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Mission Statement

“LIVE THE WARRIOR WAY”

Board of Education

Luke Fraley, President	Adam Gerson
Amanda Gress, Vice President	Hannah Nelson
Jackie Baalman	Nate Sagez
Angie Tepen	

The regular business meeting of the Calhoun Unit 40 Board of Education is held on the third Tuesday of each month at 5:30 p.m. The meetings are held at the Superintendent’s Office next to the High School.

Faculty

Cheri Burris	Principal
Ben Bayless	Health/ Physical Education
Nathan Bloodworth	Business and Computers
Scotty Browning	Band
Aaron Elmore	Social Studies
Allyson Fiene	Agriculture, FFA
Ann Gilman	Science, NHS
Ryan Graner	Physical Education/Driver’s Ed./Health
Seth Grimes	Industrial Technology, CAD
Eric Hagen	Math
Madeliene Heberling	English I & II
Lexi Law	Special Education
Rachel Maupin	Math, Yearbook
Heather Reed	Science, Yearbook
Wanda Retzer-Deffenbaugh	English III, Tech Writing/College Prep, Library
Tara Smith	Special Education

Staff

Robbe Becker	Teacher’s Aide
Stephanie Breden	Cook
Claude Collins	Outside Custodian
Lisa Dolan	Nurse
Kathy Friedel	Teacher’s Aide
Rod Hart	Maintenance
Valerie Heidenreich	Cook
Traci Hillen	Social Worker
Amber Follis	Teacher’s Aide
Brian Pelletier	Custodian
Dylan Ringhausen	School Counselor
Angie Sagez	Secretary
Mandy Sprong	Head Cook

Calhoun CUSD #40
School Calendar 2023-2024

Aug. 15 - 16	Full Day In Service – No Student Attendance
Aug. 17	First Day of School
Sept. 4	No School – Labor Day
Sept. 15	1 st Qtr Midterm
Sept. 20	Student Dismissal 11:30 am / Teacher SIP
Oct. 3 & 5	Student Dismissal 1:15 pm / Parent – Teacher Conferences 3:00-7:00 pm
Oct. 6	No School
Oct. 9	No School – Columbus Day
Oct. 10	No School- Teacher Institute
Oct. 13	End of 1 st Qtr
Oct. 18	Student Dismissal 11:30 am/ Teacher SIP
Nov. 10	2 nd Qtr Midterm
Nov. 15	Student Dismissal 11:30 am / Teacher SIP
Nov. 22 & 24	No School – Thanksgiving Break
Dec. 21	End of 2 nd Quarter and Semester / Student Dismissal 1:15 pm
Dec. 22– Jan. 4	No School – Christmas Vacation / Winter Break
Jan. 5	Full Day In Service – No Student Attendance
Jan. 8	Students Return to School
Jan. 15	No School – Martin Luther King Jr. Day
Feb. 9	3 rd Quarter Midterm
Feb. 19	No School – President’s Day
Feb. 21	Student Dismissal 11:30 am / Teacher SIP
March 4	No School – Casimir Pulaski Day
March 8	End of 3 rd Quarter
March 20	Student Dismissal 11:30 am / Teacher SIP
March 28	1:15 Dismissal
March 29-Apr. 1	No School- Easter Break
April 12	4 th Qtr Midterm
April 7 & 10	No School – Easter Break
May 17	End of 4 th Quarter & 2 nd Semester
May 17	Early Dismissal 1:15 pm / Last Day of School
May 20 – 24	Emergency Days

General Information

Office Hours

Calhoun High School office hours are 7:45 a.m. until 3:30 p.m. on days when school is in session. The office hours for the Superintendent's office are 7:30 a.m. to 4:30 p.m. Phone numbers are:

High School Office	576-2229
High School FAX	576-8031
Superintendent's Office	576-2722
Transportation Office	576-2722

The School Day (8:15 to 3:15)



The school days on Monday through Friday are divided into eight class periods and then an Instructional Assistance period at the end of the day. Lunchtime will be during the fifth and sixth hours. Four minutes will be allowed for passing from one class to another. On Wednesdays all students district-wide will be dismissed at 2:00 p.m. For Early Bird students, the school day begins at 7:10 am. Students may enter the building at 7 am for tutoring, early bird classes, and practice, otherwise students should not enter the building until 7:45 am. Once students have arrived at school for an activity before the start of the first regular class period, they are not allowed to go back out to their vehicles without permission from the teacher on duty or the principal.

The pre-school warning bell at **8:11** indicates that school is about to begin. By the time the final bell rings at **8:15** you should be in your first hour class. When this bell rings, you are expected to be seated, quiet, and ready to begin class work. You should have the material on hand that the teachers request that you bring to class (pencil, paper, textbook, workbook, notebook, etc.). At the end of the period, you are not dismissed until the teacher gives permission. Within the next four minutes you are to make the necessary preparations for the next class period. This same procedure is carried on throughout the day. The dismissal bell will be at **3:15 each day except Wednesday**.

Capturing Kids' Hearts

Calhoun High School staff is committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, guardians, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any violation of the Code of student conduct to school authorities.

In an effort to create the most positive learning environment possible, Calhoun High School practices a district-wide culture plan, based on communicating clear behavioral expectations to students and following up with defined consequences called Capturing Kids' Hearts. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. Redirection occurs anytime students violate and/or threaten others rights.

Students are responsible for their own actions in the classroom. When students choose behaviors inconsistent with expectations, they are subject to disciplinary consequences. The following proactive system had been established to allow for student behavior adjustment without administrative intervention.

School-wide expectations:

Every student has the right to learn and teachers have the right to teach.

Follow directions and respond to a request.

Be on time and prepared to learn.

Be in your designated seat/area.

Respond respectfully to questions asked by any staff member.

Use the designated hand signals to communicate:

"Check your self"

"Time out"

"Foul"

Standard of classroom behavior:

Be in class on time prepared to work.

Bring the needed materials to complete classwork.

Respect everyone's right to learn, and the teacher's right to instruct.
Respect all rights and property of others.

Teacher Expectations:

Teachers will develop and discuss a social contract with each class which will be posted and referenced.

Teachers will issue warnings for disruptive behavior in the classroom to the individual student. Students must be given the opportunity to correct the behavior. Warnings will be issued in a positive, non-disruptive manner. Teachers will be fair and consistent when issuing warnings.

Teachers will give students the opportunity to comply and behave appropriately after asking the four questions:

What were you doing?

What were you supposed to be doing?

Are you doing it?

What are you going to do about it?

Teachers will assign a detention if the student continues to misbehave. Teachers will contact the parent/guardian each time a student receives a detention for disruptive behavior. If the behavior continues the teacher will send the student to the Principal's office.

Teachers will alert administration immediately for severe violations.

Accidents

All accidents occurring at school or on the way to or from school need to be reported to the school office. First aid is provided at school, and parents will be notified if the injury appears to be serious. Emergency transportation will be provided, when, in the opinion of the school nurse, the administration, or her designee, a student requires transportation to a medical facility via ambulance. Payment for services of the ambulance is the responsibility of the parent. (Ref. Board policy #4:170)

Closed Campus

A closed campus will be maintained. Freshmen, Sophomores, and Juniors are not permitted to leave the campus unless their instructional program requires it. Students cannot leave the school campus during lunch or call out orders for lunch. Seniors are allowed to leave for lunch during their designated lunch time.

Seniors are responsible for their own actions while they are off-campus. The school provides no supervision of off-campus activities and assumes no liability for any accident or injury that occurs while off-campus.

In order to obtain and retain open campus lunch privileges, each student:

- Must have a permission form on file.
- Will not leave Hardin unless they are going home.
- Will not leave food, drink, or litter in the parking lot.
- Will not bring food or drink back into the school setting.
- Will not use any illegal substances such as drugs or alcohol.
- Must meet academic requirements of a C or better in 6 of 7 classes taken.
- May not transport any student who does not have off-campus lunch privileges.
- Must be on time to class following the student's lunch period. Two (2) tardies to that class will result in the loss of off-campus lunch privileges.
- Must return to the high school for the remainder of the school day. Note: If a student becomes ill while off campus, a parent/guardian must call the school office to report the absence. All absences are chargeable absences towards the attendance policy.

Failure to abide by any of the above rules will result in loss of off-campus lunch for the remainder of the year.

Homeless Information

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your school aged children have certain rights or protections under the **McKinney-Vento Homeless**

Education Assistance Act.

You should do the following:

- Contact Calhoun CUSD #40 liaison for homeless education, Traci Hillen, at 618-576-2341 for assistance.
- Contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number – 1-800-308-2145 or go to www.serv.org/nche.

