grade and build a more solid academic foundation, a student may retake a class in which he/she received a letter grade of D. The grade earned from the retake of the course will be the only one to count when figuring the student's overall grade point average; and credit will be given only one time for the course.

## **SCHEDULE CHANGES**

Schedule change requests will occur during the first week of school for the fall semester; later in the fall semester we will post for spring schedule change requests to be completed no later than December 31<sup>st</sup>. Schedule changes to request a different teacher will not be accepted. The only reasons for any changes will be:

- \* Schedule is incomplete
- \* Need to meet prerequisites for college entrance
- \* Completion of a credited class over the summer
- \* Failing a class
- \* Administrative decision

Requests for schedule changes must be picked up in Student Services. The deadline for Spring Semester changes is the Friday preceding Christmas Break, and any exception to this must be approved by the principal.

In determining the semester average the nine-week grades count 50% each.

## **SEMESTER EXAMS**

### **Exams for Seniors**

All seniors will be required to take first semester exams for any year long course for which they fail to meet the incentive requirements. Those seniors taking a semester long course will be required to do so only if it is necessary for passing the course. Second semester exams will be required only for those seniors needing them to pass a course necessary for graduation. In all cases, a student wanting to take an exam for the purpose of trying to improve their grade will be allowed to do so.

### **Final Exam Incentive**

One of our continuing goals is to improve daily school attendance. Studies have shown that regular, daily attendance plays a major role in a student's ability to perform successfully in school. With the goal of improving daily school attendance, Clinton High School will again include attendance within the Finals Incentive program with the goal of motivating our students to improve their daily attendance.

**All Clinton High School students are required to take semester finals.** The Finals Incentive program allows students an avenue to earn their way out of taking finals by having excellent attendance, displaying school appropriate behavior, and excelling in their academics.

Students who earn a grade of "B" or higher, have received no **teacher or tardy detentions** in a class, and have missed no more than **4 days** of school, will have the option to be exempt from finals. Medical appointments with a doctor's note, absences due to a funeral, and any school sponsored event will NOT count towards the 4-day limit. To clarify, this incentive is on a class by class basis. **Clinton High School strongly recommends that, as a parent, you encourage your student to take all semester exams regardless of whether they qualify for the final exam incentive, as we believe this is essential for the preparation of college-bound students.**

Any assigned **suspension**, in-school or out-of-school, will automatically remove a student from being exempt in any classes and will require that student to take all finals.

**Students who receive an unexcused absence from Advisory only will be required to take finals in ALL academic classes.**

### **SENIOR HONORS**

Honor stoles are presented to graduates who have an accumulative 3.51 average or better for all years of high school attendance.

### **TRANSCRIPTS**

The student services administrative assistant or designee is the official records custodian and registrar of Clinton Community High School. Our school uses Parchment to service and provide official transcripts. Students will be provided a login to set up an account through Parchment. Students needing an official transcript must make the request via Parchment.com by logging into their personal account. Unofficial transcripts may be obtained from the student's counselor, or accessed through the students Skyward account.

### **TRANSFER / WITHDRAWAL**

Any student transferring or withdrawing from school must obtain a "Student Release" form from the student services office. This form must be taken by the student to each teacher. After all books have been returned, the teacher will issue a grade for the work in the class up to the time of withdrawal and sign the withdrawal form. After all proper signatures have been obtained, the form should be returned to the principal's office to determine if a refund is in order. The forms will then be forwarded to the guidance office.

### **TRANSFER STUDENTS**

Any student transferring to CHS will receive a complete transcript evaluation by a student services counselor. The number of credits transferred to CCHS for credit will be computed in order to place the student in the same relative credit position as he or she was at the previous school.

\*An in-coming student's GPA will be determined by the GPA earned at his/her previous school.

### **VALEDICTORIAN & SALUTATORIAN**

The valedictorian will be the student(s) with the highest cumulative grade point average for the four-year period of high school. The salutatorian will be the student(s) with the next highest grade point average. Due to the demands of the media all students with a 4.0 grade point average at the end of the third quarter will be recognized. Official determination of the valedictorian and salutatorian will be made no later than one week prior to the date of graduation.

