

**Annawan
Community
Unit District #226**

**Student Handbook
2017-2018 Edition**

ADMINISTRATOR'S MESSAGE

Welcome to Annawan Schools. This handbook is dedicated to you, the students and parents of our school. It is our hope that this handbook will help each of you to know and better understand your school. It is your guide to what you can expect and to what is expected of you. Please remember that rules and policies are put in place for the benefit of ALL students, and maintaining a safe educational environment is our top priority. While it is impossible to spell out every rule and every situation that may arise, administrators will handle each individual situation on a case by case basis and have the authority to make decisions outside of what is written, including imposing more severe or different penalties based upon the facts and circumstances.

The entire faculty and staff hope that you enjoy an eventful and productive year. Remember this is your school. It belongs to every student, every parent and every faculty member. We encourage every one of you to become involved! Take part in developing your school by taking an active role in classes and school activities.
Annawan Administrative Team

HANDBOOK DISCLAIMER

This handbook is intended to introduce students and parents to the school, its current opportunities, practices, procedures, rules and regulations. It is not intended to create a contractual relationship with the student.

WHAT SHOULD YOU DO?

- If you are late to school, report to the office for an admittance pass.
- If you are tardy to class, report to class as quickly as possible.
- If you have found or lost something, bring it to or inquire at the office.
- If you want to try out for one of the athletic teams, see your P.E. teacher or coach. You must have a physical and a signed athletic waiver.
- If you lose a library book or textbook, after checking the “lost and found” articles see the librarian or your teacher to pay for the lost book and/or get a new one.
- If you wish to join a club or activity, see the sponsor or one of the officers of the club. If you do not know who they are, see your counselor or your teacher.
- If you wish to make suggestions about improving your school, contact your student council representative, see your teacher or see your counselor.
- If you must accompany your parents on a trip when school is in session, bring a note explaining this from a parent. Use this note to pick up a permission form in the office.
- If you feel sick or hurt yourself during school, get a pass from your teacher to go to the nurse’s room. **DO NOT** leave school at any time during the day without reporting to the office.
- If you ride a bike or skateboard to school, lock it to the bike rack on the north side of the building. Remember there is no bike or skateboard riding on the school sidewalks.
- If you have a good reason to be absent and wish to be excused from school, have a parent call the school office on the day of the absence.

PART I

GENERAL INFORMATION

ADMISSION POLICIES

All children must be five years old on or before September 1st of the current year to be eligible to attend kindergarten. A copy of the “Live Birth Certificate” acquired from the County Clerk’s office or the Henry County Health Department must be presented to the school upon entering for the first time. Pupils who are qualified to enter other grades may enter any time during the year by presenting proper records of work completed in other schools and a copy of the “Live Birth Certificate” to the Principal. The child will be placed where he/she has the best chance for advancement and growth. Pupils are admitted to Annawan High School by successful completion of eighth grade or by transferring credits from any recognized high school.

HEALTH, EYE, AND DENTAL EXAMINATIONS / IMMUNIZATION REQUIREMENTS

Students entering Annawan Unit District 226 preschool, Kindergarten, sixth, and ninth grades shall show proof upon entrance of a health examination and immunizations in accordance with Illinois Department of Public Health requirements. Proof of lead testing in accordance with Illinois Department of Public Health Guidelines is required for students ages six (6) and below.

Students in kindergarten, second, and sixth must have a dental examination in accordance with Illinois Department of Public Health requirements.

Students entering kindergarten, and students new to Illinois schools regardless of grade level, must present proof of an eye examination in accordance with Illinois State law.

Students new to the district shall provide proof of compliance with Illinois State requirements regarding health examination, immunizations, and eye examination according to grade level by October 15. Students entering the district from out of state/country shall present proof of a recent physical examination and immunizations in accordance with Illinois State requirements by October 15. In case of a transfer student entering the district during the school year, a period of thirty (30) calendar days, beginning with the first day of enrollment in the district, shall be given to meet health requirements.

The Superintendent is authorized to prohibit a student from attending school until such requirements for immunizations and health examinations have been met unless a valid religious or medical exemption is on file. Exemptions must be in accordance with Illinois Department of Public Health’s requirements. Exemptions from the dental and/or eye examinations will be granted if student’s parent/guardian shows an undue burden caused by the requirement or lack of access to a qualified practitioner.

Specific current immunization requirements are available on the school website.

ALCOHOL, DRUGS, AND TOBACCO

The use of drugs, alcohol, and tobacco is hazardous to the health of students. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product, e-cigarettes, vapor pens, or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or at school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

A staff member that finds a student to be under the influence of, using, possessing or distributing alcoholic beverages, illegal drugs, or tobacco products is in violation of this policy and the student will be subject to behavioral and/or disciplinary interventions or consequences.

ARTICLES NOT TO BE BROUGHT TO SCHOOL

Problems arise each year over objects brought to school, which create a hazard to the safety of the children, or which interfere with the school procedure. Articles such as toy guns, bean shooters, knives, matches and hard balls are among these items. Electronic devices including cell phones, MP3 players or similar electronic devices will also be prohibited between the hours of 8:15 and 3:00 for students in grades PK-8. If students bring their own equipment (balls, toys, etc.) for recess the school is not responsible for loss or damage.

Any toys or possessions that disrupt the education process may be confiscated and students may be subject to behavioral and/or disciplinary interventions or consequences. Parents are urged to help the child understand the necessity for such policies.

ATHLETIC EVENT CONDUCT

Everyone attending athletic events involving Annawan teams will be expected to demonstrate behavior that reflects positively on the school. Anyone found guilty of misconduct will be asked to leave, and may be suspended from attending both grade school and high school future events. Students found guilty of such conduct will be subject to behavioral and/or disciplinary interventions or consequences.

Examples of misconduct would include but not be limited to the following:

1. Using vulgar, offensive, or inappropriate gestures or comments.
2. Harassing players, coaches, officials, cheerleaders, school personnel or other fans.
3. Creating disturbances or disruptions that adversely affect the environment for others at the event.

ATHLETIC POLICY

See Annawan Unit District #226 Grade and High School Athletic Handbooks.

ATTENDANCE

ABSENCE FROM SCHOOL:

Regular attendance is extremely important for a student's success in school. Attending school regularly, completing assignments, and contributing in class are directly related to success in school. When a student is present in the classroom, his/her mental growth can be enriched by the contribution of fellow classmates and teachers. There is no way to duplicate the classroom experience after a student has been absent. Illinois School Code (Section 26-1) states: "Whoever has the custody or control of any child between the ages of 7 and 17 years shall cause such child to attend the public school in the district wherein the child resides the entire time it is in session during the regular school term." It is the responsibility of the parent/guardian to see that a student is in regular attendance. If a student does not attend school the entire day, without a professional note or reason justified by the building principal, that student will not be allowed to attend extra-curricular activities that evening. A student must be in attendance at the end of the school day to attend events as a spectator. A student who violates this policy will not be allowed to attend extra-curricular activities as a spectator for one week.

When a student must be absent, parents are asked to use the following procedures:

1. For their child's safety, parents or guardians are asked to call the school when their child is not expected to be at school. Please call the High School (935-6781) or Grade School (935-6623) attendance line before 9:00 a.m. on the day the child is absent.
2. Students leaving during the day must bring a note from their parent/guardian or the parent/guardian must personally notify the principal or principal's secretary indicating the time he/she will be leaving school and state the reason for leaving. A sign in/out sheet is located in the grade school office. Students leaving or returning to school must sign in or out on this sheet.
3. Students failing one or more high school course(s) and/or having 10% or more days in attendance as absence without a professional excuse or authorized absence will not be considered in good standing to attend dances at Annawan High School or other high schools requiring an administrative signature for attendance. Grades and attendance will be verified the Friday the week prior (not the week of) to the dance.

EXCUSED ABSENCE:

This is an absence resulting from genuine and clearly understood causes that are accepted as justification for being absent from school. They include illness, death in the family and doctor/dentist appointments. Students will have one day for each day absent to make up homework and tests up to a maximum of five days.

AUTHORIZED ABSENCE:

Students must submit authorized absence request forms signed by a parent no less than 3 school days in advance of the absence. If approved by administration, the absence will be considered excused.

UNEXCUSED ABSENCE:

An absence that is not excused or authorized will be considered unexcused. The student will receive a zero for all work that is missed during the absence including tests.

MISSED CLASS:

If a student is to miss classes for any reason other than emergencies or illness including school sponsored activities, it is the student's responsibility to turn in all homework, make up tests and get assignments before leaving school.

EXCESSIVE ABSENCES:

1. Any absence from school is serious and should be considered carefully. For the sake of their child's education, parents are asked to make every effort to avoid appointments or vacations on school time. **If unexcused days exceed 5% of the past 180 school days, the Henry County Truant Officer will be notified.** Homework and tests that are missed during these days may not be made up. Students may be absent from school for a maximum of 10 school days during the year for which a parent notification either by phone or note will be accepted for permissible reasons. If a parent note or call is not received within 24 hours of the absence, the absence will be treated as unexcused.
2. Beyond the 10 days any absence will be treated as an unexcused absence unless there is written confirmation by medical personnel, court officer or other legitimate professional excuse. Students are encouraged to turn in all medical, court or other professional appointments as these will not count towards the 10 day limit.

TARDY:

Students are expected to be prepared and in their assigned seats when the bell rings. Students who arrive late for class without an excuse will be marked tardy.-Students with excessive tardies will be subject to behavioral and/or disciplinary interventions or consequences.

TRUANCY

An absence without valid cause is considered truant. **Parent's approval to miss does not automatically remove the truant status.** Truancy is based on the reason, not the permission. Truancy absences are considered unexcused and the student will be given a grade of zero for all work missed including tests. The student will also be subject to behavioral and/or disciplinary interventions or consequences.

BEFORE SCHOOL PROCEDURES

Students who walk to school should not be on school property before 8:00 a.m. Students who ride the bus may not leave school grounds after their bus has dropped them at the school. A warning bell will be sounded at 8:12 a.m. Students will have until 8:15 a.m. to be in their assigned classroom. Grade school doors open at 8:00 a.m. or when the 1st bus arrives. Grade and high school students should only be in their respective school areas.

BICYCLES

Bicycles must be parked and locked in the assigned bicycle rack. There is no bicycle riding on school sidewalks. While on school grounds, please get off your bicycle and walk to and from the rack. No bicycle riding will take place during the noon hour or before or after school while buses and cars are present.