Computer Use

Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

Privileges – Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, will adhere to these guidelines each time the Internet is used at school:

- Will make available for inspection by an administrator upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of network etiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the internet that are not in compliance with HIPPA rules and regulations and personal Internet safety guidelines.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person’s account and/or password.
- Will not share passwords or attempt to discover passwords. (Including sharing with other staff or substitute teachers.) Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology without Calhoun CUSD 40 IT review for compatibility and scanning for computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use district technology for school-related purposes only and will refrain from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to district owned and maintained local or wide area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Calhoun CUSD 40 technical staff. Home Internet use and cost is the responsibility of the staff member both in cost and configuration.

- Will not remove or alter the cache or site history in any browser on their laptop or on any other district owned device.
- Will back up data and other important files regularly. Calhoun CUSD 40 will at times perform maintenance on the laptops by re-imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.
- Will keep laptop secure and damage free.

By signing the Student Handbook Acknowledgement/Internet & Network Authorization, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Calhoun CUSD 40 technology, including personally backing up personal data. Calhoun CUSD 40 is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using Calhoun CUSD 40 technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action, and if applicable, my laptop computer may be recalled.

As the staff member or student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Updated July 2023

Equal Educational Opportunities

Calhoun Community Unit School District #40 insures equal educational opportunities are offered to students regardless of race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Questions in reference to educational opportunities may be directed to Andrea Lee, Superintendent, Box 387, Hardin, Illinois 62047 or call 618-576-2722. (Board Policy 7:10)

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)

- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Grievance Procedure

In an attempt to provide for prompt and equitable resolution of student grievances the following procedures are in place. The student or parents should discuss the matter with the principal or school counselor within ten school days. A meeting will be set up. At the meeting, those present will attempt to resolve the situation. If the situation cannot be resolved the Uniform Grievance Procedure will be used. A grievance may be filed with complaint manager Mr. Bloodworth at the High School, 576-2229, or Traci Hillen at the Elementary, 576-2341, P.O. Box 387, Hardin, IL 62047.

1. Filing a complaint. A written statement regarding the nature of the complaint should be filed with the Complaint Manager. The Complaint Manager shall assist with the written statement as needed.
2. The Complaint Manager will investigate the complaint. The parent will be notified of the complaint and their right to attend investigatory meetings involving their child.
3. Within 10 school days, the Complaint Manager will file a written report of his/her findings to the Superintendent. The Superintendent will keep the Board informed of all complaints.
4. Within 5 school days, the Superintendent will mail his/her written decision to the student as well as the Complaint Manager. Within 5 days the student may appeal the decision to the Board of Education by written request to the Complaint Manager. Within 10 school days, the Board of Education can affirm, reverse, or amend the Superintendent's decision or request more information. Within 5 school days the Superintendent respond to the student of the Board's actions. (Board Policy 2:260)

Fees

Student curriculum fees will be \$85.00 per student. A \$50 Technology fee will be applied. A Lab/course fee of \$25.00 per semester will be added for all lab, business, computer, IT, and agriculture classes. Students enrolled in a dual-credit course through Lewis and Clark Community College will incur a fee of \$100 per course and additional lab fees will also be charged when necessary. Students will also need to purchase their own books for dual credit classes. The Driver's Ed fee will be \$175.00. There will be a \$5 charge for PE locks. PE Uniforms are required and can be purchased at Julie's Graphics in Jerseyville, IL at 618-639-3548. A Sports Fee of \$125 per student per sport will be charged with a yearly max of \$250 maximum per student. Sports fees must be paid prior to the first event of the season. *There will also be a \$20 fee for returned checks.*

Lunch and Breakfast Program

The lunch and breakfast programs are open to all students. Student lunch and breakfast billing will be recorded electronically. We request that each student begin the year with \$20 in his/her lunch account. The accounts will be debited, \$.40 for a reduced priced lunch, \$2.80 for a full priced lunch, \$1.80 for full priced breakfast and \$.30 for reduced price breakfast. Adult lunches will be \$3.10 and adult breakfast will be \$2.20.

All meals served must meet patterns established by the U. S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with us for further information.

TO RECEIVE FREE MEALS OR REDUCED-PRICE MEALS FOR YOUR CHILD, YOU MUST COMPLETE AN APPLICATION AND RETURN IT TO THE SCHOOL.

CONFIDENTIALITY: School officials use the information on the application only to decide if your child should get free or reduced price meals services. Parent or legal guardian signature is required on the application to allow school officials to release the application information and Social Security number for purpose of identifying household members for other services. Anonymity of these students will be maintained.

You may apply for free or reduced-price meal services at registration. If at registration your family does not qualify this remains the same for that entire school year. If you become unemployed or begin receiving food stamps or TANF (Temporary Assistance for Needy Families) for your children, fill out an application at that time because your status may change.

Pesticides

This handbook section serves as notice that the district employs the services of a private contractor to administer an integrated pest management program for the district's buildings; including the residue of pesticides. Parent(s)/guardian(s) can pick up a form at registration if they want to be notified prior to pesticide application. For questions regarding this program, contact Andrea Lee, Box 387, Hardin, IL 62047 or call 618-576-2722.

Visitors

All visitors are required to register at the school office upon entering and leaving the building. Visitors will be given a "Visitor Badge," which will be worn and returned to the office. School personnel will direct non-employees without a visitor badge to the office. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Academic Information

Graduation Requirements

The graduation requirements for C.H.S. are:

4 credits in English

3 credits in Math

2.5 credits in Social Science (American Civics and U.S. History required)

3 credits in Science (Horticulture may count as a 3rd or 4th year science credit)

4 credits in Physical Education

½ credit in Health

½ credit in Consumer Education (Ag. Business may count)

1 credit chosen from Music, Art, Foreign Language, or Vocational Education

18.5 credits required (as stated above)

7.5 credits elective

26 credits are needed for graduation

The minimum student load is 7 units of credit. All students whose class has not graduated must be enrolled for a full day with a normal load of six academic classes plus physical education. **Twenty-six (26) credits** represent the minimum required for graduation unless a student transfers from a school requiring fewer credits. If so, the credit requirements will be adjusted accordingly. **Students may not participate in graduation activities prior to the completion of all graduation requirements. All bills must be paid in order for graduating Seniors to participate in graduation ceremonies. Seniors who do not attend graduation practice will not participate in the graduation ceremony.**

Early Graduation

Students are encouraged to spend four full years at Calhoun High School. If a student wishes to graduate early, he/she must send a request to the Board of Education. The following requirements must be met:

- A. Meet all graduation requirements as to attendance and credits; however, physical education requirements are reduced proportionately.
- B. Submit to the Principal a written request from the parents to graduate early.
- C. State reason for early graduation.
- D. Credit from correspondence, junior college, trade school, examination, etc., cannot be used for early graduation.

A child with a disability who has completed four years of high school may participate in the graduation ceremony and receive a certificate of completion. The student must have an individual education program that prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school. The students and their parents or guardians will receive written notice of this policy and given the choice to participate in the graduation ceremony.

A student must be enrolled at Calhoun High School the semester immediately preceding the semester of graduation. With the approval of the high school Principal a senior student who lacks credits to be graduated with his or her class may attend summer school or take correspondence courses following his or her senior year and then receive their diploma. **However, said student may not participate in graduation activities prior to the completion of all graduation requirements.**

Special education students attending other districts will customarily graduate from the school they attend; however, upon request

to the high school Principal they may transfer their credits to Calhoun High School and, if they meet graduation requirements, may graduate with their class.

PE Waiver

Four credits of Physical Education are required for graduation. However, Seniors and Juniors who are taking 4 or more upper level weighted courses, including sequential 3rd year or higher courses, college credit courses, foreign language courses, and/or required courses that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate that fill a complete 7 hour schedule-then Physical Education can be waived.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Courses Offered

English (4 credits req.)

English I
 English II
 English III
 Technical Writing or
 *-College Prep English
 Public Speaking

Math (3 credits req.)

Algebra I
 Geometry
 Algebra II
 *Pre-Calculus
 Quantitative Statistics
 *Calculus

Science (3 credits req.)

Biology I (required)
 Chemistry (required)
 Horticulture
 Ag Biology
 *AP Chemistry
 *AP Biology
 *Anatomy and Physiology
 *Physics
 *STEM
 Environmental Science or Earth and Space (rotating years)

Social Sciences (2.5 credits req.)