The following courses: AP Literature, AP Calculus, RCC English 101 and 102, and RCC Chemistry 100, RCC Environmental Science (329), and WIU MGT 125 MANAGEMENT AND MARKETING course through the CEO Program will carry a weight factor of +1.0 for each class for the purposes of determining the valedictorian and salutatorian and all other possible internal (high school) awards issued. e.g. a grade of an A in AP calculus would result in a weight grade value of 5.0 rather than 4.0. These courses do not carry a weighted grade for any external distribution. If it is apparent that something is inherently unfair in the weighting process, the administration will make a judgement decision.

### **TECHNOLOGY & INTERNET USE POLICY**

CHS students have access to technology for their academic enrichment, but this access carries with it the responsibility to use the technology in a proper manner. Students are to utilize technology for classroom assignments and school-related work. Any tech equipment loaned to the student needs to be returned in good condition at the end of the school year, upon transferring out of the district, or at the request of a school official.

Electronic tampering and vandalism are unacceptable. It is a privilege, not a right, to use the equipment provided at Clinton Community High School, and this privilege may be revoked. Clinton Community High School reserves all rights to any material stored on the network and/or hard drives and may remove any files that are objectionable. Students violating the school's technology policies may be subject to providing restitution and/or additional discipline including suspension and/or expulsion, depending upon the severity of the offense.

**Please be sure to read the Internet Safety and Acceptable Use Policy and the TECHNOLOGY & ONE-TO-ONE DEVICE USAGE documents located on the high school website or in the school registration documentation in Skyward.**

Some examples of unacceptable use include, but are not limited to:

- ☐ Giving, receiving, or stealing the work of another student while using technology.
- ☐ Allowing other students to sign on with your assigned ID and password
- ☐ Tampering with, stealing, or damaging equipment either physically or by intentionally "hacking" district technology.
- ☐ Accessing, submitting, posting, publishing, printing, or displaying any defamatory, abusing, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.

**\*Notification Regarding Student Accounts or Profiles on Social Networking Websites\***

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may only be if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy 105ILCS 5/10-20.14, 5/10-22.10a

Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. **AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.** Clinton High School will be utilizing a program called TurnItIn as a means of identifying inappropriate AI use within the classroom setting. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. **The inappropriate use of AI for student work may result in consequences ranging from no credit for the work submitted to administrative disciplinary consequences.**

## **DISCIPLINE**

The discipline system is designed to communicate to students and parent/guardians what is expected of students and to assure the cohesive and consistent application of consequences for certain acts of misconduct. While the discipline system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the discipline system in situations where there is a major or particularly serious infraction, when a series of repeated infractions warrant a more serious disciplinary action, or when in the opinion of the administration such action is warranted. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a consequence for specific situations not addressed in the Clinton High School Student Handbook.

### **Introduction**

It shall be the policy of Clinton Community High School to fulfill its societal education of the youth, with the least number of rules necessary for a good education program in a friendly atmosphere that is conducive to good study habits. Students are encouraged to use self-discipline and staff members should make every effort to help students gain acceptable self-discipline standards. When self-discipline fails, it is the responsibility of those directly responsible for the operation of the school to impose rules and regulations. These disciplinary measures should be fair, logical and clearly defined. They should be positive in nature in order to help the student adjust rather than serve as a form of punishment. Discipline should be promptly administered and applied consistently among all students.

During the first week of school, teachers shall discuss in detail the types of behavior and actions that are acceptable. Every teacher and administrator shall assume the responsibility for enforcement of the rules in the classroom and elsewhere on school property or school related activities. Serious conduct problems shall be referred promptly to the building principal or assistant principal. The administrator shall give prompt attention to referrals concerning behavior and will see that parent/guardians are promptly informed when referrals of a serious nature are made.

Students shall be informed of their rights but an equal amount of emphasis should be placed upon the responsibilities that go with those rights to instill in the students a respect for law and order as well as the rights of others.

Non-CCHS Students taking classes at CCHS are also subject to CCHS Handbook Policies, while on CCHS School Premises.