BULLYING, INTIMIDATION, (SEXUAL) HARASSMENT, TEEN DATING VIOLENCE

Bullying, intimidation, (sexual) harassment, and teen dating violence are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, or in vehicles used for school-provided transportation. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and teen dating violence and any student who participates in such conduct will be subject to behavioral and/or disciplinary interventions or consequences. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

No person shall harass, intimidate or bully another for any reason, including but not limited to race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to behavioral and/or disciplinary interventions or consequences. In addition, law enforcement officials may also be contacted at the discretion of school officials. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to behavioral and/or disciplinary interventions or consequences.

BUS INFORMATION

To ride a school bus is a privilege and a convenience for the student and his/her family. To keep privileges, students must follow all bus safety rules. **Remember:** Students who ride a bus to school may not leave the property after their bus has dropped them at the school.

BUS SAFETY RULES

All safety rules must be honored. National, State, County, School District and bus driver safety rules are all designed for the safety of all riders and must be obeyed. It is the District's objective to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he/she is on the bus or at the bus stop. Buses are equipped with two cameras to monitor student behavior. Please note that students can only be transported within the boundaries of the District. Please remind your student of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules will be enforced.

1. Conduct

Students are expected to give bus drivers the same high level of respect and obedience that they give to their teachers. **All school rules of conduct apply on school buses.** Any language and behavior prohibited at school is prohibited on the school bus. Any objects or materials prohibited at school are prohibited on the bus.

2. Sit in your seat and stay within your "compartment or box."

Students must sit facing forward and stay in their seats until the bus stops. Students may never lower the window below the line and may never put head or hands outside the window.

3. Talk softly to your neighbor.

Students must talk quietly, using only their regular classroom voices. Remember loud voices and profanity can distract the driver and create a dangerous situation.

4. Keep hands and feet to yourself and out of aisle.

Students must be careful not to bother other students. Students may never block the driver's view through the bus by having feet and arms in the aisle.

5. Never throw anything on the bus.

Students may never create a dangerous situation by throwing anything inside a bus.

NEVER touch or tamper with any safety device on a school bus unless instructed by your driver.

(i.e. crossing arms, emergency doors, fire extinguishers)

BUS SAFETY CONCERNS

For bus complaints or problems that are related to safety, please use the Safety Concern form that is found in the Student Handbook (pg. 51) or in the school office. If you have a bus complaint that is not related to safety, please call the Unit Office at 935-6781.

BUS MISCONDUCT

Any violation of bus rules creates a distraction from the bus driver. Any distraction of the driver threatens the safety of everyone on the bus.

Students who are guilty of bus misconduct or who are a disruptive influence on a bus are subject to disciplinary procedures.

Students riding field trip or team buses must obey all school and bus rules. All athletes, cheerleaders, and band members will ride to athletic contests and events using transportation provided by the school. **A player, cheerleader, or band member may return with their parents or grandparents, or the parents or grandparents of a team member. Athletes, cheerleaders, and band members can only be released by their parents to return home from athletic contests and events with their grandparents, siblings over 21, or parents or grandparents of another athlete, cheerleader, or band member participating in the same event by calling the principal's office. Parents, grandparents, or siblings over 21 must sign the student out at the event.**

In all cases where the school provides transportation to an event, contest, or practices, except in the cases where an administrator gives approval, students who miss the bus will be subject to the coaches' disciplinary decisions. Students will not drive themselves to practices or events when transportation is provided.

CAFETERIA/LUNCH BREAK

Students will eat their lunch in the school cafeteria. Each student may choose to bring a sack lunch or purchase a hot lunch from the cafeteria. All students are expected to eat quietly and respect everyone's right to eat in pleasant surroundings. Grade school students may not share lunch items with other students.

During the lunch break, weather permitting, students will go outside. Students must dress appropriately for the weather.

Leaving the school property at lunchtime is a violation of the school district's CLOSED CAMPUS regulations.

CHILD CUSTODY

The Annawan District wishes to cooperate in every way possible with parents. In cases where one parent has such custody, the District will do all possible to insure that the other parent does not take the child. Accordingly, the following procedure will be followed:

1. The parent having custody of the child is requested to provide the school with a copy of the custody papers.
2. The staff (teachers and bus drivers) will be advised as to whom has custody of the child.
3. The school will do all possible to safeguard the child while under school control.
4. Custodial parents must send advance written permission to the principal for non-custodial parents or older siblings to visit school or pick up children.
5. When the child leaves the school's property or the school bus, then he/she becomes the parent's responsibility.
6. A parent not having custody of a child may request copies of all school information, which is sent to the parent having custody.

CELL PHONES

REGULATIONS/RULES

- In PK-8, cell phones are to be kept in a student's locker and are not to be used between the hours of 8:15 and 3:00 unless permission has been granted otherwise.
- Cell phones may not be used in any manner that is disruptive to the educational process.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- The use of cell phones for field trips and sporting events will be at the discretion of the sponsor or coach.

If a student is found in violation, the device will be confiscated and the student will be subject to behavioral and/or disciplinary interventions or consequences.

COMPUTER AND NETWORK USE POLICY

Students may access computer equipment only with permission and only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed or produced. Student using the computer labs must sign a form acknowledging that they have read, have had the opportunity to ask questions regarding it and understand the computer lab policy, and agree to comply with the policy and any disciplinary action. In addition, the electronic network (Internet) policy of Annawan Community Unit School District No. 226 applies to all students and requires the parent's/ guardian's written permission as well as the student's written agreement. No student will be allowed to access school computers until they have completed a computer lab policy written agreement; no student will be allowed to access the internet until he/she or his/her parents/guardians have completed the written agreement with the district's electronic network policy.

High school students may bring Kindles, iPads, iPods, phones and other electronic devices to school for educational and e-reader uses only. The school is not responsible for the safety of these devices if a student does bring them to school. Devices may not be used for access to the school network without the permission and supervision of a teacher. Students are not allowed to use these devices for messaging, social networking, saving scans, photos, or videos without permission of the subjects and a teacher or administrator. Evidence of prohibited activities will be basis for behavioral and/or disciplinary interventions or consequences. Administrators and teachers have the ultimate authority in regulating devices for students under their supervision and students should comply with their requests.

Student users are expected to comply with the following computer lab rules.

1. Students are responsible for the proper use of their access privileges and shall not access another student or a faculty member account. They are expected to protect the privacy of other users and the integrity of the system by avoiding misuse of passwords and others files. Students shall not use a disk that is not their own.
2. Students shall not spread computer viruses. Any disk brought in from outside the computer lab must be approved by a teacher and checked for viruses before being used.
3. Students shall not damage or misuse the network, network cables, computer equipment or programs.
4. Students shall not access, download, and/or create inappropriate, pornographic, or obscene material.
5. Students shall not gain unauthorized access to any resources or entities.

6. Computer equipment shall not be used for illegal activities or to produce official looking school documents.
7. Game playing, Emailing, engaging in personal communication activities, etc., emailing, will not be allowed without the permission of a direct supervisor.
8. Computer hacking will not be tolerated. Computer hacking will include, but not be limited to:
 - A. accessing unauthorized areas of the computer
 - B. accessing unauthorized areas of the network
 - C. accessing unauthorized areas of software packages
 - D. installing software in an individual account
 - E. installing software on the network or a hard drive
 - F. accessing other students accounts
 - G. inoculating a system with a virus
 - H. copying programs or files without a teacher's permission
 - I. damaging system files of any typeComputer hacking is an especially serious matter. Students will be referred to the administration for this offense. The administration may remove the student from his/her computer classes and instruct the teacher to give the student a failing grade. The privilege of any future use of computer technology may also be denied. The administration may take other disciplinary or civil action depending upon the severity of the situation.
9. Graphics and personal items shall not be printed without teacher permission.
10. Food and drink are not allowed at the computer stations.
11. Workstations are to be cleared at the end of the period. This includes returning mice to holders and books to the appropriate location.
12. Students are not to touch other students' keyboards or remove or mix up keys on any keyboard.
13. Machine malfunctions should be reported to the instructors immediately.

CRISIS SITUATION

In the event of a violence-related crisis, where the children's safety could be at risk, a series of bells will ring to notify the staff. If this occurs, the teachers will either secure the children in the rooms or have them evacuate the building immediately, depending on the location of the class and the site of the emergency situation. Students will remain in the protection of the teacher until the office personally notifies the staff member that it is safe for our children to return to the school or the hallway.

DRESS CODE

The administration and faculty at AHS have a legitimate educational interest in maintaining an orderly and productive environment. Modest, conservative clothing for school is appropriate. All clothing should be clean, in good condition, and appropriate for the educational environment. This judgment will be at the discretion of the administration and faculty.

Student attire and grooming shall not:

1. Be disruptive to the school environment.
2. Be offensive, obscene, or vulgar.
3. Advertise or promote alcohol, tobacco or drugs.
4. Contain or be suggestive of gangs, satanic or occult signs/symbols
5. Contain or be suggestive of sexual connotations or innuendo.
6. Contain or be suggestive of ethnic or racial slurs.

The following attire is prohibited:

1. Visible undergarments.
2. Mesh/translucent clothing.
3. Bare midriff shirts.
4. Bareback or strapless attire.
5. Shirts with sleeves or sides cut off.
6. The length of shorts or skirts must be appropriate to the school environment.
7. No masks, hoods, hats, other forms of head cover or sunglasses between 8:15-3:00.
8. No paper clips, sharp or jagged collars or piercings, or other rough or obtrusive accessories (including chains) that are distracting and potentially dangerous.
9. Clothing with holes in inappropriate places.
10. No jackets, coats or other types of outdoor apparel are to be worn in the building except when arriving or leaving. No hand warmers or gloves are to be worn in school.
11. Pajamas, pajama pants, soft-soled slippers.
12. Students will not be allowed to carry bags, backpacks, purses.

Note: If there is any doubt about dress and appearance, the building principal will make the final decision.

Consequences:

The student will be asked to change garments. If the student refuses to comply or repeatedly violates dress code, he or she will be subject to behavioral and/or disciplinary interventions or consequences. Since it is not possible to list all infractions of these rules, it will be the responsibility of the Annawan faculty and administration to determine what is appropriate attire for the school setting.

