

EASTLAND HIGH SCHOOL
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WELCOME BACK TO SCHOOL!

WELCOME to EASTLAND HIGH SCHOOL. This handbook is designed to acquaint you with the rules, regulations, and procedures used at Eastland High School. All policies and rules in this book have been reviewed by students, parents, teachers, board members and administrators. They have been approved by the Board of Education. This publication does not contain all the facts, rules, and policies necessary for the operation of our District. It does, however, contain those items most crucial to a student's daily routine and parental understanding of the schools.

The guidelines contained in this handbook are meant to be just that, guidelines. Try to think about the "spirit" of the law, and avoid getting too hung up on the "letter of the law." So, do the right thing and you'll be fulfilling a big part of your obligation as a positive contributor here at our school.

We welcome your input into the contents of this handbook. Is there an area that needs to be addressed that has been overlooked? The District Office would be happy to receive your comments.

Mr. Ritchie
Principal



EASTLAND HIGH SCHOOL FACULTY

Name	Department	E-mail Address	Phone Ext.
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Ms. Cox	Social Studies	ecox@eastland308.com	291
Mr. Dunlap	Boys P.E.	dunlap@eastland308.com	245
Mrs. Fink	Math	rfink@eastland308.com	232
Mrs. Foust	Special Ed.	bhf@eastland308.com	241
Mr. Freidhof	Science	chemguy@aeroinc.net	237
Mr. Geerts	Industrial Arts	geerts@eastland308.com	242
Mr. Guerrero	Spanish	cguerrero@eastland308.com	238
Mrs. Hartman	FACS	lh@eastland308.com	251
Mrs. Henze	Girls P.E./Health	cfh@eastland308.com	246
Mrs. Rosenthal	English	srosenthal@eastland308.com	226
Mr. Johnson	Social Studies/A.D.	djohnson@eastland308.com	236
Mr. O'Keefe	Music	kokeefe@eastland308.com	239
Mrs. Landherr	Business	mblandherr@eastland308.com	254
Ms. Lowe	Math	jane@eastland308.com	231
Mrs. Lower	Special Ed.	mlower@eastland308.com	241
Mrs. Matheson	Art	mathj@eastland308.com	247
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Mrs. Stoner	Science	sstoner@eastland308.com	252
Mr. Toepfer	Ag	stoepfer@eastland308.com	243
Mr. Weber	Science	weber@eastland308.com	235
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GUIDANCE PROGRAM

We believe that the guidance program is an integral part of the educational program and should be available to all students of the schools. It shall be the aim and objective of the board to provide, within the financial constraints of the resources available, adequate guidance personnel.

Students should avail themselves of the services available from qualified personnel in the areas of educational vocation and life counseling.

For a guidance program to become effective, it is necessary that teachers and counselor recognize the fact that they are within the realm of qualified privilege when a student confides in them. Conferring, consulting, guiding, and advising must be built upon a mutual trust that is predicated upon the premise of confidentiality.

HIGH SCHOOL GRADUATION REQUIREMENTS

The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the school district exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all courses as provided in the school code.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education.
3. Complete all District course requirements. Beginning with the graduating class of 2010, each student shall successfully complete 28 academic credits, including the following specific credits:
 - Four academic credits of English (including ½ academic credit of American Literature and ½ academic credit of British Literature, or one credit of Honors English).
 - Four academic credits of Physical Education – unless waived by the Principal (including ½ academic credit of Health)
 - Three academic credits of Mathematics (1 academic credit must be Algebra I and 1 academic credit must be a course requiring geometry content)
 - Three academic credits of Science (including 1 academic credit of Biology and 1 academic credit of a physical science course)
 - Two academic credits of Social Studies (including 1 academic credit of U.S. History and ½ academic credit of Civics)
 - One academic credit of Art, Music, or Vocational Education
 - Half academic credit of Economics or Consumer Education (students may earn credit through proficiency test), and
 - Half academic credit of Computers
4. Pass an examination on patriotism and principles of representative government,

proper use of the flag, methods of voting, and the Pledge of Allegiance.