The responsibilities of the students are to:

- \* **Become informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers.**
- \* **Respect the rights and individuality of other students, school administrators, teachers substitute teachers and custodial staff.**
- \* **Refrain from libel, slanderous remarks and obscenity in verbal, non-verbal and written expression.**
- \* **Dress and groom in a manner that meets standards of health, cleanliness and safety.**
- \* **Be punctual and present in the regular or assigned school activities.**
- \* **Refrain from gross disobedience or misconduct or behavior that disrupts the normal educational process.**
- \* **Maintain the best possible level of academic achievement.**
- \* **Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.**
- \* **Maintain an excellent attendance pattern.**

## **STUDENT BEHAVIOR**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, alcohol or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or videos of others, in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period or passing periods; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Personal electronic devices, including smart glasses (e.g., Meta/AI glasses) and wearable technology capable of taking photos, recording audio/video, or accessing artificial intelligence, are prohibited from being used or worn during the instructional day and/or any school related activity.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, but are not limited to, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure may be assigned to the student.)
7. Lunch Detention
8. In-school suspension.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **Corporal Punishment**

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

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Weapons Prohibition**

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

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

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

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

### **Re-Engagement of Returning Students**

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

### **DUE PROCESS – SUSPENSION & EXPULSION**

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capabilities." However, when citizens act irresponsibly, violate the rights of others or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right to education. When a student commits an act of gross disobedience or misconduct, the right to an education may be temporarily forfeited. No student shall be deprived of his/her right to an education without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions or attempt to prove innocence.

A Supreme Court decision has held that prior to the imposition of a suspension the following procedures shall be observed:

- \* The suspending school officer shall give the student oral or written notice of the charges and evidence to support the charges.

- \* If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as possible.

In addition to the procedures required by the United States Supreme Court, and Illinois statute and a Federal Court of Appeals decision outline the following in suspension cases:

- \* The student's parent/guardians must be notified immediately by the principal or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of the suspension (may not exceed 10 school days) and the right to appeal the suspension to the local school board.
- \* At the hearing conducted by the school board or hearing officer appointed by the Board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses and the right to make a statement on his/her own behalf.
- \* If requested by the student, the parent/guardian, or their representative, a transcript of the proceedings may be kept, at no cost to the school.
- \* If the suspension is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to make up school work that is missed.

In expulsion cases, the following is required:

- \* The student and student's parent/guardians shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion (not to exceed two calendar years), and the date, time and place of the school board meeting.
- \* At the hearing by the school board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses and the right to make a statement in his/her own behalf.
- \* If requested by the student, the parent/guardian, or their representative, a transcript may be kept of the proceedings.

The differences in suspension and expulsion are as follows:

- \* A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed two (2) calendar years.
- \* The principal or assistant principal may suspend a student; only the local Board of Education may expel a student.
- \* A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

In the interest of helping students, the school district may (but is not required to) assist in providing or locating alternative educational opportunities for the suspended or expelled student. These alternative opportunities could include homebound or telephone instruction, reading lists, adult evening classes or alternative school meetings.

### **GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **HANDS OFF POLICY**

In order to develop personal pride and encourage healthy relationships, excessive displays of affection will not be tolerated. Showing affection by any means other than holding hands will be deemed excessive affection. Students demonstrating excessive affection will be assigned a disciplinary consequence as deemed appropriate by staff or administration.

### **LUNCH DETENTION**

Students may be issued a lunch detention for behavior the administration believes is disruptive or inappropriate to the school setting. Lunch Detention will be served during the students’ lunch period. Students who are serving a lunch detention will receive a lunch provided by the cafeteria staff or students can bring a bag lunch from home.

### **REFERRAL TO OFFICE**

Teachers may send students to the office for behavior they feel is disruptive to the educational environment in the classroom only after all available behavior interventions have been exhausted. The administrator may, if he/she sees fit, temporarily, on a daily basis, remove the student from the class. The student will attend all other classes but report to the office during that scheduled class time only. The student will be allowed to receive homework assignments and may make up tests missed. A parent/guardian-teacher conference must be held if the student is dismissed from class three times. Parent/guardian notification is required and no appeal is authorized. Failure to report to the office will result in an "in-school" suspension.

### **SPEECH & EXPRESSION**

Students are not allowed to use acronyms or any types of expression which would be construed as “immoral” to a normal person. This applies at school or at school events both home and away.