DRUGS AND THE USE OF DRUGS

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

If a staff member finds a student to be illicitly using, possession or distributing drugs or look-alike drugs in violation of this policy, the student will be subject to behavioral and/or disciplinary interventions or consequences and parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

EMERGENCY WARNING AND DRILLS

Safety drills will occur at times established by school administration. Individual instruction will be given to each room and teaching station. Emergency procedures are also posted in each room of the school building. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills (fire drills), a minimum of one (1) severe weather (tornado) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

GANG AND GANG-RELATED ACTIVITIES

The Annawan Community Unit District #226 Board of Education and school officials are required by law to provide a safe environment for learning. To that end, this policy prohibits gangs or gang activities on school property or at any school-related activity. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal or disruptive purposes.

This policy sets forth that no student or person at school or school related activities shall:

1. Solicit for membership in any gang.
2. Draw gang graffiti or distributes gang-related materials
3. Wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other artifact that is evidence of membership or affiliation with any gang.
4. Demand pay for protection or extort any person.
5. Incite others to physical violence toward others.
6. Participate in gang or gang-related activity.

PENALTIES FOR VIOLATIONS:

Any student who violates this policy will be subject to behavioral and/or disciplinary interventions or consequences.

Any non-student who violates this policy while on school grounds or at school-related activities will be directed to leave the school property and/or activity immediately. Under the provisions of this policy school officials have the authority to deny attendance to all school activities for a period of one calendar year for non-student offenders. Also, under the provisions of this policy school officials have the authority to file a complaint against an offender.

GUM, CANDY, FOOD & POP

Gum chewing is not allowed in the Media Center, Band, or Chorus room. Gum chewing will only be allowed in high school classes as long as it is not disruptive to the class climate. Gum chewing that is distracting or disruptive will be subject to behavioral and/or disciplinary interventions or consequences. Gum chewing is not allowed in the grade school or junior high. All food and beverages will be restricted to the cafeteria during the day. Students are not to bring food, candy, etc. to store in their lockers for consumption during the day. The only exception to this would include bringing a sack lunch with food or drink, which is to remain in the locker until lunch hour. Open bottles should not be returned to lockers.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

ILLNESS/COMMUNICABLE DISEASES/CONDITIONS

While regular attendance is important for academic success, we ask that students with obvious signs of illness remain at home to help prevent unnecessary disease transmission in our school. Students should not attend school if they have obvious signs and symptoms of illness such as a fever (temperature greater than 100 degrees F), vomiting, uncontrolled diarrhea, uncontrolled cough, or unidentified rash accompanied by signs of illness just to name a few.

The school will follow Illinois Department of Public Health guidelines in dealing with communicable diseases/conditions. Students may be excluded from school in certain cases and a return to school note may be requested from your health care provider.

Parents should notify the nurse if they suspect their child has head lice. Students who are found to have head lice will be sent home after parent/guardian is contacted. Written/verbal instructions will be given to parent/guardian and the student will not be allowed to return to school until they have been appropriately treated and have been rechecked by the nurse and are determined to be lice free. The child should not ride the bus to school to be checked for head lice.

Students should provide the school a return to school note from their health care provider, listing restrictions, if any, following any serious illness or injury.

INJURIES AND ACCIDENTS

All injuries and accidents shall be reported to the teacher in charge of the student (s) at the time of the accident. If no teacher is present, a report should be made to the homeroom teacher in grades K-8 and the principal's secretary in the high school. Written accident reports should be filed if it appears medical attention may be warranted.

INSURANCE

All enrolled students are covered by a supplemental accident insurance plan free of charge. This insurance coverage is limited and partially covers injuries sustained during school time or at school-related activities. The student must immediately notify the supervising teacher, school nurse, or administrator of the injury and an accident report must be filed. Complete information regarding the school accident insurance policy is made available at registration time. The individual family health insurance is the primary insurance in all school-related injuries.

LASER POINTERS

Laser pointers are prohibited in school, on a bus, and at any school district event. Any student found to be in possession of a laser pointer ~~will be assigned disciplinary action~~ will be subject to behavioral and/or disciplinary interventions or consequences and the laser pointer will be confiscated and will not be returned.

LEAVING SCHOOL

No student is permitted to leave the school grounds without permission. An administrative officer may grant the permission to leave. The parking lot is off limits to all students during school hours.

Students may leave school for a medical appointment based on a note or parent phone call. The student should bring a note from the doctor or dentist office upon return to school. If a student becomes ill or injured during the school day, they should report to the nurse (or the office only when the nurse is not in). Students who call home to have parents pick them up due to illness or injury without first seeing the nurse will be considered unexcused for the rest of the day.

LOCKERS

Each student is assigned a locker for his/her own use. Personal items should be kept locked in lockers. Students will not be allowed to carry purses, bags, backpacks, or other carriers during the school day. These items should also not be left in the hallway or in classrooms or locker rooms. Every student is responsible for the contents of the locker assigned to him/her. Lockers shall not be shared. Students should keep the combination to themselves and should not tell it to other students.

Lockers are the property of the school and may be inspected at any time. Any student guilty of vandalism or theft will be subject to behavioral and/or disciplinary interventions or consequences. Students are reminded that only magnets are to be used to attach anything to their locker.

LOST AND FOUND

Any articles that are found must be turned into the office. Keeping articles that do not belong to you will be regarded as theft.

Students should report to the office to claim lost items. The lost and found claim area will be cleared once a month.

MEDICATION POLICY

Although the use of medication during school hours is discouraged, the school wants to cooperate as much as possible when failure to take a medication would jeopardize the student's health and/or education. The school district does reserve the right to reject requests for administration of medication. Certain criteria must be followed before medication will be administered at school. They are as follows:

- Students are not allowed to carry or self-administer over-the-counter or prescription medication (with the exception of asthma inhaler or EpiPen used for severe allergies)
 - To allow a student to self-administer their own asthma medication, a medication form must be signed by the parent/guardian and physician/licensed prescriber (a prescription label including name of medication, prescribed dose and time of administration is also acceptable).
 - The Epi Pen requires a medication form signed by both parent/guardian and a physician (or other licensed prescriber.)
 - The parent/guardian must also sign a form releasing the school of any liability in regards to the student's self-administration of such medication.

- The school will not be responsible for keeping records of medication that is self-administered. It is the responsibility of the parent/guardian to ensure that the student has access to his/her inhaler/medication when needed. We do encourage that you provide an additional dose of medication to be kept at school in the event that your child forgets or loses his/her medication.
- A medication form must be completed and signed by physician (or other licensed prescriber) and the parent/guardian for all prescription and non-prescription/over-the-counter medication. The form must state the medication to be given, the time(s) of administration, reason for administration, and possible side effects of the medication.
- Medication must be in a substantial container. Prescription medication must be in a container from the pharmacist stating the student's name, name of the medication, the dosage, the time at which it is to be taken, and the name of the responsible physician. Over-the-counter medication must be in the original manufacturer's bottle.
- A form releasing the school from liability must be signed by the parent/guardian if a student with asthma or a severe allergy is to self-administer asthma medication/Epi-pen.
- All medication forms must be renewed each subsequent school year. The forms, along with the stated medication, should be given to the school's nurse or principal by a responsible adult.
- It is the parent's responsibility to pick up all unused medication at the end of the school year. Any medication left at the school will be disposed of by the school nurse.

Serious health problems should be communicated to the school nurse so that proper steps can be taken to ensure the safekeeping of the health of the individual child through cooperation of the staff members involved in the child's care.

Parents and teachers must exercise care that the dependence on agents which offer temporary relief do not lead to an over dependence on medicines or medical practices of questionable value. Temporary illness can often best be treated at home for a short period of time and reduce the spread of such illness through personal contact.

Medication will not be administered at school unless the above requirements are met.

*See Medication Forms in Part IX Appendix

NATIONAL SCHOOL LUNCH PROGRAM

Children should have access to only nutritious type food and beverages during lunch hours.

STUDENT DRIVING AND PARKING

Students may park their vehicles in the student parking lot during school hours. Vehicles must be parked straight heading east and west and should be driven safely. There will be no parking that will interfere with traffic flow in and through the parking lot. Vehicles must yield to pedestrians. Students caught driving recklessly or not obeying parking lot rules will be subject to behavioral and/or disciplinary interventions or consequences. Discipline may range from loss of parking privileges in the student lot to tickets by the police.

The school is not responsible for student vehicles or any possessions left in them, **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are subject to search by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in behavioral and/or disciplinary interventions or consequences.

PARTIES (GRADE SCHOOL)

Parties are strictly on a voluntary basis. Parents not wishing to have children participate may pick them up when the party begins or students may go to the media center.

1. Birthday Parties - Children in lower grades (K-2) will be allowed time in the last quarter of the day to pass out treats. Children in other grades may pass out treats if they desire but the idea is discouraged. There are to be no gifts for birthday parties at school.
2. Christmas Parties - Christmas parties will be the last afternoon before Christmas vacation. In the place of a holiday gift exchange, students will bring a donation for the local food pantry.
3. Halloween Parties - Halloween parties may be held in grades kindergarten through fifth, in costume if desired.
4. Valentine Parties – Valentine parties may be held in grades kindergarten through fifth, with the exchange of valentines.
5. Invitations to a student parties are not to be handed out at school unless all students in the class are receiving an invitation.
6. Home addresses and phone numbers will not be provided by the school.

PARTIES (HIGH SCHOOL)

All pupils are required to act in accord with good social customs while in attendance at school parties and dances. If a pupil invites a guest to a school activity, the pupil will be responsible for the conduct of his guest.

Any pupil who leaves a school function before it is over will not be permitted to re-enter the school or return to the activity.

Tickets may not be sold at the door for this type of activity. Tickets will be sold at school one or two days preceding the activity. On the night of the activity all outside doors will be closed thirty minutes after the scheduled starting time and no pupil will be admitted after that time.

Activities with invited guests (students from other schools) shall have a police officer in attendance paid for at the expense of the sponsoring school organization. Guests must be of at least freshman status and under 21.

Students attending dances with a guest from another school will be required to complete a request form, and have the form on file with the building principal prior to the date of the dance.

PHYSICAL EDUCATION

Illinois State law requires that all boys and girls take physical education. This requirement can be waived only when a written doctor's permit advises against this type of activity. This permit must be brought to the office so that it can be placed in the student's medical file and the teacher may be notified.

Occasionally parents send notes requesting that their child be excused from P.E. classes, sometimes for extended periods. If a child's condition is such that he/she is excused for more than three days, a doctor's excuse is required. Even though a child is excused from P.E. he/she shall attend class and observe from the sideline or be given a written report on physical education activity. The choice is left up to the discretion of the teacher.