5. Take the Prairie State Achievement Examination, unless the student: (a) is exempt according to Illinois school code or (b) during the 2010-11 school year, meets ISBE's requirements for seniors who did not take the PSAE as juniors and were unable to participate in the retake.

Students who complete the Special Education Program as prescribed by the Bi-County Special Education District may receive a regular High School diploma and may participate in the graduation exercises at Eastland High School. All students enrolled in the Special Education Program are entitled to participate in all activities of their class.

Lacking these credits will eliminate a Senior from taking part in the graduation ceremony.

Pregnant or parenting students have State-given rights as it relates to programmatic and attendance barriers. Please contact the counselor.

MINIMUM STUDENT SCHEDULE AT HIGH SCHOOL

Each high school student shall be enrolled in a minimum of 7 classes (including a lab period) and be allowed no more than one (1) full-length study hall period per day.

GRADING SCALE

Eastland High School has a grading system of +s and –s with different point values for all letter grades (no weighted grades). Grades in ALL classes will be determined on the following grade scale:

Letter Grade	100 Pt. Scale	Grade Points
A	93.00-100	4.0
A-	90.00-92.99	3.67
B+	87.00-89.99	3.33
B	83.00-86.99	3.0
B-	80.00-82.99	2.67
C+	77.00-79.99	2.33
C	73.00-76.99	2.0
C-	70.00-72.99	1.67
D+	67.00-69.99	1.33
D	63.00-66.99	1.0
D-	60.00-62.99	0.67
F	Below 60.00	0.00

HONOR ROLLS

Honor Rolls are based on the following Grade Point Averages (GPAs).

Honor Roll = 3.00 – 3.59

High Honor Roll = 3.60 –3.99
Straight A Honor Roll = 4.0

SEMESTER GRADES

Semester grades are based on:
40% First Quarter Grade
40% Second Quarter Grade
20% Semester Test Grade

LATE WORK POLICY

All students must follow the rules established by each individual classroom teacher regarding the acceptance of and / or credit given for work that is late for any reason, including excused or unexcused absences. It is the student’s responsibility to see the teacher the following day after an absence, regardless of block schedule.

If late work is not specifically addressed in the classroom teacher’s syllabus, the following policy will be followed.

Work not submitted when it is due is subject to the Late Work Policy.

1 Day (refers to not being submitted when due).....75% of possible grade
2 Days.....50% of possible grade
3 Days.....No Credit

PROGRAM CHANGES

Changes can be made or a course dropped through the first five days of classes if:

1. It is possible in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established curriculum.
3. The change is approved by parent, teacher, counselor and Principal.
4. The change is made for educationally sound reasons.
5. A \$5.00 fee will be charged to each course change that is made after 30 calendar days after Spring registration. Note: No charge will occur if the Principal or counselor directs the change.

After the first five school days, a dropped course will be recorded as a withdraw/failure.

SEMESTER EXAMS

Testing over the materials which have been covered in each class is an important part of the education process. Therefore, it is the policy of Eastland High School to administer final examinations at the designated time and place unless excused by the Principal. Seniors will not be required to take second semester exams.

Note: The following courses are exempt from semester exams: Driver Education.

ADMISSION SLIPS

Any student who has been absent from school is required to report to the office upon his/her return to obtain an admission slip. Admission slips need to be picked up in the office before the 8:05 a.m. bell.

PERMIT TO LEAVE THE BUILDING

If a student is to leave during the school day for a doctor or dentist appointment, a note or phone call must be received from the parent before the student can sign out in the office. Failure to follow this procedure will result in an unexcused absence from school. If a student becomes ill during school time and wishes to go home, the parent must give verbal permission to the office secretary over the phone to allow the student to drive his/her vehicle home.

TARDIES

When a student is tardy to class or study hall three times per quarter a warning letter will be sent home. The fifth tardy per quarter will result in an extended detention (from 3:15 – 5:45).

RESOURCES AND SUPPORTIVE SERVICES

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- conferences with school personnel
- counseling service of school counselors and psychologists
- testing by school psychologists and/or special education personnel
- schedule or program changes
- special education assessment and placement
- referral to community agencies for appropriate services
- behavior/attendance contracts

SENIOR ATTENDANCE

Seniors will be dismissed the last period of the school day if they have a study hall and a job and have written permission from their parents. All other students will remain in school for the regular school day.