## **STUDENT DEMONSTRATIONS & STRIKES**

Any individual student or group of students that may cause a disruption to the educational process through demonstration or strikes, may be subject to one day of in-school suspension for each class missed (in full or part) as a result of such behavior.

## **TARDY TO SCHOOL/TARDY TO CLASS**

Tardiness is a growing issue, both to school, and to each individual class period. Unfortunately, this has begun to cause disruptions and issues for classrooms, in hallways, and in restrooms. Getting students on time to school and to class is of utmost importance. Below is the policy for managing tardiness to class. This is on a per class basis.

### **Tardy to class**

1st tardy - Warning

2nd tardy – Warning

3rd tardy – Teacher Assigned Tardy Detention – Contact home - Loss of Finals Incentive for that class

4th tardy – Teacher Assigned Tardy Detention – Contact Home

5th tardy – Admin Assigned ISS – Contact Home – Loss of Finals incentive for all classes

**Any further tardiness will be handled by the Administration.**

### **Tardy Detention**

Tardy detentions will be served on Wednesdays in the study hall room. Tardy detention will start promptly at 3:05pm and will end at 3:30 pm. Cell phones and earbuds of any kind will not be allowed during detention. Students will not be allowed access if they arrive after 3:05 pm and will be considered a “no-show” for detention. Any student misbehavior that would require a supervisor to remove a student from a Tardy Detention will result in an in-school suspension assigned by Administration. A no-show for detention will be sent to the Administration and the student will be assigned an In-School Suspension. An in-school suspension for removal or no-show will result in the student losing their Finals Incentive privilege in all classes.

### **Tardy to school**

Students who arrive after the bell to start the school day at 8:05 will be processed by the office and issued a pass to class. The pass will be marked as excused or unexcused per the office. A call from a parent/guardian determines if the tardy is excused or unexcused, but does not excuse a student from being tardy. Below is the policy for managing tardiness to school.

1<sup>st</sup> tardy - Warning

2<sup>nd</sup> tardy – Warning

3<sup>rd</sup> tardy – Warning – Contact home

4<sup>th</sup> tardy – Admin. Assigned Tardy Detention – Contact home

5<sup>th</sup> tardy – Admin. Assigned Tardy Detention – Contact home

6<sup>th</sup> tardy – Admin. Assigned ISS – Contact home - Loss of Finals Incentive for all Classes

7<sup>th</sup> Tardy – Admin Assigned Tardy Detention – Contact Home

8<sup>th</sup> Tardy - Admin. Assigned ISS – Contact home

Each tardy after the 8<sup>th</sup> will be handled by the administration.

## **SUSPENSION**

The Board of Education authorizes the principal and assistant principal to utilize the following types of suspension:

\* **OUT-OF-SCHOOL SUSPENSION:** A student may be suspended for up to 10 days for acts of misconduct and/or persistent disobedience. Parent/guardian notification and due process are required. During an out-of-school suspension, the student will receive 100% credit for make-up work if completed within the designated time. Students will not be permitted to attend or participate in any activities, athletic events, programs, meeting, etc. This includes weekend events if applicable.

\* **IN-SCHOOL SUSPENSION:** An in-school suspension is permitted as an alternative to out-of-school suspensions if, in the opinion of the assistant principal or principal, the interest of the suspended student will be best served. Parent/guardian notification and due process are required.

Students assigned an in-school suspension shall report to the restricted area at 8:05 a.m. with all their books and remain there until 3:00 p.m. Assignments for the day will be given to the student. Students will not lose class credit if they do the assigned work. Since in-school suspension is an alternative to out-of-school suspension, parent/guardian cooperation is essential. Any type of misconduct by the student on in-school suspension may result in an out-of-school suspension.

An in-school suspension may be terminated by the principal or assistant principal if the student and his/her parent/guardians meet with the administration and illustrate cooperation with the school to eliminate any further offenses.

### **In-School Suspension Rules**

- \* No talking between students.
- \* Cell phones are to be placed in the cell phone caddy
- \* Students must be working on class assignments.
- \* Students are not permitted to sleep
- \* Students are to sit in desks at all times.
- \* Students are to leave desks in their correct arrangement and face the front of the room with chairs on all four legs.

- \* Students may be removed from the room only by the in-school supervisor or administrator.
- \* A student removed from in-school suspension for misbehavior may be suspended out of school.
- \* Students must follow all instructions from in-school supervisor.