All 6-12 grade students are required to have a T-shirt, gym shorts, socks, and tennis shoes. Keep your gym clothes and shoes in your assigned PE locker. P.E. clothes are to be worn only during P.E. class. **To prevent loss or theft, all gym clothes and shoes** should be marked for identification purposes and locked in PE lockers after each class. High school students are required to provide their own locks for PE lockers.

PLAYGROUND – RECESS

Playground areas may be assigned if crowded conditions exist. Playground or gym activities are supervised at all times. All children should participate whether on the playground or in the gym, unless illness prevents this.

If parents want their child to remain indoors during recess or the noon period due to illness, they must send a note stating the request and the reason for the request. A physician should authorize any requests exceeding three days.

QUESTIONING AND INTERVIEWING STUDENTS

No police officer or other law enforcement officer, insurance adjuster, etc. shall be allowed to question or interview a pupil under the age of 18 during school hours in the school buildings or on the school grounds, except when the parents or guardian are present or have been notified and have given consent. If a warrant or other legal documentation is presented, then the law will be followed. By law D.C.F.S. workers are permitted to interview students.

ROLLER SKATES/BLADES / SKATEBOARDS

There is no roller skating/blading and skateboarding on school grounds. As you come to campus, please remove your roller skates/blades and carry them. Roller skates/blades must remain locked in your locker during the entire school day. Shoe skates are prohibited.

SAFETY RECOMMENDATIONS

Students, parents, or staff members who have concerns related to safety in any area related to the school are asked to report them immediately. (see Appendix)

SEARCH AND SEIZURE

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SNOW/SNOWBALLS

No student may pick up, throw or kick snow on school property, at bus stops or at school events.

STUDENT RECORDS

The principals are the official record custodians of the Annawan District. Permanent records containing basic identifying information, transcripts, attendance records, health reports, activities, and awards will be kept indefinitely. Temporary records which include intelligence and aptitude scores, psychological reports, disciplinary information, teacher anecdotal records, and any other information not required in the permanent record will be kept for 5 years after graduation from High School. Unless a written request to the contrary is submitted to the Principal within 10 days following this 5 year period, temporary records will be destroyed.

Students' and Parents' right and other rules and regulations concerning student records are included in the Unit District #226 Policy Manual section 735 through 735.03. Copies of this section may be obtained from the Principal.

The District will release "directory information" including name, address, age, sex, and telephone number unless requested otherwise within the first ten days of the current school year.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (309) 935-6781 (HS) or (309) 935-6623 (GS).

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

TESTING

Annawan students will participate in all state testing as mandated by the Illinois State Board of Education and/or Illinois School Code.

TEXTBOOKS

Students are responsible for the cost for repair and/or replacement of damaged or lost textbooks.

TRANSFERS

Students transferring to other schools should consult the office in advance of the moving date.

VISION AND HEARING SCREENINGS

Vision and hearing screenings shall be conducted annually in accordance with rules and regulations of the Illinois Department of Public Health, and by individuals whom the Illinois Department of Public Health has certified. Hearing screenings will be conducted during the school year, as required by state mandates, on children in preschool, kindergarten, 1st grade, 2nd grade and 3rd grade. Vision screenings will be conducted during the school year, as required by state mandates, on children in preschool, kindergarten, 2nd grade and 8th grade. Both vision and hearing screenings will be conducted on all teacher referrals, students new to the district and students in special education in accordance with state mandates. In addition, it is our goal to conduct vision and hearing screenings on the remainder of the grade school population during the school year. Parents/Guardians should feel free to request a hearing or vision screening if their child is not included in the above mentioned student population.

Parents/Guardians are hereby informed that vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

VISITORS

Bringing friends, relatives, etc. to visit school is discouraged as these visits interrupt the educational process. Student visits will be limited to no more than two hours and must be pre-approved by the principal. A 24 Hour notice required that a parent will be in the building for an extended amount of time, excluding school invitations.

Parents and guardians are encouraged to visit the school and meet their child's teachers. Appointments with a 24 Hour notice would be greatly appreciated. **ALL VISITORS MUST CHECK IN THE OFFICE AND RECEIVE A VISITOR'S PASS.**

WEAPONS

The Federal Gun-Free Schools Act of 1994 requires all schools to expel for a period of one calendar year any student who brings a weapon to school or school-related activity. The term "weapon" is defined in the Act as firearm. "Firearm" is broadly defined to include any weapon that expels a projectile by action of any explosive. At Annawan Community Unit School District #226 fixed blade and switchblade knives are also considered weapons. Any student in possession of a weapon will be subject to behavioral and/or disciplinary interventions or consequences.

Under the Act only the superintendent has the authority to reduce the consequences and only then if in his/her opinion unusual and mitigating circumstances are present. ADOPTED - April, 1995

This act directly contradicts Illinois Senate Bill 100 (P.A. 99-0456,) therefore matters will be considered on an individual basis with the advice of a school attorney.

PART II

ACADEMIC POLICIES

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking the Prairie State Achievement Examination

STUDENTS ENTERING THE 9TH GRADE IN THE 2016-2017 SCHOOL YEAR & BEYOND

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (4) Two years of science.
- (5) Two and one half years of social sciences, of which at least one year must be history of the United States or a combination of history of the United States and American government and at least one semester must be civics.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (7) One semester of consumer education.

Exceptions may be made to the above requirements for students with disabilities whose course of study is determined by an Individualized Education Program.

GRADES AND CREDITS

Report cards will be sent home four times during the school. Deficiency slips will be sent home to all junior high receiving a grade of a D and/or an F at the middle of each grade-reporting period. All parents are also encouraged to come to school to meet with the teachers of their child and monitor their student's progress through STI. In this way a much clearer understanding of the child's program is possible.

GRADING SYSTEM:

1. A+
 - a. For students in grades K-8, teachers may assign a grade of A+ at their discretion to acknowledge exceptional student performance
 - b. A+ carries the same GPA weight as an A (5.0)
2. A (96-100) A- (94-95)
 - a. All assignments completed on time and in a creditable manner.
 - b. Real contribution to class.
 - c. Good record of attendance.
 - d. All written work neatly and carefully done.
 - e. Evidence of ability to apply principles.
 - f. Works independently and has sufficient initiative and interest to undertake original projects beyond assigned work.
3. B+ (92-93) B (89-91) B- (87-88)
 - a. Master of major portion of assigned work.
 - b. Average response in class.
 - c. All written work neatly and carefully done.
 - d. Work handed in on time.
 - e. Evidence of ability to apply principles.
 - f. Requires no urging to have work done on time.
4. C+ (85-86) C (78-84) C- (76-77)
 - a. Represents average work of average quality and is given to that large group of substantial students who do average work.
 - b. Honest effort and meeting requisites for a "C" mark with a goodly degree of success will usually earn for a pupil at least a "C" mark.
5. D+ (74-75) D (71-73) D- (70)
 - a. Below the danger line but passing. Work is regarded as passing according to the minimum requirements of the course. More time and effort should be given to the particular subject.
6. F (Below 70) Failure

HONOR ROLL

The Grade School Honor Roll will be based on the following fundamental subjects in grades sixth, seventh, and eighth grades. Art, band, chorus, physical education and 8th grade Spanish will be graded but points will not count toward the honor roll.

SIXTH GRADE - Math, Science, Social Studies, Language Arts Reading, Language Arts Writing

SEVENTH GRADE - Math, Science, Geography and IL Government, Language Arts Reading and Language Arts Writing

EIGHTH GRADE - Math, Science, US History/Government, Language Arts Reading and Language Arts Writing

A grade of D in any class will make the student ineligible for the honor roll. 8th Grade Algebra will carry a weighted value for honor roll only. Grades from A through D will increase by one unit

The High School Honor Roll will be published at the end of each quarter, as well. Grades for all courses except physical education, driver's education, and courses not taught by an instructor contracted by Annawan High School and using Annawan's grading scale will be used to compute the Honor Roll. Both the Grade School Honor Roll and the High School Honor Roll will use the following point system.

A = 5.0 A- = 4.7

B+ = 4.3 B = 4.0 B- = 3.7

C+ = 3.3 C = 3.0 C- = 2.7

D+ = 2.3 D = 2.0 D- = 1.7

F = 1.0

The grade average is computed by adding the value of the grades of all eligible subjects studied and dividing the total by the number of courses studied.

HIGH HONOR ROLL:

To be on the High Honor Roll, a pupil must have a grade average of 4.6 or higher.

HONOR ROLL:

To be on the Honor Roll, a pupil must have a grade average of 4.1 to 4.59.

Guidance on conversion from 5.0 to 4.0:

The standard method for converting from Annawan High School's 5.0 scale to a standard 4.0 scale is to subtract 1 from the total GPA. (Example: A 4.76 on Annawan's scale would be considered a 3.76 on a 4.0 scale.)

ANNAWAN HIGH SCHOOL ACADEMIC INCENTIVE AWARDS

5.0 AWARD:

This award is presented for outstanding academic achievement. A student qualifies for this award by receiving all A's or A-'s in any one quarter for all classes used in computing the honor roll. An award with the 5.0 logo will be presented to all qualifying students once per year. Students will be recognized each quarter. Weighted grading will not be used for this award.

PARENT ASSISTANCE AWARD:

Recognizing the fact that parents play a vital role in the educational process of their child, they will be commended when their son or daughter makes the honor roll. A certificate, letter of commendation, button, sticker or similar award will be sent to the parents once per year denoting this achievement.

GRADUATION HONOR CORDS:

Graduates achieving a cumulative G.P.A. of 4.5 - 5.0 will receive gold honor cords at graduation to denote this accomplishment. Graduates having a cumulative G.P.A. between 4.0 and 4.49 will be presented white honor cords.

ACADEMIC ALL-CONFERENCE:

Athletes receiving a major athletic letter and having a G.P.A. of 4.5 or higher for the grade period for each respective season will be accorded Academic All-Conference honors. Grading periods used: 1st Quarter- Golf, Cross-Country, Football and Volleyball; 2nd Quarter- Basketball and 4th Quarter- Track, Softball, and Baseball. A certificate will be presented to these students for their athletic and academic accomplishments.