BEFORE AND AFTER REGULAR SCHOOL HOURS

Students will not be allowed to enter the school building before 7:40 a.m. and should not linger in the building longer than 15 minutes after school dismissal excepting those who are under the request or supervision of a staff member.

“CLOSED” CAMPUS

The Eastland District adopted the policy of a closed campus. This means that when the students come to school in the morning that under normal circumstances they will not be able to leave the school grounds until the end of the school day. For example: a high school student will not be able to drive his/her car during the noon hour to leave the school grounds for lunch.

AFTER SCHOOL ACTIVITIES

Activities will be scheduled during the day or after school at times convenient to the group and its adviser. No students are to remain after school unless requested or are participating in activities supervised by an adviser. Only officially recognized school groups may use the school building or its facilities.

SPORTSMANSHIP GUIDELINES

Students/participants/and spectators at Eastland events will:

1. speak politely and act responsibly at away events.
2. speak politely and extend our hospitality to groups and individuals visiting our school.
3. use only appropriate language.
4. respect the property of all school districts.
5. treat officials or dignitaries with respect, and their decisions with tolerance.
6. as a spectator, cooperate with our fellow spectators.
7. as a participant, compete aggressively while respecting the right of our opponent to do the same.
8. confront loss or failure with courage, fair-mindedness, and resolve.
9. respond to the poor conduct of opponents or opposing fans by elevating our performance, rather than resorting to words, gestures, or force.
10. remain modest in victory.
11. honor all laws and school rules.

Consequences

Students, parents, or adult spectators, who engage in cheers, chants, or behaviors that are derogatory, inappropriate, or unsportsmanlike will be required to leave the event.

Students, parents, or adult spectators may be suspended from participating and/or attending future events or contests, and depending on the circumstances, may be subject to additional disciplinary action as outlined in the parent-student handbook.

TRAINING RULES AND ELIGIBILITY

To be part of an extra-curricular activity is a privilege, not a right. Students who choose to participate in these activities are subject to all normal school rules, but in addition they are expected to maintain habits and behaviors that reflect favorably upon themselves, the school and the community. As representatives of the district they are expected to not use tobacco, intoxicants, stimulants, controlled or illegal substances, or be convicted of an offense other than a routine traffic violation.

Should an extra-curricular participant find him/herself in a situation where illegal activities are taking place, that individual will be considered to be an active participant in those illegal activities if he/she fails to leave within 10 minutes after becoming aware of those illegal activities.

These expectations are in effect throughout the entire year as well as during the specific activity or sport season.

Every student participating in Athletics or an Extra-curricular organization is required to sign the “Eastland Athletic and Extra-Curricular Code” document and return it to his/her coach or supervisor before he/she begins participating.

Academic eligibility is determined as follows:

1. First two weeks of each semester’s eligibility will be based on the IHSA weekly standard. (20 hours = four subjects.)
2. During weeks three through eighteen of a given semester a student/participant must pass all classes in which he/she is currently enrolled.
3. If a student/participant becomes ineligible, it is under the discretion of the head coach or activity leader to determine the extent of his/her practice participation. Discretionary measures may or may not include: practice with the team, traveling with the team, using practice time as study time, etc...
4. If at any time during a season a student/participant has three total weeks of ineligibility, he/she will immediately be removed from the team for the remainder of the season. Academic suspension from a team includes all practices, all competitions, and all contact with the team.
5. At the beginning of a new season the student/participant must be academically eligible to be able to begin the new season.

6. A student must pass (20 hours=4 subjects) to be eligible for the proceeding semester.
7. Transfer students' eligibility will be based upon grades received from the previous school when enrolling.

Eligibility standards will involve any and all extra-curricular activities listed below:

- Boys and Girls Sports
- Cheerleaders
- Speech
- Drama
- Student Council
- Academic Bowl
- Band and Chorus
- All Clubs and Organizations

Procedure For Notifying Ineligible Students:

1. The student will have a conference with an administrator or athletic director and be told which classes he/she is failing.
2. A letter will be sent by the school to parents notifying them of length of the ineligibility.