### **Why a Student May be Suspended or Expelled**

Clinton Community High School students may be suspended or expelled for gross misconduct and/or disobedience. Such acts include, but are not limited to:

- \* Possession of fireworks or explosives at school or at a school activity
- \* The use or possession of tobacco products, vapes, e-cigarettes, etc., on school grounds at any time
- \* Aggressive profanity or profanity towards staff
- \* False alarm
- \* Illegal driving or misuse of automobiles on school property
- \* Inciting others to violence or disruption
- \* Physical attack or threat of physical attack
- \* Bullying
- \* Vandalism - the student may also be required to pay for the cost of the missing or damaged item.
- \* Destruction of property
- \* Fighting
- \* Theft
- \* Gross disruption of the educational environment

## **CO-CURRICULAR**

*The Co-Curricular Code is in effect at and away from school, 24 hours a day, during the school term. The school term shall be defined as the first day of school, except for fall sports, which will begin with the first day of practice and for spring activities the last day of the end of the season (the last competition)*

### **PURPOSE**

It is the purpose of the CHS coaching staff to build up standards under which competition can be carried on with ethical relations and high principles pervading the conduct of players, coaches, and crowds.

### **PHILOSOPHY**

Interscholastic athletics at CHS are an integral part of the total educational program. It is a co-curricular activity. It is a field of endeavor which has as its aim the development of physically, mentally, emotionally, and socially fit citizens through the medium of interschool athletics.

### **ADMISSION PRICES**

Clinton CUSD #15 Students displaying a student ID - Free

Non-CUSD #15 student - \$3.00

Adults - \$4.00

Seniors (65 and older) - Free

### **Season Passes**

District Family Pass (All sports) \$150.00

\*Admission fees subject to change per board approval.

### **ATHLETIC COUNCIL**

An athletic council, composed of the Athletic Director, Principal, and/or Assistant principal, one off-season head coach, and the head coach of the student/athlete involved will be established to deal with any infraction of the co-curricular code. Each head coach is the authority of their sport and reserves the right to establish and enforce their rules which have been approved by the Athletic Director and Administrative team.

### **ATTENDANCE AT STATE TOURNAMENTS & SPECIAL EVENTS**

Students may attend state tournaments determining individual and team champions if:

- \* Parent/guardians notify school authorities in person or by phone and provide a written note, giving permission on the day preceding the event.
- \* Students attend school on the day of the event, leaving at the designated time established by the school administration.

## **ELIGIBILITY**

There are minimum Illinois High School Association requirements regarding scholastic performances by a student/athlete. Currently, that minimum is twenty-five hours passing credit per week, and twenty-five passing hours of previous semester credit. This means that a member of the athletic program must be passing a minimum of five credit classes.

Participation in extracurricular activities offers an opportunity for more rewarding school experiences. However, no student should permit these activities to interfere with school work. Chronic misbehavior problems may result in suspension from extracurricular activities for a period determined by the administration.

## **HOME SCHOOL ATHLETES & ELIGIBILITY**

If a home schooled student wishes to participate in extracurricular activities, they must meet the Clinton Community Unit School Board policy.

## **INJURY POLICY**

All injuries which occur while participating in athletics should be reported to the coach and the coach will fill out an accident report. If the injury requires medical attention by a doctor or treatment center, an athlete cannot return back to participation until medically approved.

Athletes who are medically excused from PE may not participate in athletics until he/she is medically cleared for PE.

All Clinton athletes must be covered with insurance before participating in athletics. The students parent/guardians must either purchase school insurance or sign a waiver form, stating the athlete will be covered by the parent/guardians' insurance policy.