WEIGHTED GRADING SYSTEM:

Administrators and teachers will work together to determine which junior and senior level courses carry weighted grades each year. Criteria for this decision will include course rigor and whether or not the course is elective. For students taking courses outside Annawan High School, if courses are initially determined not to be weighted, the student may petition the administration to reconsider weighting any time before the 4th week of the semester. Students should be prepared to present evidence of rigor of course requirements and grading policies to support their case. Administrative decisions will be final.

In these courses letter grades from A through C- are increased by 1 unit. (Example: A- from 4.7 to 5.7). The classes which are weighted will be re-evaluated every three (3) years or sooner at the discretion of the principal. Weighted grades will be used in computing class rank and for the honor roll.

STUDENT OF THE MONTH APPLICATION PROCESS

- Any eligible junior or senior may turn in a student of the month application at any time during the school year. Revised and updated applications will be accepted.
- Any junior or senior with 3.7 (B-) overall gpa may submit an application for student of the month consideration.
- Any junior or senior with a 3.7 (B-) quarter gpa and no F's in that quarter may submit an application for student of the month consideration.
- Students who have been assigned to ISS, OSS, or athletic suspension must wait 3 calendar months from the end of their discipline to be considered for Student of the Month.
- Teachers will access applications and select one boy and one girl each month to represent Annawan High School as student of the Month and be forwarded to Elks Teen of the Month during their months of competition.
- During the first semester of any year (September-December selections) votes for seniors will be weighted double in teacher selections.

- It is not mandatory that a student be selected each month.

CLASS RANK:

All courses except Physical Education and Driver's Education will be used in computing class rank. Class rank will be computed at the end of each semester so that the information will be available to the pupil and the Guidance Department. The numerical value of the grades as shown in the section under "HONOR ROLL" will be used to compute class rank. Class rank may be used for college registration, scholarships and some job applications.

Class rank will be only computed on grades earned in classes offered through A.H.S. during the regular school year.

SEMESTER TESTS - HIGH SCHOOL:

Semester tests will be given in all classes including physical education, band and chorus at the end of the first and second semester. All students except graduating seniors (2nd semester) will be expected to take the semester tests. Semester tests will be required for dual enrollment courses. Graduating seniors may request to take the test if necessary for graduation. In this case the teacher will arrange a test date prior to the graduation exercises. If the students are absent from a test on the first testing day they will be required to make up the test on the second day of testing during their study hall period. All tests will be made up within two school days after the student returns.

Semester tests will be conducted over a two-day period. All students are to remain in the testing area until the end of the testing period. Students may be dismissed from school following the conclusion of their last testing period provided they have parental permission. Semester tests will have a value of 1/10 of the semester grade.

High school students who have an absence for no more than three days of school in a semester are eligible to exempt from one final exam. (Any part of a day including tardies to school counts as an absence.) Students may also exempt one exam in a course where they have earned an A for the semester. Students with any truancies or suspensions, in or out of school, are no longer eligible for the exemption.

HIGH SCHOOL CREDIT FOR COURSEWORK TAKEN OUTSIDE OF UNIT DISTRICT NO. 226

It shall be the policy of Unit School District No. 226 to grant high school credit for courses taken outside of the District under the following conditions:

1. Full credit will be granted for regular courses for which credit granted by another accredited high school, college or university. The prior approval of the high school principal is required.
2. Full credit will be granted for summer courses for which credit was granted by another accredited high school, college or university. The prior approval of the high school principal is required.
3. Annawan Unit District No. 226 will give students credit for classes offered outside of Annawan High School only if they are approved by administration.

If a question or dispute arises over the sufficiency in content of the regular course, summer course or correspondence course, the question of dispute shall be resolved by the High School Principal. The Principal is the final authority in these instances and to make the determination as to whether the course meets the requirements and is to be granted full credit.

It shall be the policy of the District NOT to grant credit for any study of course taken through home schooling of other private non-traditional school arrangement. Revised: 5-19-99

EARLY GRADUATION POLICY:

Students applying for early graduation from Annawan High School must submit a request to the Board of Education one year prior to the date of graduation. These students must meet the requirements established by the Board of Education in policy 6:300. Anyone who chooses to graduate early will be allowed to participate in the graduation ceremony and will be awarded Honor Cords when appropriate. He or she will also be allowed to wear the NHS stoles if he or she was a member in good standing of that organization.

Early graduates will not be allowed to participate in other extracurricular events or activities such as Prom, Class Trips, Spring Concerts, etc. nor will early graduates be eligible for competitive graduation awards and scholarships.

CLASSIFICATION OF STUDENTS - HIGH SCHOOL

FRESHMEN

All students who are in attendance in high school the first year will be classified as freshmen.

SOPHOMORES

All pupils who are in attendance in high school the second year and have earned at least 5.00 cumulative credits

JUNIORS

All pupils who are in attendance in high school the third year and have earned at least 10.00 cumulative credits

SENIORS

All pupils who are in attendance in high school the fourth year and have earned at least 15.00 cumulative credits All pupils who have been in attendance in high school three years and because of failing.

NOTE: Credit earned in physical education will be used in computing student classification.

- **Exceptions to these placement requirements can be made at the discretion of the administrator.**

REGISTRATION AND COURSE WITHDRAWAL:

1. All pupils must be registered for and enrolled in a minimum of 3.0 credits of coursework each semester. Students may only take fewer than 3.0 credits per semester with permission of a counselor and administrator or if determined by an IEP meeting.

3. If a pupil wishes to drop a course after the term begins, application must be made to drop said course by the end of one week. The parents and the principal must grant permission to drop. The teacher of the course will determine the grade of the pupil at the time the course is dropped. If the pupil is failing the course a (WF) withdraw failing will be placed on the transcript. Any course dropped under this paragraph shall not be used in computing grade point average. 4. Students who wish to drop year courses at the semester must make the request prior to leaving for semester break and must have approval of the teacher, administration, and parents.

5. The principal, in cooperation with the teacher, may make exceptions to the above if a student was misplaced in a class.

6. A pupil who registers for a course and does not follow the procedure outlined in No. 1 and/or No.2 above to drop the course and fails to go to the course will have an "F" placed on his transcript for the course.

PRE-ARRANGED ABSENCE FOR COLLEGE VISITS:

Juniors may be granted ONE excused absence and senior students may be granted TWO excused absences for the purpose of visiting a college campus. The principal may grant an additional day if the circumstances warrant.

AT LEAST THREE DAYS PRIOR TO THE COLLEGE VISIT DAY:

The student must get the visit day approved by the high school counselor and/or principal. Upon approval, the student will be given a "College Visit Form" requiring:

- The student to have all of his/her teachers grant approval by initialing the form.
NOTE: All required work due on the day of the visit must be turned in prior to the absence. All tests scheduled for the day of the visit must be made up before you leave unless other arrangements are made with the teacher. The student is responsible for any work missed during class or assigned during class and will be expected to turn in all work on the assigned due date.
- The student and parent/legal guardian must sign the form agreeing to the college visit policy.
- After getting all teacher's initials and both student and parent signatures, the student must have form verified by the high school office.

ON THE DAY OF THE VISIT

The student must have a college official complete the COLLEGE portion of the form verifying the visit.

THE NEXT SCHOOL DAY AFTER THE VISIT

The student must return the completed form to the high school counselor or high school office in order to have the day counted as an excused absence.

If a student does not comply with the college visit day policy, he/she will receive an unexcused absence for that day. (See "Unexcused Absence" in the "Attendance" section of the handbook)

HOMEWORK - TESTS (MAKE UP):

In junior high school and high school it will be the student's responsibility to obtain assignments and tests from the teachers when they are absent. Students with excused absences are given one day for each day absent up to a maximum of five days to make up test and homework assignments. There may be certain circumstances when this period is extended with teacher approval.

HOMEWORK - JR. HIGH LATE HOMEWORK POLICY (PER QUARTER):

In situations where the student was present at school, received homework from the teacher, yet failed to complete the assignment, the following procedure will be followed:

1. The first late assignment will be recorded and the student will be subject to behavioral intervention
2. The second late assignment will be recorded and the student will be subject to behavioral intervention.
3. Upon receipt of the third late assignment, the late assignment will be recorded and the student will be subject to behavioral and/or disciplinary interventions or consequences.

Students who continue to have late assignments after the first three, will follow the cycle with every third late assignment having behavioral and/or disciplinary interventions or consequences.

CHEATING

All students determined to have cheated on any graded activity will be given a zero. Cheating will be defined as representing any work which is not originally created by the student. Students who share their work with others will also be considered in violation of the cheating policy. Cheating includes, but is not limited to copying work belonging to someone else, sharing answers on activities that are individual, using calculators, phones, or other electronic devices to store, share, or retrieve information, plagiarizing, and accessing answer keys.

In addition to earning a grade of zero on an activity, the student will be subject to behavioral and/or disciplinary interventions or consequences.

PERIOD 8 Rtl

If a student is assigned to Rtl support lab, attendance and class work is mandatory. Class work may be graded and included in the subject area grade. This lab is designed to support students in areas where they are identified as working below grade level.

- Any junior or senior with 3.7 (B-) overall gpa may leave during rti with a parent's signature.
- Any junior or senior with a 3.7 (B-) quarter gpa and no D's or F's in that quarter will be allowed to leave during Rtl for the following quarter.
 - This privilege may be revoked for the remainder of the quarter with one day notice if a student has excessive absences (more than 5% of the days in attendance without a professional excuse)
 - This privilege may be revoked for the remainder of the quarter with one day notice if a student is earning an F in any class
 - The administration reserves the right to revoke this privilege for students with excessive tardies or discipline issues.
- Students who leave without authorization during Rtl will be subject to behavioral and/or disciplinary interventions or consequences or have their Rtl privileges revoked

- There will be times when exempt juniors and seniors are required to stay for school activities. Students will be given at least 3 days notice whenever possible. Students who leave on these days may have rti exemptions revoked or subject to behavioral and/or disciplinary interventions or consequences..

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule a conference with their student's teachers at any time during the school year. Parents who have concerns should not wait until the regular Parent/Teacher Conference Day. Conferences with any student's teachers may be scheduled by calling the school office.

REPORT CARDS

Report cards will be distributed to students approximately a week after the end of each grading period.

PHYSICAL EDUCATION

HIGH SCHOOL EXEMPTION:

The State of Illinois requires students to be taught physical education on an equivalent time basis with the regular academic subjects. Students taking a required Health class, 11th or 12th grade students participating in athletics, 11th or 12th grade students who lack sufficient credits for graduation, or 11th or 12th grade students requiring a specific non-required course for admission into college may apply for a PE exemption. You may see the counselor for more details and an exemption form.