World History
 U.S. History (req.)
 Psychology
 Current Events

American Civics (req.) (.5 credits)

Vocational-Business/Computers

Computer Coding
 *Accounting
 Web Design I
 *Web Design II

Computer Concepts & Software Applications (.5 credits)

-CEO Program (1credit/semester) (6 Dual Credits)

Vocational-Industrial Tech.

Intro to Industrial Tech.
 Woodworking I
 -CAD

Electricity (.5 credits)
 Basic Wiring (.5 credits)
 Carpentry (.5 credits)
 -Drafting (.5 credits)

Vocational-Agriculture

Intro into Agriculture
Ag. Business/Consumer Ed.(req)
Horticulture
Ag Biology or Ag Construction
Ag Marketing
Supervised Agricultural Experience (Ag Teacher Approval)

Drivers Education (.25 credits)

Fall Dr. Ed.
Spring Dr. Ed.
Summer Dr. Ed 2023

Fine Arts

Band
*Weighted Band (Juniors and Seniors)

Physical Education and Health

Physical Education (req.)
Health (.5 credits required)

***Weighted Classes**

-Dual Credit Classes with Lewis and Clark Community College

Independent Study classes may not be requested.

Early Bird PE

Early Bird courses are a privilege not a guarantee. Regular attendance is mandatory to prevent removal from Early Bird. If a student attending Early Bird PE is failing a class, his/her parent will be notified and the student will be required to stay and attend IA. The School Day for Early Bird begins at 7:10 am. If you do not show up for Early Bird class, you MUST sign in at the office at the time you come to school that day. You MUST sign out in the office before you leave, if you leave before 3:20 pm. Parent notes for excusal of absence are required just as they are for any other class. If a student accumulates over five unexcused absences in Early Bird during the semester, that student will fail the class and be removed from the class at the end of the semester. Students who fail Early Bird PE will not be eligible for EB PE in future years of high school. Early Bird PE-Students who have a medical excuse are still expected to attend P.E. class.

Online Foreign Language

Students who are signed up for Foreign Language must complete the online program within the school year. Failure to do so results in a failing grade on their transcript as well as no credit received. This will keep them from making honor roll and may also put them behind on credits. Parents/Guardians or students also must pay for the online course by the end of the first 2 weeks of school. Failure to do so is grounds for removal from the online course.

Other Forms of Credit

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District, such as:

Distance learning course, including a correspondence, virtual, or online course.

Courses in an accredited foreign exchange program.

Summer school or community college courses.

Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

Work-related training at manufacturing facilities or agencies in a Tech Prep Program.

Credit earned in a Vocational Academy.

Work-based learning or community service credit.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship

program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Latin Honor System

Calhoun High School uses both a Latin and the traditional valedictorian and salutatorian honor systems to distinguish academic achievement for graduates. Students graduating with Summa Cum Laude honors are those students earning a cumulative GPA of 4.01 or higher. Summa Cum Laude distinguishes students with the "highest praise". Students graduating with Magna Cum Laude honors are those students earning cumulative GPA of 3.81-4.00. Magna Cum Laude distinguishes students with "great praise". Students graduating with Cum Laude honors are those students earning a cumulative GPA of 3.60-3.80. Cum Laude distinguishes students with "praise". The student(s) who earns the highest cumulative GPA of the graduating class will also be honored as the valedictorian. The student(s) who earns the second highest cumulative GPA of the graduating class will also be honored as the salutatorian.

Course Auditing

Those top students contending for Valedictorian/Salutatorian will have their courses automatically audited by the guidance counselor at the beginning of their Senior year. Courses will be audited to 28 credits.

Credit Recovery

Credit Recovery is available at a cost of \$50 per course. Students who fail a required course at Calhoun High MUST retake it one time in the Calhoun High School classroom before they can take the course as credit recovery.

Special Education

Calhoun High School offers a variety of special education services for eligible students. Calhoun Unit 40 is a member of Four Rivers Special Education Cooperative, which provides numerous services for participating schools. Referrals for these classes are made through teachers, guidance counselor, or the principal before students are evaluated for special education programs.

Referral Procedure: If a parent or teacher has a concern with a student's performance and progress, interventions should be attempted in the regular education setting. If concerns persist, a request for a special education case study evaluation may be determined at a "domain determination meeting." The purpose of this meeting is to determine what evaluations are needed. The meeting will include, but is not limited to, the parent(s), the student, a regular education teacher, a special education teacher, and the principal.

Evaluation and Eligibility: After evaluations have been conducted, the same participants again meet to discuss the evaluation results and determine if the student is eligible for special education services. This meeting is called the "Eligibility Determination Conference" (EDC) meeting. If the student is determined to be eligible, the participants will immediately complete and "Individual Education Plan" (IEP), which is a legal document that outlines the goals and objectives to be met by the students and the services to be provided by district personnel. Annual reviews are conducted to revise the IEP as needed. The EDC team reconvenes every three years to determine if the student continues to qualify for special education services. Parent Information: If parents have questions regarding the referral process or would like a copy of the pamphlet entitled "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities," they should contact the principal or a special education teacher. Students who do not qualify for an IEP may qualify for a 504 Plan. Contact Cheri Burris at 576-2229 or Lisa Dolan at 576-2341.

In accordance with Public Act 98-1116, any student in an adaptive athletic program may request a PE exemption.

Health Education/Sex Education

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological,

hygienic and social responsibility aspects of the family life, and for grades 6-12, the prevention of AIDS.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, **if his or her parent or guardian submits a written objection**. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

School Admissions and Student Transfers

Students enrolling in the District for the first time must present:

1. A certified copy of his/her birth certificate.
1. Proof of residence or that the student/family meets the criteria for "Homeless status".
2. Proof of immunization records and required physical examination.
3. Proof of "good standing" from the student's previous school district

When a student transfers in the Calhoun High School, it shall be the policy to equate transferred credits and grade placement as fairly and equitably as possible to the local school curriculum and graduation requirements. Special education transfers will be evaluated through a comprehensive screening appropriate to the handicapping condition and the Individual Education Plan.

Classification of Students

Students will be classified at the beginning of each school year. Students must have accumulated 6 credits to be classified as a Sophomore, 13 for a Junior, and 19 for a Senior. Twenty-six credits are required for graduation.

Grading

Beginning with the 20-21 school year, letter grades will be given based on the following grading scale:

Grade points for class rank and the honor roll will be computed as follows:

A	-	4.0	C	-	2.0	Grading Scale
A-	-	3.7	C-	-	1.7	A = 92.5 -100+
B+	-	3.3	D+	-	1.3	A-= 89.5-92.49
B	-	3.0	D	-	1.0	B+= 86.5-89.49
B-	-	2.7	D-	-	0.7	B = 82.5-86.49
C+	-	2.3	F	-	0.0	B-= 79.5-82.49
						C+=76.5-79.49
						C = 72.5-76.49
						C-= 69.5-72.49
						D+= 66.5-69.49
						D = 62.5-66.49
						D-= 59.5-62.49
						F = 59.49-0

Grade points for weighted classes are as follows:

A	-	5.0	B-	-	3.7
A-	-	4.7	C+	-	3.3
B+	-	4.3	C	-	3.0
B	-	4.0	C-	-	2.7

No extra points are given for a D or F in a weighted class.

The Lewis and Clark Community College **Grading Scale** is as follows for Dual Credit courses:

A = 89.5-100
B= 79.5-89.49
C= 69.5-79.49
D= 59.5-69.49
F= 59.49-0

Grade Periods

You will receive four grades, one for each nine weeks of completed work. However, only the semester grades will count on your permanent record. If you fail a semester, you will not receive credit, even if you have passed one quarter during the semester.

First Quarter – 10/21/23
Second Quarter –12/20/23
End of First Semester – 12/20/23
Third Quarter – 3/08/24
Fourth Quarter – 5/17/24*

Incomplete work will be treated in accordance with individual teacher's policies at the end of the grading period. It is to the teacher's discretion to take off points for late and/or incomplete work. An exception to the rule will be illness or injury preventing attendance at school. **It is the student's responsibility to check with their teachers.**

Final Exams

The purpose of final exams is to help all students prepare for post-high school rigors. All students will take final exams. Each final is a comprehensive exam, which is worth 15% of the semester grade. Finals for weighted classes count 20% of the semester grade.

If a student is absent on the days of exams for a valid reason, they will have to make up the exams within 5 school days. Arrangements should be made with the teacher or principal so the exam can be taken at the teacher's/principal's convenience. If school is cancelled on exam day due to the weather, the exam will be given on the next regular scheduled day.