## **INSURANCE/ACCIDENT REPORTS**

Illinois School District Agency (ISDA) student accident coverage will pay \$100 per plan year of covered services and 80% of usual and customary expenses of any other valid and collectible insurance or plan coverage. In the event of an accident or injury at a school sponsored activity, the student should inform the supervisor in charge of the activity. An accident report will be filled out and sent to the student's home. The details of the insurance program and procedures are contained in a brochure available at registration and in the school office. All students in grades K-12 will be provided school time insurance via American National Insurance Company through the Illinois School District Agency (ISDA). The insurance is meant to be a secondary provider that will cover some costs not covered by a primary insurance carrier. With this valuable School Time Coverage, your student is covered against medical expenses for accident that occurs while attending regular school sessions. This coverage includes travel time for your student traveling directly to and from your residence to attend regular sessions up to one hour before and after regular classes. If your student travels to school on a district bus, the coverage extends to the travel time of the bus. Since most families have insurance protection, ISDA Student Accident Coverage can help fill the gaps in coverage left by deductibles or coinsurance payments.

## **PARENT/GUARDIAN SUPPORT**

As coaches, we are concerned about your child, not only as student/athletes but as people, and we are certainly willing to use our influence and do our part to help your children reach their full potential. Together we can provide the necessary guidance, leadership, concern and encouragement which are so important during high school years.

If a parent has an issue with a given sport, it is a professional courtesy to follow the correct procedures for rectifying the issue, in this order:

1. Talk to the involved coach & head coach
2. Talk to the athletic director
3. Talk to the assistant principal or principal
4. Talk to the superintendent
5. Request from the superintendent to be heard at the next board meeting.

## **PARTICIPATION FEES**

These are set by the Board of Education and no student may participate in the first contest of the given activity unless the fee has been paid. The fee is for "participation" and in no way reflects an expectation of amount of playing time in contests. Foreign exchange students are not exempt from participation fees.

## **PHYSICAL EXAMINATIONS**

Physical examinations for the current calendar year must be presented by all those participating in interscholastic teams, cheerleading, and other squads. These exams must be performed by a licensed physician.

## **REGULATIONS**

**Students are expected to be in attendance for the whole school day on the day of the game (and the day following an athletic contest). In order to participate in practice or contests, a student must be in attendance the whole school day. When a student is absent for any reason, he/she is required to sign in with the Athletic Director's office when they report to school. Exceptions may be made by the Athletic Director. Examples of exceptions may be, but not be limited to the following; funerals, doctor/dentist appointments, etc. Students in activities are expected to be to school on time.** An unexcused tardy to school may result in the "sitting out" of the next contest (to be determined by the coach of the activity). A third unexcused tardy by a participant, in a semester, will result in the participant appearing before the activities council for further discipline.

If a student is absent the last school day of the week and the competition is on a non-school day, the student should bring to the coach a signed statement from the parent/guardian that permission is given to participate. It is recommended that the parent/guardian call the coach or assistant principal regarding the absence.

A display of unsportsmanlike conduct toward an opponent or official or use of profanity will result in counseling by the participant's coach and possible further action may be taken.

Any further disciplinary action imposed on a student/athlete receiving an "out of school" suspension during the season will be determined by the Athletic Council.

Athletes who violate school disciplinary rules and procedures must realize that they may jeopardize their status as regular squad members. Further participation will be determined after careful review of the particular situation by the Athletic Council.

Additional rules and regulations from the head coach must be cleared by the Athletic Director. Any additional rules and regulations must be in writing and on file in the Athletic Director's office. All athletes in that particular sport will be informed specifically of these additional regulations before they go into effect.

Any athlete who is removed from any sport will not be allowed to participate in any other sport until that sport's schedule from which he was dropped is completed.

Athletes attending improperly supervised events where alcohol and/or drugs are present will be regarded as a violator of this code even if he/she did not participate ("guilt by association"). Family activities and other formal gatherings where there is responsible adult supervision and circumstances are beyond the control of the young person will not be considered a "guilt by association" violation. For example, wedding receptions and professional athletic competitions would not be considered in determining a violation of "guilt by association". A general rule of thumb is that if the activity is illegal, it is against the Athletic Code to be in attendance.

No athlete shall receive equipment for an activity until all equipment has been turned in, or lost equipment paid for, from the previous activity in which the athlete participated.

No athletic awards will be presented until all suspensions are completed.

### **APPEALS PROCESS**

Enforcement of this code will begin at the time the student enrolls in his/her first athletic activity and receives a copy of this code. Violations of the Athletic Code will be cumulative from that point to the conclusion of the student's athletic career at Clinton Community High School.

Before any suspension provided under the athletic code shall take effect, the student/athlete and, in some cases, the parent/guardians will be advised of the violation. The student/athlete shall be given an opportunity to explain or justify his/her actions.