Athletic PE exemptions are granted only on a semester basis. A student must be active in athletics for the entire semester to qualify for an exemption. If a student is no longer participating in a sport that qualified them for a PE exemption it is the responsibility of the student to immediately enroll in a PE class. Failure to do so may result in a failure to meet the state of Illinois' graduation requirements on schedule.

SPECIAL ACADEMIC PROGRAMS

SPECIAL EDUCATION SERVICES:

This statement is meant to serve as an official announcement to the public and parents of the children of Annawan Unit District 226. Federal legislation (PL94-142) requires a free appropriate public education for all identified special education students in the United States, three years of age to twenty-one years of age.

Services will be specified in an Individualized Education Program (IEP) which is developed to meet each child's needs. Based upon the needs of each child, placement shall be made so the program will be as much like the standard program as possible. Included within the total program will be provisions for transportation to and from school.

TITLE I:

Under the 1994 reauthorization, the Title I Program is designed to insure that all children can master challenging and complex problem-solving skills. Eligible children are identified as those students who are failing or most at risk of failing to meet the State's student performance standards in Language Arts and are selected from multiple criteria appropriate to their individual developmental levels. In order to increase program effectiveness and reduce fragmentation of instruction, the Title I staff coordinates its services with regular classroom instruction and other existing educational programs as much as possible. A strong emphasis is placed on encouraging parents to become partners with the staff members in supporting their children's learning.

DRIVER'S EDUCATION:

A student entering Annawan High School who is at least 15 years old and has passed eight semester courses the previous year has the opportunity to take Driver's Education. The student will receive one (1) quarter of classroom instruction in addition to six or more hours of behind the wheel instruction. There is a lab fee for Driver Education.

BAND AND INSTRUMENTAL MUSIC:

The opportunity to participate in the instrumental music program is given to all students when they are in the fifth grade. At that time, after consultation with parents, a beginning band is organized. The Unit District 226 program consists of three main groups: Beginning Band (5th grade), Junior High School Band (6th, 7th & 8th grades) and High School Band. Students may participate in the high school band if he or she has participated successfully in junior high band for two consecutive years. In the event that the student has not been involved in the junior high band, or wishes to begin band without prior experience the instructor will administer an instrumental proficiency test to determine eligibility for the program.

Band rehearses on a regularly scheduled basis during the school day. Additional rehearsals and lessons may be held before or after school hours.

Students using a school owned instrument shall be charged an annual service fee per year for the use of percussion instruments, and for the use of all other school owned instruments.

VOCAL MUSIC:

All pupils are given the opportunity to participate in the vocal music program. The program consists of Junior High School Chorus (6th, 7th & 8th grades) and High School Chorus. Small ensembles may be formed from these groups for special occasions during the school year.

Activity participation includes assemblies, Christmas programs, local presentations, festivals, contests and the Spring Concert. All members are expected to participate in all concerts in which their groups are performing.

The goals of the vocal music program are to learn many musical styles, to train the voice to its fullest capabilities and to achieve a musically discriminate ear.

PART III

DISCIPLINE POLICIES

Both students and parents are encouraged to read this section carefully and become familiar with the regulations governing the student body.

DISCIPLINE PROBLEMS AND PROCEDURES

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students. Disciplinary measures may include but not be limited to the following: Detention, Suspension (in school and out of school), Removal from class, Denial of privileges, and Expulsion. A disciplinary committee composed of a board member, teachers, administrators and citizens of the community will review discipline policies on an annual basis.

GROUND FOR DISCIPLINARY ACTION

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

- A. On all District property during or after school hours or any time when the school is being used by a group;
- B. Off District property at any school sponsored activity, or event including any activity which bears a reasonable relationship to school;
- c. Traveling to or from school, a school activity, function or event

PROHIBITED STUDENT CONDUCT

Disciplinary actions and/or interventions will be taken against or provided to any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Disobedience of directives from any staff members or school officials and/or rules and regulations governing student conduct.
2. Displaying gross disrespect to staff members or school officials.
3. Possession, use, distribution, purchase, sale, or if found to be under the influence of controlled substances and all look alike substances (including drug paraphernalia), alcoholic beverages and tobacco products, e-cigarettes and vapor pens. (See Board Policy)
4. Injury or threat of injury to any school district employee, official, or student. This includes fighting and physical altercations or contact, hitting, pushing, choking, slapping, or any form of physical confrontation, throwing objects, food, snowballs, or other objects or urging other students to engage in such conduct.
5. Destruction, damage, or defacement of property.
6. Possession, use, or distribution of a dangerous weapon.
7. Stealing
8. Forging or attempting to forge anyone's signature, misrepresenting the identity of completed student work or assignments, plagiarism, or cheating.
9. Abusing hall passes or being in unauthorized areas.
10. Truancy, including leaving school premises without permission.
11. Using profanity, bullying, harassment, intimidation, violence, force, coercion, hazing, or threats (direct or indirect), or urging other students to engage in such conduct.
12. Other such conduct that poses a danger to persons or property or disrupts the educational process.

DISCIPLINARY MEASURES

Students who engage in prohibited conduct are subject to disciplinary measures including but not limited to:

1. Removal from classroom.
2. Notification of parent(s)/guardian(s).
3. Withholding of privileges.
4. Seizure of contraband, including cellphones and other portable electronic devices.
5. DETENTION. Teachers and administrators may give detentions as disciplinary measures. Students in grades 6-12 will be responsible for taking home copies of detentions. Detentions will be served from 7:30 a.m. to 8:14 a.m. on a date designated by the staff member. Students who fail to serve detentions will face consequences for insubordination and be subject to behavioral and/or disciplinary interventions or consequences.
6. IN SCHOOL INTERVENTION (ISI). Students are restricted from the regular learning environment with monitored access to educational resources. Students will receive credit for all work completed in intervention time. Inappropriate behaviors during in-school intervention times will be considered insubordination and be subject to behavioral and/or disciplinary interventions or consequences.

7. **OUT OF SCHOOL SUSPENSION (OSS).** Students are removed from the regular school environment and all school activities for a period of time not to exceed 10 school days. Students on OSS are not to be on school grounds or attend/participate in any school activities. If a weekend is encompassed by suspension days before and after a weekend, the student may not attend/participate in any weekend school activities. Upon return from OSS, students will report immediately to the office for re engagement planning. The responsibility lies with the student to make arrangements with individual teachers for make-up work. If arrangements are made the day of return and work is completed according to guidelines, full credit will be granted.

8. **EXPULSION.** Administrators may recommend to the School Board that a student be expelled from school for a definite period of time not to exceed two calendar years as determined on a case-by-case basis. In the case of a special education student, expulsion shall be administered in a manner consistent with the IDEA. A student who is subject to expulsion as provided in this section may be eligible for a transfer to an alternative school program. The student and/or parents or guardian shall be due the following procedural protections.
 1. Prior to expulsion, the student shall be provided a written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have the opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by the Board. If the Board appoints a hearing officer, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.
 2. The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents/guardian at the expulsion hearing.
 3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of gross disobedience or misconduct as charged, it shall then hear evidence the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

CORPORAL PUNISHMENT:

Annawan Community Unit School District #226 will not allow teachers and other certified educational employees charged with maintaining discipline in the school to administer corporal punishment.

Corporal Punishment of a student includes but is not limited to pinching, punching hitting, slapping, striking, whipping or spanking a student or otherwise deliberately inflicting physical pain by any means upon all or any part of a student's person as a penalty or punishment for a student's offense.

The use of reasonable force as needed may be used to maintain safety for other students, or as needed in self-defense when physically attacked by a student, or as needed in defense of another school district employee who is being physically attacked by a student.

In place of corporal punishment certified staff may use other disciplinary measures.

Examples are:

- A. Parental Conferences
- B. Loss of Privileges
- C. Detention
- D. Suspension
- E. Expulsion

CASES NOT SPECIFICALLY COVERED:

In any discipline case not specifically covered in the preceding sections, the Principal or the Superintendent, or the Principal and Superintendent acting jointly may decide the disposition of the case.

ADOPTED - June, 1992

PART IV

STUDENT ORGANIZATIONS

PROCEDURE FOR FORMING:

The Board of Education of Unit District #226 has the responsibility of authorizing the formation and disbandment of student clubs and activities. When new interests are formed with the student body to the extent there is a desire to formalize the interest group into an active organization, the Board of Education requires the following procedures to be followed for the approval of the organization.

1. Statement of Purpose - The interest group is to put in writing its statement of purpose. This would include why the group is being formed, its goals, its function and how it will serve the school.
2. Sponsorship - All activity groups must have a member of the District's staff who will serve as its sponsor. The interest group must secure a sponsor with the consultation of the Principal.
3. Eligibility - The group must state what students or groups of students will be eligible for the participation in the organization.
4. Funds - A statement is required which identifies how the students will fund its efforts.
5. Organizational Pattern - The organization pattern of the group must be defined.
6. Consultation with the Principal - In developing its purpose and general formation of the organization, the students and their sponsor are expected to consult with the Principal.

DESCRIPTION OF CLUBS

GRADE SCHOOL CLUBS:

MAROON PLATOON Maroon Platoon is a positive peer group accessible to any 6th, 7th, and 8th grade student that attends Annawan Junior High. We do several activities relating to effective communication and working together successfully. Future activities will also involve more community involvement.

STUDENT COUNCIL The 6th, 7th and 8th grade Student Council is an organization through which the student body presents ideas and recommendations in the interest of a better school for students, faculty and administration. It is an advisory council rather than a student governing body. It is a representative body, and the homeroom, through its representatives, is the line of communication for expressions of student concerns and views.

Each homeroom elects two representatives and the whole student body elects officers at the beginning of the school term. The Student Council functions through the authority granted and delegated to it by the Principal. It operates within the framework of the Student Council Constitution, adopted by the student body.

HIGH SCHOOL CLUBS:

AFS CLUB (AMERICAN FIELD SERVICE) The objectives of the AFS Club are to stimulate interest in AFS, to aid the attending AFS students, and to further participation in AFS. The student AFS Club assists the adult chapter.

Membership consists of all freshmen, sophomores, juniors and seniors who are sincerely interested in AFS.

FCCLA This is a vocational organization for students who have completed one quarter of Home Economics Education at the 8th grade level or above. The organization has several objectives that include personal growth, family life, and vocational preparation and community involvement.