Honor Roll

The honor roll will be computed each quarter. In order to be placed on the honor roll during a given quarter, a student must meet the following requirements:

1. No unexcused absences
2. No classes with a recorded grade of incomplete
3. No grade lower than a C- with only one C allowed
4. No Alternative Room or Out of School Suspension

In order to be placed on the honor roll, the above conditions must be met with a **minimum GPA of 3.0**. For high honors, the student must meet all of the above requirements with a **minimum GPA of 3.7 and no grade lower than an A-**.

Progress Reports

Student progress reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports may not mean that a student is failing, but a deficiency is noted that needs correction. Acknowledgment of this report by a note, phone call, or visit is appreciated.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

1. NWEA MAP Testing is given two to three times per year. This information is used to determine student proficiency and improvement in Math, Reading and Language Usage. The results may also be used by Calhoun High school staff to create school improvement goals. Seniors who met or exceeded in two of the three areas of MAP testing (Math, Language usage, Reading) in the Winter of their Junior year will be exempt from second semester IA (Seniors must still attend IA if they are failing a course). Notifications will be made by the counselor or principal.
2. Illinois Science Assessment, required by ISBE, is taken in the Spring by all Biology I students. It is used to determine student proficiency in Biology.
3. SAT is a test given to all Juniors. It is provided by ISBE to determine school achievement for the Every Student Succeeds Act. The results may also be used by Calhoun High school staff to create school improvement goals.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

Process:

It shall be the practice of Calhoun CUSD 40 to allow grade/subject acceleration. The following is the process for evaluating student placement:

1. The parent initiates the request with the building principal:
 1. For students who reside in the district: All requests should be submitted by May 1 (the year prior to the intended accelerated placement). Parents will be notified regarding the district's decision of the request no later than June 1.
 2. In all other cases, including but not limited to students transferring into the District, evaluations of a referred student shall be scheduled at the Principal's discretion and placed in the accelerated setting at the time recommended by the School's Evaluation Team.
2. The School Evaluation Team will consist of the building principal, the student's current teacher(s), social worker, curriculum coordinator (if applicable), school psychologist, and the receiving teacher(s)/school principal (if applicable).
3. The building principal will arrange a meeting with the School Evaluation Team and the parent(s).
4. The purpose of the meeting will be to gather data regarding the student's current achievement and abilities. It may be necessary to

- request further testing in order to make a decision.
5. After all necessary assessments have been completed and data has been collected, the School Evaluation Team will make a decision as to whether the student shall be accelerated. The building principal is responsible for communicating the decision to the parent(s).
 6. If the student meets the criteria set forth by the District, it will be necessary for the student to demonstrate competencies of the grade level that will be missed.

Guidelines:

Grade/subject acceleration decisions are based on a comprehensive look at the whole child and should follow these guidelines:

- The student should be intellectually gifted and/or academically advanced.
- Current achievement should be above the mean for the intended target grade.
- Developmental factors are considered (e.g. birth date, physical size, motor coordination).
- Interpersonal skills are considered (e.g. emotional development, behavior, relationship with peers and teachers, non-school extracurricular activities, leadership roles).
- Social and emotional variables (age of siblings, support for grade advancement within the family, student self-concept, careful consideration of age differences with grade-mates in high school) must be considered.
- Factor in student history (e.g. attendance, motivation, physical health).
- The student should desire advancement independently of parental preference.
- When possible, involve the receiving teacher(s)/school.

Psychological Issues:

The best education placements consider additional factors:

- Interactions with others
- Ability to easily cope with frustration
- The demand for strong interpersonal skills
- One's attitude toward self as a learner
- Concerns about sensitivity to criticism or aggressive reactions
- The attitude of the new grade or school about grade acceleration
- The impact on an older sibling who will be in the same grade as a younger sibling
- The placement of one age-mate sibling in a higher grade level than the other age-mate

When the factors listed above indicate there is a concern, principals/teachers are encouraged to find options other than grade advancement to meet a child's rate and level of learning.

Transfer & Withdrawal of Classes

Students should involve parents, teachers, and the guidance counselor to insure their course selections are appropriate to their needs and interests. In general, schedule changes are discouraged after school has begun. However, special circumstances may arise. A request to change a class must be completed and given to school counselor *within two weeks* after the start of the semester and approved by the Principal.

2. Inter-departmental movement of students is allowed at any time provided that both the teacher involved in the drop and add are in agreement. For example, certain students may move between similar classes at times outside of the normal scope of the drop/add policy with the permission of both instructors involved.
3. Teachers will not intervene on the part of a student and give special consent for students to enter their classes in contradiction to this policy.

Attendance

The State of Illinois, recognizing the importance of providing the maximum educational opportunity, has enacted school attendance laws. Truancy laws in the State of Illinois require that all boys and girls are required up to the age of seventeen (17) years. Truancy is defined as absence from school without a legitimate excuse. A "chronic" or "habitual" truant is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 175 regular attendance days. Students that are absent excessively are reported to the Truancy Officer at the Regional Board of Education.

Students who miss school excessively will find it very difficult to pass their courses of study (ten times per school year would be considered excessive.) It is strongly suggested that a student only miss school when absolutely necessary in order to receive the full benefits of their education. Students who have a pre-arranged absence, are going on a class trip, or field trip will need to obtain and complete makeup work **before** leaving for their absence.

Family Trips

A family trip is an absence from school in which a student takes a trip with a parent or guardian. The following criteria are considered by administration when excusing a family trip:

1. Trip is prearranged
2. Student will be accompanied on this trip by a parent or guardian
3. Trip does not occur during the last 2 weeks of a semester
4. Trip does not occur during school-wide testing
5. Student attendance including truancy, tardies, unexcused absences, and excessive absences
6. Student is passing all classes
7. Major or pending discipline issues

Receiving an excused family trip is a privilege and is granted at the discretion of a school administrator. No more than one (1) family trip will be permitted per year, and no more than three (3) family trip days will be approved. Family trips days will not be approved when the student is on the excessive absence list. In the event of a family trip a note is needed that includes the days of vacation being requested at least one week prior to the trip. The student will then receive a Family Trip Request Form from the office for each of his/her teachers to sign. The student will then submit the completed form to the principal for final approval.

Excused & Pre-Arranged Absences

Absences will be excused for:

- A. Death in the immediate family or when attendance seems mandatory. Attending a funeral of a sibling, parent, grandparent will not be counted against student towards finals.
- B. Serious illness of a member of the immediate family.
- C. Personal illness.
- D. Two previously arranged absence for college (per year for Juniors and Seniors).
- E. Medical appointment for the student, which cannot be taken care of after school or on weekends, provided the student has a note from the doctor or from the parent.
- F. Marriage within the immediate family.
- G. Religious observation/instruction if the student brings a letter, requesting the student's absence written by the student's parent(s)/guardian(s), given to the Building Principal at least 5 days before the day the student is to be absent. (Board Policy 7:80)
- H. Flood, storms, or road conditions that make school attendance impossible.
- I. Leaving during **IA** to take driver's test with **prearranged** absence.
- J. School sponsored field trips
- K. Other reasons approved by the building principal.
- L. Court Appearance - Must obtain form to be signed by Court Clerk for these hours.
- M. Mental health- 5 days allowed before a medical note is required.
- M. After 10 absences (cumulative throughout the year, not including Mental health days) for any reason, a medical excuse shall be required for an absence to be excused.
- N. Attending a military honors funeral to sound TAPS or other civic event with prior approval from the principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Procedure for Readmission after an Absence

In the event of any absence, the student's parent/guardian is required to call the school at 618-576-2229 before 8:00 a.m. or email kbaalman@calhoun40.net to explain the reason for the absence. If a call/email has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. A parent note is required on the day the student returns to school.

After an absence you must take your written note to the attendance office before the start of school to have your attendance excused. Be sure you allow yourself a little extra time in the morning before school to turn your note into the office. Turning in your note to the office is not a valid reason for being tardy to your first hour class and will result in an unexcused tardy.

Absences on Day of an Activity

Any student who is absent the day of an event will not be allowed to participate that night; for example, ballplayer, cheerleader, football players, etc. A student must be in attendance by noon on the day of the event in order to participate. The only exception to this would be a medical appointment or funeral. Arrangements for these absences should be made with the office before the absence at the discretion of the principal. If students are scheduled to have PE on the day of an extra-curricular activity they must participate in PE (unless they have a prearranged medical appointment or funeral) or they will not be allowed to participate in the event that day.