PASSES

In order for a student to see a teacher or counselor during the student's prep or lunch period, a pass should be secured from the teacher or counselor ahead of time. Hall passes are located in student planners.

QUIET AND ORDER

An atmosphere of calm is essential to learning. Nothing so contributes to this atmosphere as quiet voices; gentle handling of lockers, books, and desks; and walking quietly in halls, lobbies, and stairways. The Media Center is an area for quiet study, research, and reading. Should a teacher become detained on his/her way to class, the students should begin working in an orderly fashion.

BOOK RENTAL

All of the textbooks that are used in the Eastland High School are rented to the students. Rental fees are charged for the purpose of paying for the actual cost of the books in the time books are expected to last.

The book rental also includes the cost of workbooks but not paper, pens, and pencils. The book fee at the high school is \$55.00.

The Board of Education loans textbooks free of charge to students whose parents are unable to pay rental fees. A waiver form for these fees must be picked up from the Superintendent's office and returned for approval.

STUDY HALLS

Each student in a study hall must have materials for study purposes. Study hall teachers may issue passes to the office, counselor's office, and the Media Center only. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

CARD GAMES

Playing cards during study halls, at noon, or any other time in school is prohibited. This includes computer card games. The only exemptions are for educational reasons (i.e. Math).

THE MEDIA CENTER

The Media Center has books, magazines, newspapers, and pamphlets for assigned study and recreational reading. Computer and Internet are available for assigned study. The Media Center is open for use during the entire school day and a short time before and after school.

Prior to using any computer outside of regular class time, a student may sign out to the Media Center from study hall with a pass from his/her study hall teacher. Upon arrival in the Media Center, the student should request permission to use a computer and state for what class they are using a computer in the Media Center or the adjacent computer lab.

A student may not leave the Media Center without permission from the Media Specialist or other supervising teacher.

If a student abuses the privilege of using the media center, he/she will lose privileges:

1. 2 weeks for the first occurrence
2. 1 month for the second occurrence
3. the rest of the semester for the third occurrence

Fines are charged for overdue materials at an established rate of 10 cents per school day.

AUTOMOBILE USAGE

Students who are licensed to drive by the State of Illinois may drive cars and other vehicles to school. After a student vehicle arrives in the school parking area, it must be parked and all occupants must immediately leave the vehicle. Student parking is on the west side of school

drive and on the east side of school drive beginning north of the high school building. First offense-warning; Second offense-loss of driving privilege; Third offense-permanent loss of driving privilege. No students are to park directly in front of the high school building except for the Cadet on call. Students may not return to their vehicle without special permission from the Principal's office.

Any student who screeches tires, hotrods, or engages in any unsafe or disruptive action with a vehicle is subject to disciplinary action. First offense-warning; Second offense-loss of driving privilege; Third offense-permanent loss of driving privilege.

Students may drive to WAVC with permission from WAVC, Principal and parent. Any student who drives to WAVC without previous approval of the school office could receive a one-day suspension and loss of future driving privileges.

PHYSICAL EDUCATION

All students are required to participate in physical education. In view of this, it is strongly urged that the student visit his family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. A note from a parent may excuse a physical education student for 1 day only. If a doctor's note reads "excused until further evaluated," the physical education student must see a doctor within 2 weeks of the initial note.

All students will be required to purchase from the school a T-shirt (\$6.00) and shorts (\$12) for physical education class.

For the students' safety during physical education class participation, no jewelry is to be worn and piercings must be removed or covered.

Any "No Dress," including continuing to wear jewelry or piercings, will result in a lowered physical education grade each day of the infraction.

EXEMPTION FROM PHYSICAL ACTIVITY

A child may be exempted from some or all-physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the P.A. system at 8:10 a.m. each day and will be posted on the high school's web page. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their adviser.

Governor George Ryan signed into law in July 2002, a requirement that public high school lead students in the Pledge of Allegiance every day. After the pledge, all students will observe 15 seconds of quiet time for reflection on the day's events. This will be done just prior to the daily announcements.