FFA FFA is a national organization of students involved in agriculture. The FFA gives the students an opportunity to compete in many contests, show at fairs, judge livestock and win awards with their record books. The members work on many school and community projects that they can learn by doing and help others in the process. The students must be involved in an Agriculture class during the year to join FFA.

FOREIGN LANGUAGE CLUBS The purpose of the Spanish is to enhance the student's curiosity about the different speaking nations of the world. A major objective is to enrich the students' knowledge of the customs and ways of life in Spanish and French speaking countries.

The monthly programs furnish the students with an opportunity to hear and speak Spanish times the meetings will be devoted to native games, songs and dances, art or literature. The object will be to foster appreciation for the language and the customs.

HEALTH CAREER CLUB Health Careers Club is an organization for all high school students who are interested in a health career. During the school year the students are acquainted with different health fields by having guest speakers such as doctors, dentist, nurses, EMTs and technicians. Trips to hospitals and health training school are taken for insight into the education needed. The group also participates in school and community health programs.

The purpose of the club is to bring together high school people interested in a health career to share their interest, to explore opportunities and requirements in various health fields. The students can also grow as individuals by working together and learning about community life that they will soon participate in as informed citizens

NATIONAL HONOR SOCIETY The objectives of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools.

To be a candidate for membership in the National Honor Society a student must have a cumulative GPA of 4.0 or higher and be a member of the junior or senior class at Annawan High School. The student must have attended Annawan High School at least the equivalent of one full semester.

All candidates will be considered for selection by the high school faculty and any other teachers involved in the supervision of extracurricular activities involving high school students. Selection will be based on outstanding scholarship, character, leadership and service.

Once selected members have the responsibility to continue to demonstrate the qualities of scholarship, character, leadership and service. The student must maintain a 4.0 or higher cumulative grade point average.

Procedure for Selection:

All students with a 4.0 or above cumulative grade point average will be notified during the second semester of their sophomore, junior, or senior year that they are eligible to be considered for membership in the National Honor Society. They will also be informed of the application process and timeline. It will be the student's responsibility to complete the application and submit it to the National Honor Society advisor by the due date. Failure to do

so will eliminate the student from further consideration.

A meeting of the entire faculty will be held to review the criteria and to discuss the merits of the students under consideration.

The high school teaching staff and the teachers involved in the supervision of high school extra-curricular activities will then evaluate each member individually on each component of leadership, service and character. A rating scale of 1 (low) to 4 (high) will be used. A teacher who does not feel qualified to evaluate a student on a particular component will refrain from voting on that component. The ratings for each component will be tabulated after the low score is removed. A student must receive an average of three or above on four of the six components in each of the categories of leadership, service and character to be selected for membership. If after voting, a teacher feels additional discussion is needed on any member, he/she may request additional discussion and another vote.

The student will be expected to sign a contract upon selection agreeing to provide a minimum number of hours of school and/or community service upon becoming a member of the society. This is a condition of membership into the society.

THE COMPONENTS OF LEADERSHIP, SERVICE AND CHARACTER ARE:

LEADERSHIP:

1. Takes constructive lead in classroom and school activities.
2. Inspires and exemplifies positive attitudes and behaviors.
3. Is dependable in any responsibility accepted - follows through with commitments.
4. Promotes worthwhile activities within organizations.
5. Demonstrates positive leadership with peer groups outside of school.
6. Demonstrates initiative in academic and extracurricular pursuits.

SERVICE:

1. Renders a service to the community through school activities.
2. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
3. Shows courtesy to school related personnel and other students.
4. Represents the school in various types of competition.
5. Is involved in one or more outside of school activities.
6. Does committee and voluntary work cheerfully.

CHARACTER:

1. Takes criticism willingly and accepts recommendations graciously.
2. Demonstrates high standards of attitude toward honesty (avoids cheating), reliability, fairness and tolerance.
3. Show courtesy, concern and respect for others and their property (including school property).
4. Exemplifies desirable qualities of personality (cheerfulness, friendliness, neatness, poise, and stability).
5. Upholds principles of morality and ethics. (Character is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. We are conscious of adolescent growth and development.)
6. Is punctual and fair both inside and outside the classroom and observes instructions and rules.

STUDENT COUNCIL

The primary function of the Student Council is to provide a learning experience for students. Its primary contribution to learning is to develop good citizenship. A second function, which is closely associated with the first, is to provide within the school a climate conducive to the intellectual, physical, social and moral development of every member of the student body. A third function is to assist the administration in managing the co-curricular program of the school.

The Council is made up of a President, Vice President, Secretary and Treasurer who are elected by the entire student body. Each class has two representatives. The presidents of all school organizations and classes are also council members.

The Council is responsible for Homecoming Activities.

YEARBOOK STAFF

Each year the seniors publish the Annawan High School yearbook - "The Tom-Tom Echoes". This publication is a visual presentation of the activities of the current school year.

The yearbook staff consists of feature writers, sport editors, academic editor, organization editor and photographers which are headed by the editor, assistant editor and business manager.

PART V

SPECIAL FAMILY RESOURCES

COUNSELING/SOCIAL WORK

The school counselors and social worker work with parents, pupils, and teachers to develop open lines of communication. The purpose of counseling is to clarify personal, social, and academic issues.

Counseling/social work may take place in a one-to-one, small group, or classroom setting. The nature of the information discussed is held in strict confidence. The opportunity to participate in counseling may be initiated by parent, teacher, administrator, or student. All student participation in ongoing counseling/social work programs must be approved by the child's parent(s). However, the counseling/social work staff may be brought in at any time, to help resolve conflicts or help maintain a positive climate in the school.

High School Counselor 1-309-935-6781

K-8 School Counselor 1-309-935-6623

The following is a list of area emergency and mental health care services available.

CHILD ABUSE

If the child is in immediate danger, contact local police. If child abuse is suspected, phone the ILLINOIS CHILD ABUSE HOTLINE at 1-800-252-2873.

DRUG/ALCOHOL EMERGENCY

Good Shepherd Foundation 1-309-944-6205

Hammond-Henry Hospital 1-309-944-6431

Kewanee Public Hospital 1-309-852-7500

Bridgeway Inc. 1-309-852-5541 or 1-800-728-0985

CRISIS NUMBERS / ASSISTANCE

Alcoholics Anonymous 24-Hr. Hotline 1-309-764-1016

American Red Cross 24-Hr. Hotline 1-309-743-2166

Crime Stoppers of the Quad Cities 1-309-762-9500

Domestic Violence 24-Hr. Hotline 1-309-797-1777

Crisis Pregnancy Center 1-309-797-3636

National 24-Hr. Runaway Hotline 1-800-786-2929

Salvation Army of the Quad Cities 1-309-764-2811

Suicide Crisis Line 1-309-779-3000

Robert Young 24 Hr. Emergency / Crisis Line 1-309-779-2999

Safe from the Start - Child Abuse Council 1-309-757-1265

Annawan Food Pantry 1-309-935-6354

United Way 1-800-680-4636

PUBLIC HEALTH

Henry/Stark County Health Dept.
Kewanee 1-309-852-0197
Colona 1-309-792-4011

EMERGENCY SHELTER FOR CHILDREN AND ADULTS

Freedom House 1-309-852-4008
1-800-474-6031
Illinois Department of Children and Family Services 1-800-252-2873
Domestic Violence Shelter Crisis Line 24 Hr. 1-309-788-2273
Domestic Violence Shelter - Family Resources 1-309-797-1777
Good Shepherd Foundation 1-309-944-6205

COUNSELING AND MENTAL HEALTH SERVICES

Henry County Youth Service Bureau 1-309-852-0161
Bridgeway 1-309-852-5541 or 1-309-786-0064
Catholic Social Services 1-309-788-9581
Crisis Intervention Services 1-309-786-0770
Geneseo Marriage & Family Counseling Center 1-309-944-5180
Bethany for Children and Families 1-309-797-7700
Child Abuse Council 1-309-764-7017
Children's Therapy Center 1-309-944-3419
Family Resources 1-563-326-6431
Robert Young Center 1-309-779-2031

For additional help or resources, please contact the school counselor(s).

PART VI

NON-DISCRIMINATION POLICIES AND PROCEDURES

SCHOOL DISTRICT ORGANIZATION

Annawan Community Unit School District #226 shall treat all persons equally without regard to race, color, creed, national origin, sex or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the practices, the education of children and relations with the community at large. The District will be in compliance with Illinois Public Act 79-597 and Title IX of the 1972 Education Amendments and Title II (A) of the American with Disabilities Act.

Specifically, Annawan Community Unit School District #226 shall:

Employ and promote individuals solely on the basis of their qualifications and without regard to the characteristics outlined above;

Provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships;

Assign and educate each child without regard to race, color, creed, national origin, sex or handicaps unrelated to the function to be performed, recognizing that children may be grouped for special educational purposes in order to meet special educational needs which children may have;

Maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age;
- Respect for cultural differences;
- Respect for the right of others to seek and maintain their own identities;
- Respect for economic, political and social rights of others.

The Superintendent shall serve as the District's Coordinator of Non-discrimination. Students, parents, and employees shall be notified of their right to initiate a grievance or complaint of illegal discrimination and of the Superintendent to whom such complaints shall be directed.

Upon receiving a grievance or complaint of illegal discrimination, the Superintendent shall send a copy of the District's written grievance procedure to the complainant.

PART VII

STUDENT RECORDS-

PARENT ACCESS

Student records are confidential information and shall not be disclosed to an unauthorized person or agency.

The District shall send copies of correspondence and reports initiated by the District and relevant to the student upon the request of either parent and to both parents when the parents are divorced, unless the School Board has been furnished with a certified copy of court order prohibiting the release of such documents to that parent.

The materials that shall be provided are:

Reports of the student's academic progress

Reports of the student's emotional and physical health

Notices of school initiated parent-teacher conferences

Notices of major school sponsored events

Copies of the school calendar

REF: 105 ILCS 10/1) (from Ch. 122, par. 50-1)

PART VIII

SAFETY PROCEDURES

SAFETY PROCEDURES AND DRILLS

FIRE DRILLS

Fire drills are intended for the safety of all occupants of this building and each pupil should assist in successfully conducting the drills, realizing that his safety and that of the others is greatly increased.

The teacher of each group or class is in immediate command when the fire alarm sounds. The first pupil out of each room will hold the first door open, and the second pupil out of each room will hold the second door open, etc. until all pupils have moved from the building. After all the pupils have moved through each door the pupil holding that door will close the door and march out at the end of the line.