Unexcused Absences

Students who receive an unexcused absence because of the lack of a written parental note will have **no more than 2 school days** to bring a note excusing the absence to the office. If a parental note is not brought to the office within 2 school days, the absence will remain unexcused. Letters will be sent home for any unexcused absences after five, seven, and ten absences (including both excused and unexcused).

Students who leave school to get their Driver's License will only be excused during IA.

Make-up after Absences

Students who have been absent must make up assignments, homework, and tests. Full credit will be given to students with excused absences. **Work done for unexcused absences may be given 50% credit.** Students serving Alternative Room or Out-of-school suspension can make up assignments for 100% credit. Unless special arrangements are made to extend time limits, students have a number of days to make up work that is equal to the number of days of the absence plus one day. Students who are expected to be absent for more than two weeks should be referred for homebound instruction through the guidance office. Students who only miss one day of school should get their work either before the day they are absent or once they return. Please do not request work for students who are only absent one day. We ask the student to take this responsibility upon him/herself. If a student will be absent two or more days, please call or email the office and request their work. The work can be picked up after 3:00 p.m. in the main office.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who have been absent for 5% or more of the previous 180 regular attendance days are considered a chronic truant. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If this persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardies

Tardies are, as a general rule, are unexcused. Tardiness will result in detention, given by the teacher, the second time and every time thereafter the student is tardy per semester. Students are expected to be in **class, properly seated, quiet, and ready for class work** by the time the bell rings beginning the class. If your tardiness was because you were detained by a teacher, then you should obtain a note from that teacher. You are expected to have all the materials needed for class.

Arriving Late/Leaving Early

Students arriving late should report to the office and sign-in. This includes missing Early Bird class. The student will be issued a tardy pass before going to class. Students leaving school during school hours must report to the principal's office and obtain an off campus pass. Students are also required to sign out, stating time and place going. If a student knows in advance that they will be leaving during the school day they should obtain a pass **before the starting of school** but do not sign out until leaving the building. Off campus passes will be given to the teacher and then turned in to the office. If a student fails to secure an off campus pass before leaving school property, it will be considered skipping and the necessary penalty will be enforced. Off campus passes should only be obtained when necessary. Written permission from a parent or guardian will be required.

Students will not be excused from missing class to get their driver's license except during IA.

College Visitation, Employment Interviews & Job Shadowing

Juniors or Seniors may request to visit a college and/or job shadow (up to twice per year). Each visit will count as an excused absence. Seniors will be permitted to visit up to two days per year to visit a college of their choice, and/or to seek employment after graduation if no other way can be arranged. (Distance will be a factor considered.) An additional day may be granted at the discretion of the Counselor or Principal.

In order for a student to be excused for such purpose, he or she must bring written documentation from the school, college, or business upon returning to school.

Work Permits

Permits to leave early for reason of employment will be issued to student who are 16 years of age and older. See school counselor or visit www.roe40.com for required Illinois documents for a work permit. Work permits will also require the authorization of the Principal. Students are not permitted to work for an immediate relative unless approved by the Principal. Work permits are contingent on maintenance of satisfactory grades and proper conduct at school and other school activities. Students with Work Permits will be allowed to leave at 2:45 unless he/she is failing a class for the semester. If a student is failing a class for the semester, he/she will not be allowed to leave early. Instead, he/she will be expected to stay at school and utilize the IA period for doing work to bring up the failing grade to a passing grade.

Field Trips

All students are encouraged to take field trips throughout the school year when available. To ensure students' academic success, field trips will be limited per student. Freshmen and Sophomore students are allowed to attend a maximum of four field trips per year. Junior and Senior students are able to attend a maximum of eight field trips per year. Students **MUST** be passing ALL of their classes in order to attend a field trip. Students planning on attending a field trip must obtain a Field Trip Permission Form and have all of their teachers sign giving permission for them to miss their class. **The Permission form must be completed and turned in to the office/teacher the day before the field trip.** Students are responsible for making up any missed assignments and/or assessments.

Student Behavior

Search and Seizure

To maintain order and security, school authorities may conduct reasonable searches of school property and equipment, as well as students and their personal effects.

- School authorities may inspect and search property such as lockers, desks, and parking lots, as well as personal effects left there by a student, without notice or consent of the student.
- School authorities may search a student and his/her personal effects in the student's possession such as purses, wallets, book bags, when there is a reasonable suspicion that the search will produce evidence that the student has been violating either the law or District rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive. When feasible, the search should be conducted as follows:
 1. Outside the view of others;
 2. In the presence of the principal or adult witness; and
 3. By a certified employee of the same sex as the student.

If the search produces evidence of violation of the law or District rules or policies, it may be seized and impounded and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. (Board Policy 7:140)

Code of Conduct

1. You should conduct yourself properly at all times during school or on school grounds.
2. You should be careful to observe the rules of common courtesy and be fair in all your dealings with your fellow students.
3. You should not run, shove, or push in the halls and should not be unnecessarily loud or noisy.
4. You should be careful to deposit all waste and scrap paper in the wastebaskets.
5. You should conduct yourself in a sensible way when you are around a girl or boy friend. There is a time for holding hands, but it is not at school.
6. **You should be particularly careful to observe safety rules if you drive a car to school and should abide by all special rules that the school may have regarding automobiles. No loud car stereos may be played on school property.**
7. You should be polite and courteous to visitors; and at athletic and other events you should display good sportsmanship.
8. You should be polite and courteous when you visit other schools, respect the property of the school, and

display good sportsmanship at athletic and other events.

9. You are allowed to use your cell/smart phones and other technological devices including but not limited to: iPods, MP3 players, Kindles, Nooks, and iPads, before school and at lunch (in foyer and cafeteria areas). At all other times the cell/smart phones and technological devices should be turned off and put away. Only when a teacher or principal deems it appropriate should a student be able to use these devices at other times during the school day.

The above rules are aimed at one thing -- to help you make a school that you will be proud to show to others. Only by working together can we make Calhoun High School tops in every respect!

Prohibited Student Conduct

- Using, possessing, distributing, purchasing, or selling tobacco materials or alcoholic beverages, any illegal drug, controlled substance, or cannabis (medicinal or otherwise), any prescription drug, “look-alike” or counterfeit drugs, any drug paraphernalia, electronic cigarettes, any inhalant, pure caffeine in any form, or illegal steroids.
- Students who are under the influence are not permitted to attend school or school functions are treated as though they have the substance in their possession.
- Using, possessing, controlling, or transferring a weapon or “look alike,” regardless of its composition, or any other object if used or attempted to be used to cause bodily harm.
- Using or possessing a two-way radio, electronic paging device, and/or other telecommunication device, unless authorized and approved by the principal or teacher.
- Using a cell phone, smart phone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.
- Using a video or audio recorder unless you have prior approval from a Principal or teacher.
- Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an examination or any other work done for academic credit, and wrongfully obtaining test copies or scores. If a student is caught being academically dishonest, they will receive a detention and zero credit for assignment/assessment and will be restricted from making honor roll for that quarter.
 - Cheating is defined as the practice of fraud, deception, or trickery or violating rules dishonestly.
 - Plagiarism is defined as stealing and passing off (the ideas or words of another) as one’s own and/or using (a created production) without crediting the source (Webster’s Collegiate, 1988).
- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyber-bullying, or other comparable conduct.
- Causing or attempting to cause damage to, or stealing school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved in a public school fraternity, sorority, or secret society.
- Being involved in gangs or gang-related activity.
- Willful injury or threat of injury to a staff member or another student.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Refusal to share social networking content with school officials in an investigation if there is specific information about activity on the student’s account on a social networking website.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- Displays of affection
- Use of profanity.
- Violating any criminal law, such as assault, battery, arson, theft, gambling, or hazing.
- Use of personal listening/recording devices without the consent of the teacher or principal.
- Engaging in any activity, on or off campus, which poses a threat or danger to the safety of other students, staff, or

school property; constitutes an interference with school purposes or an educational function, or is disruptive to the school environment. (Board Policy 7:190)

- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affect the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property (Board Policy 7:190).
- Operating a drone or similar unarmed aircraft system for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or any activity which has a reasonable relationship to school.
3. Traveling to or from school or a school activity.
4. Anywhere if; the conduct may be considered to be a threat or an attempted intimidation of a staff member or interference with school purposes or educational functions.