Special notices are posted on the bulletin boards outside the main office and at the south end of the hall. All posters must advertise school sponsored events and must be approved by the administration.

USE OF SCHOOL OFFICE TELEPHONE

The use of the office phone by students is limited to necessary student-parent communication. Students should request permission from the office to use the office phone.

Students should inform parents not to call them to the phone or ask that messages be delivered except for emergency reasons. Students will not be called from class to take a telephone call except in case of emergency.

HALLWAY BEHAVIOR

The hallways shall not be used as a place to sit on the floor at any time. If a student needs to sit down before school begins in the morning he/she must use a classroom.

DISPLAYS OF AFFECTION

Displays of affection between students will not be allowed in the building, on the school grounds, or at school sponsored activities/events. Violations could result in disciplinary action.

BOOM BOXES, WALK-MEN, MP3 PLAYERS, CELL PHONES, PAGERS

Boom Boxes, Walk Men, MP3 Players, Pagers, Cell Phones, etc. will not be allowed to be used in study halls or classrooms, buses, field trips, or the building without permission from the principal's office. Cell phones are to be turned off and kept in the student's locked locker between 8:00 a.m. and dismissal. Violations will be subject to the High School Discipline

Policy #14. —Students may obtain permission from the office to use cell phones during regular school hours.

MP3 Players, Cell Phones, etc. will not be allowed to be used in study halls or classrooms, buses, field trips, or the building without permission from the principal's office.

Students in grades nine through twelve may carry cell phones with them during the school day. However, phones must be turned off during the day, and may not be used in the classroom, unless specifically authorized by the teacher *for academic use*. Students wishing to use their cell phones during the day for personal use are required to report to the office first.

Students who violate these rules and expectations will receive the following consequences:

First Offense:	Warning and reminder of the rules and expectations
Second Offense:	Cell phone is confiscated and returned at the end of the day
Third Offense:	Cell phone is confiscated and returned only to parent/guardian
Fourth Offense:	Loss of cell phone privileges for the remainder of the year

Note: Students who use cell phones for inappropriate activities such as sexting, plagiarism, academic dishonesty, etc... will be subject to the consequences associated with these particular behaviors, in addition to the consequences identified above.

SCHOOL DANCES AND ACTIVITIES

Throughout the year, various organizations may sponsor dances. These dances are open to the students of our school, to their guests who are enrolled in another high school, and to guests who are not enrolled in high school as long as they are under the age of 21. Guests must be approved by the Principal. Forms are available in the office for this purpose. The forms must be submitted by a deadline date which is announced. No Junior High students will be allowed as guests. Students who bring a guest are responsible for the conduct and behavior of their guest. Guests are to abide by the same rules as Eastland students. All students and/or guests will be required to take a breathalyzer test upon arrival to the dance and are subject to the District Student Discipline Policy. All students and/or guests who leave the building during school dances are not allowed to return.

ORGANIZATION SPONSORS

FCCLA - Mrs. Hartman
FFA -Mr. Toepfer
Cheerleading -Mrs. Urish (football), Mrs. McWorthy (basketball)
Yearbook - Mrs. Cassens
Student Council – Mrs. Landherr
Academic Team – Mr. Lathrop

Speech Team – Mrs. Ruch, Ms. Miller
Theatre – Mr. Kempel
National Honor Society – Mrs. Lower
3.0 Club / Academic Excellence – Mrs. Pilgrim, Mr. Ritchie, Mrs. Fink
Servant Leadership – Mr. Toepfer

3.0 CLUB/EDUCATIONAL EXCELLENCE AWARD

Goal: To recognize students who achieve and maintain an honors grade point.

Awards: 5 inch English chenille letter for first year achievers and a gold bar for each year beyond. An additional chenille patch for students who achieve a GPA of 3.75 (Educational Excellence Award) **Note Freshmen receive an honorary certificate after the first semester grades.

Qualifying Students will have a G.P.A. of 3.0 or higher after the first semester grades are established.

Presentation of Awards: Qualifying students will receive their honors during a special assembly. Date and time TBA.