IN CASE OF FIRE:

1. Notify a teacher immediately of the danger by the quickest method possible.
2. Ring the fire alarm as quickly as possible.
3. Call the fire department.
4. When alarm sounds in school, pupils must stop work.
5. Shut off proper machinery and electricity.
6. Shut off gas and other open flames.
7. Put chairs, stools and other obstructions under seats to clear passageways.
8. Form a line promptly with the front of the row facing the exit aisle and wait for the command or signal from teacher or individual in charge of the group.

AT COMMAND OF MARCH

March in rapid orderly manner from building single file, not crowding upon the person immediately in front of you. Retain formation outside of building until dismissed or instructed to return to building.

1. Do not run.
2. Do not lag behind.
3. Do not scream or make unnecessary noise.
4. Do not laugh.

5. Do not cause confusion.
6. Do not attempt to leave place in line until you return to building.
7. Do not attempt to leave the building except in accordance with exit drill regulations.
8. Do not remain in the toilet or the dressing room.
9. Do not return for your clothing.
10. Do not fail to carry out instructions.

ROLL CALL

Teachers will take roll call of their pupils as soon as their group is clear of the building. Names of the pupils who cannot be accounted for should be given to the individuals in charge of the building immediately.

FIRE EXIT INSTRUCTIONS FOR THE GRADE SCHOOL

Preschool - Leave via north door

Kindergarten - Leave via main south exit, single file, right side. If blocked, leave by north main exit following students from the library.

Speech Room - Leave via main south exit (locker area doors) single file. If south side doors are blocked, students will leave via main north doors.

Grade 1 - Leave via main north exit doors east of the Library, single file, right side. If blocked leave via Room 15 classroom door south side.

Grade 2 - Leave via second grade north side door (2S), single file. If north side door is blocked, grade 2 will follow grade 4 out south doors. (6, 7 and 8th grade side)

Grade 3 - Leave north side door (3A room), single file. If north side door is blocked, grade 3 will follow grade 4 out the south doors. (6, 7, and 8th grade side)

Grade 4 - Follow grades 2 and 3 students out north side doors, single file. If north side doors are blocked, grade 4 will follow 6th and 7th grades out south side doors.

Grade 5 - Leave via west side doors, single file. If west side door is blocked, grade 5 will follow grade 4 out north side doors.

FIRE EXIT INSTRUCTIONS FOR JUNIOR HIGH

Room 1 - Leave via south science lab door, single file. If blocked leave by the north science door and out the main north exit doors.

Room 2 - Leave via main south exit (locker area doors), single file. If blocked, leave via main north exit doors, left side.

Room 3 - Leave via main south exit (locker area doors), single file. If south side doors are blocked, students will leave via main north doors.

Room 4 - Follow room 3 students and leave via main south exit (locker area doors), single file. If south side doors are blocked, students in 8th grade will leave via main north exit doors left side.

Room 5 - Leave via south classroom door, single file. If south door is blocked, students in 7th grade homerooms will follow 4th grade out north doors. (2nd and 3rd grade classroom doors)

Room 6 - Students in this room will follow Room 5 students and leave via the south door in Room 5. If south door is blocked, students in Room 6 will follow 4th grade out north doors. (2nd and 3rd grade classroom doors)

Room 7 - Students in this room will follow grade 5 out west side doors, single file. If west side door is blocked, students will follow students from 7th grade rooms out south side.

Rest Rooms - Leave via main north exit doors. If blocked, leave by south exit doors.

Media Center - HIGH SCHOOL STUDENTS- Leave via main north exit doors east of Library, single file, left side. If blocked, leave via south exit doors east of the Library, single file, right side.

Media Center - GRADES 3 - 8 - Leave by main north exit doors west of Library, single file, right side. If blocked, leave via south exit doors west of Library.

Art Room 17 - Follow Grade 1 students out north exit east of Library. If blocked, leave by main south exit doors.

Room 21 Vocal Music - Leave via main south exit east of Library, single file, left side following band students. If blocked, leave via main exit north west of Library, single file, left side.

Room 23 Band - Leave via main south exit east of Library, single file, left side. If blocked, follow vocal music students out the main exit north west of Library, single file, left side.

Gym and Lunchroom - Leave via nearest open exit.

Chapter I Room - Leave via main exit doors west of Library. If blocked, follow 6th and 7th grades out south side door. (Room 5)

L.D. Room - Leave via main exit doors west of Library. If blocked, follow 6th and 7th grades out south side door. (Room 5)

Nurse's Office - Leave via main north east exit doors east of the Library. If blocked, leave via room 7 (H.S. English) classroom door south side.

Speech Room - Leave via main south exit (locker area doors). If blocked, leave via main north exit doors.

FIRE EXIT INSTRUCTION FOR HIGH SCHOOL

Room 1 - Leave via south lobby exit. If blocked, leave via north lobby exit.

Room 2 - Leave via north lobby exit. If blocked leave via south lobby exit.

Room 3 - Leave via south lobby exit. If blocked, leave via north lobby exit.

Room 4 - Leave via north lobby exit. If blocked, leave via south lobby exit.

Room 5 - Leave via south lobby exit. If blocked leave via north lobby exit.

Room 6 - Leave via north lobby exit. If blocked, leave via south lobby exit.

Room 7 - Leave via exit through Room 15 (south door). If blocked, leave via north east Media Center exit.

Room 8 - Leave via north lobby exit. If blocked, leave via south lobby exit.

Study Hall - Leave via exit through Room 15. If blocked, leave via northeast Media exit.

Room 10 - Leave via rear Shop door. If blocked, leave via east hall exit.

Room 11 - Leave via east hall exit. If blocked, leave via south lobby exit.

Room 12 - Leave via Ag. Shop rear door. If blocked, leave via east hall exit.

Room 15 - Leave via fire door on south side of Room 15. If blocked, leave by south exit doors by lunchroom.

Guidance Room - Follow Grade 1 out of main north exit doors.

TORNADO AND STORMS

SIGNAL WILL BE CONTINUAL RINGING OF THE BELLS

GRADE SCHOOL

Kindergarten will stay in the Kindergarten room; sit down with their hands on the back of their necks.

First grade will go to the Art Room, sit down with their hands on the back of their necks.

Second and Fifth Grade (5C) will go through the Media Center to the Kindergarten room.

3rd and 4th grades will go through the Media Center to the Art Room, sit down with their hands on the back of their necks.

6th grade will go to the Vocal Music Room, sit down with their hands on the back of their necks.

7th grade will go single file to the Vocal Music Room, sit down with their hands on the back of their necks.

8th grade will go to the Vocal Music Room, sit down with their hands on the back of their necks.

HIGH SCHOOL / PRESCHOOL

Students are to move to the hallway between the office and the study hall. They shall sit against the walls and protect their heads with their arms, keeping quiet so they can hear instructions.

BOMB THREATS

In case of a bomb threat, the buildings are to be evacuated as quickly as possible by the same routes as are exited for a fire. Teachers are to take roll call as soon as the students are exited. The Principals are to be notified immediately of any missing pupils.

EARTHQUAKES

During the Shaking:

- * If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building. Stay away from glass.
- * Don't use candles, matches or other open flames.
- * Don't run through or near buildings where there is danger of falling debris.
- * If outside, stay in the open away from buildings and utility wires.
- * If in a moving car, stop but stay inside.

After the Shaking:

- * Check utilities. If water pipes are damaged or electrical wires are shorting, turn off at primary control point. If gas leakage is detected, shut off at main valve and stay away until utility officials say it is safe.
- * Turn on radio or television for emergency bulletins.
- * Stay out of damaged buildings; aftershocks can shake them down.

PART IX

APPENDIX

ANNAWAN UNIT 226 MEDICATION FORM

MEDICATION OR TREATMENTS CANNOT BE ADMINISTERED AT SCHOOL WITHOUT A DOCTOR'S WRITTEN ORDER AND A WRITTEN REQUEST AND CONSENT FROM THE PARENT OR GUARDIAN.

Student's Name _____ Parent's Name _____

Address _____ Date of Birth _____ Grade _____

Emergency Telephone Number _____

The following information is to be completed by the **Physician** for prescription and over-the-counter medication. The Medication Administration Request Form **MUST** be renewed annually or with a change in dosage or time interval.

Medicine or treatment name _____

Date of prescription _____ Number of days to be given _____

Reason for administration _____

Possible side effects _____

Directions for administration _____

____ Please check here if medication is for the control of asthma/allergy symptoms (i.e. inhaler or epi-pen) and the student has been instructed in the use of the medication and is deemed capable of administering the medication independently.

Other medication child is presently taking _____

Signed _____ Phone Number _____ Date _____

(Physician's Signature)

To Parents or Guardian:

All medicines to be taken at school **must** be brought to the nurse or principal's office by the parent or other responsible person. The prescription medication is to be in a container appropriately labeled by the pharmacy or physician with the student's name, name of drug, dosage, and time interval in which medication is to be taken. The non-prescription medicine must be brought to the nurse's office in the manufacturer's original package.

I hereby request and grant permission for Annawan Unit 226 and its school personnel to dispense medication or to administer prescribed treatments to my daughter/son, _____ according to _____

(physician's name) instruction above. I further release and waive any claims against the School District, its employees and agents arising out of the administration of said medication or treatments and agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the administration of medication or treatments to my daughter/son by school personnel.

Signed _____ Phone # _____ Date _____

ANNAWAN UNIT 226

ASTHMA MEDICATION SELF-ADMINISTRATION RELEASE

____ / ____ / ____

Dear Parent or Guardian:

The Annawan School has received your request for self-administration of _____, an asthma medication, for your child _____.

State law requires that we inform the parents or guardians of the student, in writing, that the school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by the student.

Before we can allow your child _____ to self-administer the medication, we must ask that you sign and return a copy of this document.

The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements outlined above. A student with asthma or severe allergy may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.

I _____, parent or guardian of

Acknowledge that Annawan Unit District 226 or Annawan School and its employees and agents are to incur no liability, except as provided by Illinois law, as a result of any injury arising from the self-administration of medication by the above named student. I indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

Signature of Parent/Guardian Date

715.08

Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rules and/or Board policy
violated:

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history

or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the superintendent)*.

Building Principal

Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rules and/or board policy
violated:

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community. Due to the egregious nature of your child's conduct

(i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

Building Principal

Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form