Student Dress

Cleanliness and neatness of dress are conducive to good citizenship and good school morale. Students are expected to dress appropriately, with dignity and in good taste for school and school events. Any student, whose appearance and dress must not disrupt the educational process, or interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. (Board Policy 7:160) Refusal to conform to this requirement will result in disciplinary action. Below are the guidelines to follow:

1. Students shall not wear clothing that shows any of the following:
 - a. Boxers/Briefs/Underwear
 - b. Bras
 - c. Back
 - d. Belly/Stomach/Midriff
 - e. Backside/Butt/Bottom
 - f. Breast/Chest

Note: clothing that must be repeatedly readjusted in order to cover the restricted body part is not appropriate.
2. Sleeveless shirts must be 3 inches wide at the shoulder. No cut-off sleeveless shirts are acceptable.
3. Shoes must be worn at all times.
4. P.E. clothes are not to be worn in the classrooms unless directed to do so from a staff member or administrator.
5. Sunglasses/costume contact lenses may not be worn in the building or in the classrooms unless a medical authorization is on file in the high school office.
6. Articles of clothing displaying profanity, offensive remarks or slogans, sexual, questionable sayings, racial or ethnic slurs, or advertisements promoting illegal drugs, alcohol, or tobacco products are not to be worn. This includes but is not limited to "Hooters" t-shirts, or t-shirts that have a sexually implicit message/saying on it.
7. Hats, hoodies on head, face masks/coverings, bandanas, trench coats, overcoats, blankets, toys, or chains on belts or pants may not be worn in the building or classrooms.
8. No spike-like jewelry, clothing and/or accessories.
9. Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.
10. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
11. Regulations may be altered according to special school sponsored activities.

If, in the opinion of a staff member, any clothing or accessories are worn by students in violation of this policy, the students will be required to change or cover said clothing, or remove said accessories, or will be sent home to do so. Refusal to change or cover said clothing or accessories will result in the students not being allowed to attend class until they have complied with this policy. The administrator has the final say as to whether a dress code is being violated.

* Repeat offenders will receive a detention after his/her 3rd dress code violation.

Soda and other Beverages

Sodas and other beverages cannot be brought to school and are not allowed in the building. Students are not allowed to have beverages in the hallways or their lockers. Students may bring empty closeable water bottles to use in the building and filled at the fountains. Water in closeable bottles will be allowed in the classroom (not in computer rooms) as a privilege and may be checked by faculty upon request. This privilege may be revoked. Beverages purchased from the

vending machines cannot be taken into the hallways or lockers. They must be consumed or disposed of before going to these areas. Food and beverages brought in for parties must be consumed in that classroom.

Cell phone and Other Communication Equipment

Principal and/or teachers may allow students to use their cell/smart phones, iPads, ear buds, Chromebooks, and other technology in the classroom when deemed appropriate. Cell phones/mobile technology used inappropriately can be taken by a staff member and given to the principal until the end of the day when the student may come to the office to retrieve their device. Students will also be given a detention for having/using a cell phone/mobile technology in the classroom or when not appropriate. Repeated offenses will lead to losing the privilege of having a communication device in the school as well as other measures of discipline.

Telephone/ Cell phones

1. Students will not be allowed to use the office phone except with permission of a staff member.
2. Students are not allowed to use the phone in the faculty work room under any circumstance.
3. Students may use their cell/smart phones during breakfast and lunch periods in the cafeteria and adjoining foyer area. Cell/smart phones/ear buds are to be kept in lockers during all other times of the school day. Principal and/or teachers may allow students to use their cell/smart phones/ear buds at other times when deemed appropriate and with their permission and/or supervision. If a student uses their cell phone in the classroom without permission, the following steps will be taken:

First offense- The student will receive a detention from the teacher and the phone will be taken for the rest of class.

Second offense- The student will receive a detention and the teacher will give the student's phone to the principal.

Third offense- The student will receive a detention, the phone will be given to the principal and the parent must come pick up the phone at the end of the school day.

Fourth offense- The student will receive a detention and the phone will be checked into the office at the beginning of each school day for the remainder of the semester.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
2. The material may be distributed at times and locations selected by the Building Principal, such as e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Possible Disciplinary Measures

One or more of the following disciplinary measures may be used, in no particular order:

1. Disciplinary conference
2. Withholding of privileges
3. Notification of parents/guardians
4. Restorative Justice practices
5. Detention
6. Alternative Room
7. Community service with parent input
8. Seizure of contraband
9. Suspension from school and all school activities for up to 10 days.
10. Suspension of bus riding privileges.
11. Expulsion from school and all school-sponsored activities and events for a defined time not exceed two calendar years.
12. An expelled student is prohibited from being on school grounds.
13. Notification of juvenile authorities whenever conduct involves illegal activities.
14. Reduction of grade and/or receipt of zero credit for assignment/test.
15. Temporary removal from the classroom.
16. After-school study or Saturday study provided the student's parent/guardian has been notified.

Disciplinary Conferences

Disciplinary Conferences or reprimands would include minor disruptions or misconduct that does not warrant more severe penalties.

Detentions

Detentions will be served on Tuesdays and Thursdays after school from 3:25 to 3:55 pm. Students will report to the detention classroom by 3:25 pm. Students will bring homework or something to read while serving detention. The detention supervisor may add additional time to a student's detention, or may levy additional detentions in order to maintain discipline during the detention period.

If you receive a detention on Thursday, Friday, or Monday you must serve it on Tuesday. If you receive a detention on Tuesday or Wednesday, then you must serve it on Thursday. If detention is meeting the day you receive the detention you may also serve it early. Athletes and members of the other school organizations receiving detentions are expected to serve them within the time frame described above. Early Bird students who need to serve a detention will need to report to the office until it is time to serve the detention. They will not be allowed to leave and then return to serve the detention.

For students who receive multiple detentions for the same offense, a meeting including the parent/guardian, student, administration, school counselor, and teacher will convene to discuss discipline consequences.

Detention to Serve

- | | |
|--|---|
| a. Student serves detention- <u>Done</u> | b. Student Does not Serve detention (skips) |
| | 1. Another detention is added |
| | 2. Skips 1-3 times, parent is also called |
| | 3. Skips 4 or 5 times, 1 day In-school suspension |
| | 4. Skips 6 or 7 times, 2 day in-school suspension |
| | 5. Skips more than 7 times, conference with the principal and superintendent. Possible further disciplinary measures. |

Suspension

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions and expulsions. According to state and federal law, the Superintendent or Principal shall be authorized to suspend a student from school (Out of School Suspension) for a period of up to ten (10) days consecutively for gross disobedience or misconduct according to the following conditions:

1. Before the suspension, the Principal shall conduct due process with the student, hold a conference and inform the student of the suspension, and citing reasons.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported to the student's parent(s) or guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule, which was violated, and a notice of the parents' right to a review the suspension.
4. Upon request of the parent/guardian, a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. (Board Policy 7:200).
5. If a student receives one or more days of in-school or out-of-school suspension during the same quarter as a field trip or school related dance they will NOT be able to participate.
6. Students serving an out-of-school suspension will not be allowed to participate in/attend any extra-curricular activities.

Expulsion

According to state and federal law, the Board of Education shall be authorized to expel a student from school for a period of over ten (10) days for extreme or repeated misconduct or disobedience according to the following conditions:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. (Board Policy 7:210)
3. The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Our ultimate goal at Calhoun High School is to develop future responsible citizens. To accomplish this goal, the best possible learning environment will be provided and maintained for all students. The rights of students must be respected and protected but these student rights do not permit the disruption of the normal operation of Calhoun High School or the lawful rights of others.

1. The student shall be expected to accord due respect to all school personnel and to the rules of the school.
2. The property of the school shall be respected and protected by the student from undue abuse and misuse. Any student who shall intentionally destroy or injure school property shall be required to pay in full for such damage, and for failure to do so, may be suspended. (Board Policy 7:170)
3. During an in-school suspension and out-of-school suspension, the student must make up all homework assignments and tests. During this time the student is also barred from any school events.
4. Students shall not be allowed to meet out of school friends on or about school property during school hours.

6. It shall be the policy of the board to encourage good citizenship through constructive activities and students are urged to become active in these activities. We believe that discipline that is self-imposed is best.
7. No student or group may block other students' freedoms to use school facilities and programs.
8. Section 24-25 of the Illinois School Code requires that anyone entering a school that is not a student, must identify themselves and state why they are in the building.
9. Fighting or bullying is prohibited.
10. The Unit Superintendent or Principal of any school may suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten days consecutively. The Superintendent and Principal shall have authority to suspend students guilty of gross misconduct and/or persistent disobedience on a school bus from riding a school bus for a period not to exceed ten days. It is the desire of the Board of Education and the administration to keep the suspensions of students to a maximum of three days for an offense. If a student has been previously suspended or if the act is of such a grievous nature to warrant a heavier suspension, then the Unit Superintendent or Principal may suspend a student up to a maximum of ten days consecutively or until the next regular meeting of the Board, whichever comes first.