Only the Athletic Director or Principal may suspend a student/athlete for a violation of the co-curricular code. The student/athlete will receive notification of the suspension and, if they wish, how to appeal the disciplinary action.

An Appeals Council will be comprised of the Principal, Athletic Director, and three head coaches. A request to meet with the Appeals Council can be made by:

- \* Coach/Parent/guardian representing the athlete
- \* The athlete
- \* The Principal
- \* The Athletic Director

The council will review all evidence and recommend to:

- \* Uphold the disciplinary action
- \* Add or reduce the disciplinary action
- \* Suggest an alternative program such as counseling through the high school

### **ROAD SIGNS FOR STATE TOURNAMENT PLACINGS**

The Athletic Director will request from the city a sign to be ordered and posted on incoming highways into the city for teams and individuals placing 1<sup>st</sup> in IESA or IHSA state competitions.

### **SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRACURRICULAR EVENTS**

Spectators are invited and encouraged to attend Clinton Community Unit School District 15 athletic and extracurricular activities. All spectators are expected to display behaviors that promote sportsmanship and enjoyment of the game for students, coaches, officials, staff, and spectators. Examples of behaviors that are prohibited include, but are not limited to:

- Using vulgar, obscene, or demeaning expressions directed at participants, officials, coaches, district staff, or other spectators;
- Verbal or physical conduct that interferes with the performance of participants, officials, coaches, or staff;
- Verbal or physical conduct that is abusive or threatening and directed at participants, officials, coaches, district staff or other spectators.

If a spectator engages in prohibited behavior during an athletic or extracurricular activity the spectator may be removed from the event by school staff, security personnel, officials or any individual in charge of the event and will be suspended from attending District athletic or extracurricular activities for a set number of additional athletic or extracurricular activities up to and including the remainder of the season. If a spectator is removed for a second time during the school year, the spectator may be denied admissions to athletic and extracurricular activities for up to one year.

Before any person may be denied admission to a school event, as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail and return receipt requested, at least 10 days before the Board hearing. The hearing notice

must contain: 1) the date, time, and place of the hearing; 2) a description of the prohibited conduct; 3) the proposed time period that admission to school events will be denied; and 4) instructions on how to waive a hearing.

### **TRAINING RULES**

It has been proven that smoking, chewing tobacco and using chemical substances are physically harmful to athletes. These deterrents retard the development of the athletes' potential. The harm you do by using drugs, alcohol or tobacco not only pertains to your health, but harms the sport, the team and the school. Therefore, when an administrator of the Clinton Schools is notified by: a.) school staff member, b.) a law enforcement official, c.) a process of the judicial system (e.g., probation) of any violation of the training rules and/or state or federal laws, the athletic council will review the situation to determine disciplinary action. The Co-Curricular Code is in effect at and away from school, 24 hours a day, during the school term. The school term shall be defined as the first day of school, except for fall sports, which will begin with the first day of practice and for spring activities the last day of the end of the season (the last competition). No action will be taken unless a violation is reported in writing and signed by the reporting individual, or as a matter of fact within the judicial system. Also, an admission of guilt by the athlete will constitute a violation. Penalties for the aforementioned violations may include, but not be limited to, the following.

\*First Offense - Suspension from interscholastic activities for the equivalent of 20% of the regular schedule OR action to be determined by the Athletic Council.

All subsequent violations will be dealt with by the Athletic Council.

\*Special Note: If the season does not allow the athlete to successfully complete the suspension, the suspension will carry over to the next sport season in which the athlete participates. This may involve a carry over into the next school term. The coach will determine if the athlete will practice with the team during the suspension period.

### **UNSPORTSMANLIKE CONDUCT**

During contests in the main gymnasium, the front row is to be left vacant on both sides of the gymnasium and no fans are to be on the first row or watch from the floor of the courts. Events like wrestling, which uses ropes for fan regulation would not be subject to this. The students of Clinton Community High School are expected to positively represent this school both during school hours and at contests, both home and away. Anyone who conducts himself/herself in an "unsportsmanlike" manner will subject himself/herself to discipline measures and forfeiture of the "spectator" and/or participation privilege.