Activities

Rules governing student behavior apply at all school-sponsored activities regardless of when or where they take place, and includes to and from any school-related activity. Extra-curricular activities include: sports, FFA, Student Council, National Honor Society, Yearbook, Scholastic Bowl, as well as clubs/groups that teachers may supervise.



Bus Regulations

In order to make transportation safe and desirable, the following regulations are necessary:

1. **The bus driver is in charge at all times.**
2. Sit in your assigned seat immediately upon boarding. Do not stand in the entrance or in the aisle.
3. All school rules apply while on the bus, at a bus stop, or while waiting for the bus.
4. Do not leave your seat while the bus is in motion.
5. Keep all body parts and all objects **INSIDE** the bus. Do not throw anything out of the bus windows or inside the bus.
6. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
7. **LOADING:** Do not cross the road to get on the bus until the driver signals for you to cross. Stay at least 5 steps away from the bus until it stops completely. Do not move toward the bus until the safety arm is down.
8. **UNLOADING:** Wait until the bus comes to a complete stop before standing up in the aisle. Use the bus handrail when exiting the bus. If you must cross the street after exiting the bus, wait for the driver's signal and then cross in front of the bus with the safety arm down. Cross the street only after checking both ways for traffic.
9. NEVER run back to the bus, even if you dropped or forgot something.
10. NEVER leave or enter the bus by way of the emergency door/exit. Use this door only in an emergency.
11. In the event of an emergency, stay on the bus and await instructions from the bus driver.
12. No crowding, pushing, scuffling or other needless commotion. These are grounds for disciplinary action.
13. NEVER tamper with, damage, or deface anything in or on the bus, or any bus/school equipment. Parents will be held liable for repairing/replacing any damages made by their child.
14. Keep book bags, books, packages, musical instruments, and all other objects out of the aisles.
15. Keep all body parts clear of the aisles while seated.
16. Firearms or weapons have no place on school property and are strictly prohibited. **BUSES ARE CONSIDERED SCHOOL PROPERTY.**
17. Animals are not allowed on school buses.
18. Help keep the buses neat and clean. No food, candy, or drinks are allowed on Calhoun 40 buses.
19. Students **MUST REFRAIN** from leaving trash anywhere on the bus.
20. Tobacco use is strictly prohibited.
21. Do not ask the driver to stop at locations other than the regular bus stop. The driver is not permitted to do so, except by proper authorization from a designated school official **IN ADVANCE**.
22. **BE COURTEOUS** and **KIND** to fellow passengers and the driver.
23. Older students shall help look after the safety and comfort of the younger passengers.
24. Do not engage in unnecessary conversation with the bus driver. His/her attention needs to be focused on the road and not to your conversation. **REMEMBER** – loud talking/laughing or unnecessary conversation diverts the driver's attention and may result in a serious accident.
25. In case of misbehavior, the driver must report the infraction to the Principal's Office of the school involved. If warranted, the driver may refuse to allow a student to ride due to inappropriate conduct.
26. These same bus rules apply to other school sponsored trips such as field trips and/or athletic competition trips.
27. During a morning route, once a student is in route to school and on the bus, he/she will not be allowed off the bus until the bus reaches the school.

28. **BUS PASSES:** When a parent wishes for their child to be transported anywhere other than their “normal destination”, the student needs to bring a note to the office, signed by a parent/guardian, requesting the change. The student will then receive a “bus pass” from the school office to present to the driver – thereby allowing for the change to take place. In the case of a student/s using Calhoun 40 transportation to go home with another student, PARENTS OF BOTH STUDENTS need to send signed notes to the office requesting transportation.
- Students are responsible for their own behavior and actions whether at school, at a school event, or on the bus. Therefore, students who choose to break the rules and put everyone’s safety on the bus at risk will force the bus driver to report the misbehavior to school authorities by using a bus conduct referral form.*
- Students may be suspended from riding a bus for up to ten consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the district’s regular suspension procedures shall be used to revoke student bus transportation privileges.*

Drivers Education

Students must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in the Driver’s Education program. Students applying for a graduated driver’s license must have the written consent of a parent/guardian, regardless of whether the required consent was given when the student applied for an instruction permit. The consent must provide a statement from a parent or guardian that the student has received 50 hours of behind-the-wheel experience (at least ten of which must have been at night), as well as six hours of behind-the-wheel instruction with the Driver’s Education teacher, in order for the student to receive a graduated driver’s license.

Students will not be excused for missing class to get their driver’s license except during IA.

Fighting/Bullying/Violence

Fighting on campus, on the school busses, or at any school activity is prohibited. Fighting will result in disciplinary action from the school and may warrant legal action.

According to Public Act 92-0064, the Calhoun Board of Education recognizes its responsibility to maintain order and security in the schools. Bullying of any kind is against the law and school authorities are authorized to maintain an environment in which no violence or bullying is tolerated. Those students whose behavior or schoolwork demonstrates a potential for violence or threat to the safety of others will be identified and referred to appropriate personnel or community agencies/resources. Parents will be notified of violent or bullying behaviors. The parent-teacher advisory committee and community agencies will be involved in developing student policies and identifying resources for referral.

Bullying and/or intimidation of others, includes, but is not limited to, any persistent aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying is an intentional and willful act. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.” (Board Policy: 7:180, 7:190, 7:310, 7:20, and 6:235)

Preventing Bullying, Intimidation & (Sexual) Harassment

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

- Students are encouraged to immediately report bullying, intimidation, harassment. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. The complaint managers at the high school are Mrs. Heberling (mheberling@calhoun40.net) and Dylan Ringhausen (dringhausen@calhoun40.net). Both can also be reached by calling the high school office at 576-2229.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.³

This policy will be evaluated and updated annually.

Sex Equity

No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. A discrimination grievance may be filed with Nathan Bloodworth at the High School, 576-2229 or Mrs. Cheri Burris, 576-2229, P.O. Box 387, Hardin, IL 62047, or Mr. Alan Shofner, 576-2341, P.O. Box 387, Hardin, IL. 62047. (Board Policy 7:10)

Activities

National Honor Society

Eligibility:

1. A student's cumulative GPA will be 3.6 on a 4.0 scale.
2. In order to be eligible for membership, or for membership to continue, a student must take required courses in four of six subject areas each year. These areas and subjects are as follows:

Junior Year

Math – Algebra II or Pre-Calculus

English – English III

Science – AP Chemistry, Biology II, or Anatomy & Physiology,

Social Studies – Psychology,

Vocational – CAD, Construction, Agriculture Business, Accounting or Web Design, CEO Program, Horticulture

Fine Arts –Band III

Senior Year

Math – Calculus or Pre-Calculus

English – College Prep English

Science – Physics, Biology II, or Anatomy & Physiology,

Social Studies – Psychology

Vocational – CAD, Construction, Agriculture Business, Accounting or Web Design, CEO Program, Horticulture

Fine Arts – Band IV

It would be possible to bank classes. For example, if a student took Chemistry and Advanced Biology during his/her junior year, one would count towards junior credit and one towards senior credit.

Additional classes can be approved at the discretion of the Faculty Council.

The requirements for character, leadership, and service remain as they are currently. These are outlined in the N.H.S. handbook which is currently published on the Calhoun School District website.

Extracurricular Activities

Athletic Rules & Code of Conduct

The Extracurricular Code applies to all students who want to participate in athletics and school-sponsored clubs. Participation in athletics and clubs are a privilege. Those who participate have a responsibility to favorably represent the school and community. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Extracurricular Code. Please refer to the Extracurricular Code for eligibility and other information.

Tests

Students who miss tests or exams due to participating in school extra-curricular events must make prior arrangements with their teacher(s) for a make-up time. This may include before or after school times. Some lab-oriented exams may not be able to be made up and alternative make-up work may be given at the discretion of the teacher. Students who fail to make prior arrangements will receive a failing grade.

School Dances

1. Any dance that is planned by a class or club must be cleared through the office for an open date.
2. The class or club must make arrangements for the adequate number of adult supervision.
3. **At least one person of a couple must be a member of the school** and all persons attending must be of high school age and under the age of 21.
4. All persons once entering for the dance must remain inside. If any person leaves the building they will **not** be permitted to re-enter the dance.
5. Calhoun High School will test all students and their dates as they arrive at school dances, using an alcohol breath tester
6. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students with an in-school/out-of-school suspension during the same quarter of a dance will not be allowed to attend the dance.
7. To attend Prom a student must be in attendance the day before Prom.

English Language Learners

When applicable, Calhoun 40 schools shall offer opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can be involved in the education of their children, be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the school's Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Dylan Ringhausen, School Counselor.

Student Services

Health Services and Medication at School

A student becoming ill during the school day must report to the office and request to see the school nurse. If it is necessary to go home, the student's parents will be informed by the school authorities and the student will be released from school. Students are not permitted to contact their parents prior to consulting with the school nurse. This may be considered a cell phone violation.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When it is necessary, a "School Medication Authorization Form" is to be completed by the parent/guardian. Any prescribed medication that a student requires during school hours should be provided by the parent and prescribed by a physician. Students may not carry any over-the-counter drugs or prescription medications on them. If a student needs to have over-the-counter medication available to them, they need to bring the original bottle and completed School Medication Authorization Form to the office. Prescription medicines may be brought to the Office in the original bottles by the parent/guardian with the physician's orders. A student may possess medication prescribed for asthma and/or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the parents have completed and signed the "School



Health Requirements



Physical Examination and Immunization

Illinois State law requires ninth graders, and all new out-of-state transfer students to have a physical examination and dental exam. Students who do not comply with these regulations will not be allowed to attend school until all health needs are met. All athletes are required to have a current physical on file within one year of the current sport/activity and must be renewed each year they participate. Yearly physicals are required for all students participating in sports. 12th graders require a 2nd meningococcal vaccination unless the first vaccination was given after 16 years of age.

Asthma or Allergies

All children with diagnosed asthma or allergies need specific forms (obtained on school website) completed and signed by a parent prior to the start of school. Inhalers may be kept with the student, as well as auto-injectors, if appropriate (105 ILSC 5/22-30).

Any child with a severe allergy is recommended to have an epi-pen ordered by a physician and kept at school with the nurse in case of emergency situations.

Parents of children with food allergies MUST fill out the “Illinois Food Allergy Emergency Action Plan and Treatment Authorization” form available at the end of this handbook and/or from the school office. The form MUST be signed by the parent and/or legal guardian and will be kept on file at school. Appropriate personnel will have access to these records for emergency use.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan MUST BE submitted to the school nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school nurse for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

MEDICATIONS WILL NOT BE GIVEN AT SCHOOL UNLESS:

- A parent has signed and provided the office/nurse with a “medication authorization form” (available in the back of this handbook).
- The medication is ordered to be given 4 times a day or as needed.
- The medication is in its original over the counter or prescription bottle with the child’s name on it along with a medication administration form on file.

*****IT IS AGAINST THE LAW TO SEND “PILLS” TO SCHOOL IN AN UNLABELED BOTTLE.** Do not send in an envelope or baggie with a note. They will be disposed of!!

Three (3) dosages per day medication should be given at home unless instructed to do otherwise by a physician. One dose may be given just before the student comes to school. The second dose may be given when the student comes home from school. The third dose may be given at bedtime.

The following guidelines have been established for the safety of all students when it becomes necessary for medication to be given at school:

- All medication shall be left with the school nurse or, in the absence of the school nurse, with office personnel for safekeeping and administration. Students are not allowed to carry medications on their person during school hours, with the exception that a student may possess medication prescribed for asthma or diabetes for immediate use at the student’s discretion provided the student’s parent/guardian has completed and signed a “*School Medication Authorization Form*” and students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.

- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.
- The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or the medication’s storage by school personnel. Parents/Guardians must indemnify and hold harmless Calhoun CUSD #40 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of medication or the storage of medication by school personnel.

Emergency numbers: Parents are asked to notify the school where they may be reached if they are away from home for a length of time. Emergency numbers should be updated periodically; for your child’s safety. It is **extremely important** to have at least ***two*** emergency contact persons available in the event that you cannot be reached.

Health issues: Any health problems, allergies, or surgery should be brought to the attention of the school nurse so that the child can be properly monitored while at school. If a child is ill with anything that can spread, please contact the school nurse before sending the child to school. Children should be kept home until they are fever free for 24 hours. Students who are obviously ill do not learn well and pose a hazard to their classmates. The school will call parents or guardians and ask that you take the child home whenever a child is ill.

Head lice: Upon discovery of head lice, a student will be isolated from the general student population until parents/guardians can pick them up. The student and the entire family must be treated and all nits must be removed. Once they are treated they may return to school **once re-checked** by the nurse. An additional treatment should be done 7-10 days after the first treatment.

Anaphylactic Shock: While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District’s policy may contact the Building Principal.

Instruction on safety and avoiding sexual abuse: Teaching our students to protect themselves is an ongoing lesson at Calhoun CUSD #40. Many safety related topics come up for discussion as “teachable moments” when students have questions. Students will be instructed in various “safety related” issues including, but not limited to: stranger awareness, traffic safety, bicycle safety, bus safety, dangerous weather, fire, earthquakes, proper use of medication and substance abuse education. Also included in this line of instruction will be avoiding sexual abuse as well as physical abuse.

This handbook section serves as a five-day notice that school employees may provide instruction to students regarding the identification and avoidance of sexual abuse.

Put Prof. Sex. Abuse here

Local Listing of Substance Abuse Counseling and Treatment Facilities

Wellness Center	Jacksonville, IL 62650	217-243-1871
Recovery Center	Jerseyville, IL 62052	618-498-6874
Christian Care Counseling	Hardin, IL 62047	618-576-9023
Tri-County Counseling	Jerseyville, IL 62052	1-800-590-8222

National Suicide Prevention Hotline: 800-273-8255

Crisis Text Line: text HELLO to 741741

CARES line for mental health crisis: 800-345-9049

Student Lockers

Upon entering school, you will be assigned a locker. **Your locker is to be kept neat at all times.** Following are some reasons why your locker should be kept as such.



1. Neat lockers approve the appearance of the halls.
2. A neat locker is more convenient than a locker that is disorderly. If you need more room you may rent a bottom locker for \$8 per school year.
3. Neat lockers lengthen the lives of your textbooks, notebooks, and other materials that you keep in them.
4. The locker, being school property, may be searched by school officials at any time.

Stickers and/or writing are not allowed unless approved by the office.

Student Parking & Driving Rules

The Board of Education requests the help of parents and students in solving some of our community and school's problems involving automobiles. Automobiles at school are not necessary for every student.

1. **Students driving to school must park their cars in the student parking lot.** Make sure the car is locked and

windows are rolled up and do not return to the car until the school day is over. Leave your car **immediately upon your arrival at school**. Come to the building and do not loiter in the parking lot. Students who participate in extra-curricular activities are not to move their cars from the student parking lot until after the school day is over.

2. The speed limit around the school is **20 miles per hour**. For the safety of all students, this speed must be observed.
3. Students failing to comply with these requests will have their driving privileges revoked.
4. Parents of students who drive to school shall file a notarized permission for their students to drive to and from school with the high school office.
5. The top ten students from each of the Sophomore, Junior, and Senior classes will be put in a random drawing for the top thirty parking spots.

Once entering the school grounds in the morning students are to leave their cars or bus and enter the school building and remain there until the end of the school day. Loitering in the parking lot or other places outside of the school building is not allowed except in the area directly outside the foyer when weather permits.

Preventing and Reducing Incidences of Sexting

Sexting is generally defined as sending, sharing, viewing, receiving, or possessing indecent visual depictions of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting, how to talk to your children about it, and how to say no to sexting, please see the following links:

www.common sense media.org/blog/talking-about-sexting

www.education.com/magazine/article/child-sexting-parents/

www.athinline.org/facts/sexting

Student Safety

The maintenance of a safe, pleasant, school environment is conducive to learning is the highest priority of Calhoun High School. 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, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. (PRESS 4:170)

Calhoun Unit #40 has developed a Comprehensive Safety Plan. In addition to physical safety, CUSD #40 is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following is an outline of our emergency and disaster response plans.

School Emergency Operations and Crisis Response Plan

1. Prevention- the capabilities needed to avoid, deter, or stop an incident.
2. Preparation- the capabilities needed to: a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response- the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery- the capabilities needed to restore the learning environment.

Communication to Stakeholders

CUSD 40 will share emergency information via its website, School Messenger, and the Calhoun Facebook Page.

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students. We will attempt to provide information through the District's School Messenger and Facebook Page. If evacuation is needed, students at Calhoun High and Elementary schools will be moved to an off-site location that will be shared with parents/guardians once the students are safe. You may pick up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District's Safety Coordinator as well as the Building Principal. Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have question, please feel free to contact me at 576-2229. Thank you for your cooperation and support.
Website address: www.calhoun40.net