CLASS SPONSORS

It is necessary for the sponsor to be present at class meetings, parties, or other approved scheduled events. It is their responsibility to see that the proper procedures are followed in setting up class events and the expenditure of class funds.

Class Sponsors and Organization Directors for the year are:

9th Grade (Class of 2012)	- Mrs. Rosenthal	Mr. O'Keefe
10th Grade (Class of 2011)	- Ms. Cox	Mrs. Stoner
11th Grade (Class of 2010)	- Mrs. Foust	Mr. Guerrero
12th Grade (Class of 2009)	- Mrs. Hartman	Mr. Weber

HIGH SCHOOL STUDENT DISCIPLINE

A student's conduct must be such that the educational process can proceed in an orderly manner. All students are expected to conduct themselves properly through self-control and by showing and maintaining respect for students and adults. The student is expected to show:

1. Respect for property belonging to:
 - his classmates and himself
 - the teacher and the school
 - the neighbors of the school (littering, smoking, or cutting through the yard, would all be examples of failure to assume responsibility in this area.)

2. Responsibility to self by:

- refraining from the use of alcoholic beverages and the misuse of drugs
- attending school daily
- striving for educational success
- developing personal integrity, truthfulness and honesty.

Harassment of Students Prohibited

No person, including a district employee or agent, or student, shall harass, threaten, or intimidate a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate verbal, physical, or visual harassment or intimidation that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance; or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, physical intimidation and/or threats, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Minor Disciplinary Violations

Minor disciplinary violations, such as loitering in the halls, littering in and around the school, disturbing classrooms or study halls, failing to follow handbook procedures or staff instructions, will be dealt with on an individual basis with penalties appropriate to the situation. However, multiple or repeated violations may indicate a behavioral problem. Repeated violations will receive special attention and disciplinary action which may include detention or suspension.

Detention Policy

Detentions will be served after school on Tuesdays and Thursdays from 3:15 p.m. to 4:00 p.m. Each teacher is responsible for calling and informing the parents of each student who has been assigned a detention. Written notification will also be sent home. If a student misses a detention, he/she will then have to serve an extended detention. Two missed detentions will result in an immediate suspension. Four detentions during the year will result in an extended detention. However, if a student goes a quarter without a detention, he will have a detention removed from his record. This policy includes all school activities. Field trips, ball games or any time on school property are included in this policy.

Offenses that receive detentions include:

1. Severe or repeated disruptions of a class.
2. Verbal abuse of school personnel or other students, or use of profane words, or gestures.
3. Verbal or physical assault of students or school personnel.
4. Any endangering of the physical or psychological well-being of school personnel or other students (throwing objects).

5. Wearing clothing which would be construed as depicting or promoting illegal, immoral, or obscene acts; or specific items that depict or refer to alcohol, drugs, gangs, Satanism, cults, or obscenities.
6. Public displays of affection other than holding hands.
7. Skipping class, study hall, or assemblies while still on school grounds.

Each student is responsible for finding his or her ride home after detention.

Major Disciplinary Violations

Gross Disobedience or Misconduct will result, in most cases, in the minimum of a one (1) day in-school suspension and a conference with the parents before the student is readmitted to school. Maximum penalties may extend up to and include expulsion from school. The listing of infractions is not inclusive. Acts of misconduct detrimental to the educational program will be handled through the appropriate steps outlined on the following pages.

These rules can apply to students 24 hours a day, 7 days a week, 365 days a year, especially in the case of disrespect, threatening a district employee, etc.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

Definitions and disciplinary sanctions for incidents of gross disobedience and misconduct:

1. THEFT may be reported to the police for official action. The student will be suspended, and the stolen items returned, or restitution paid.
2. VANDALISM may be reported to the police for official action. The student will receive a disciplinary consequence including possible suspension from school, and will be required to pay restitution.
3. ARSON will be reported to the police, and the student will be immediately suspended pending an expulsion hearing which will be held within ten (10) days of the first day of suspension. Tripping a false fire alarm will result in no less than a five (5) day suspension and a conference with the parents.
4. FIGHTING at school, on school property, or at school events as determined by the building principal will result, in all but exceptional cases, in the suspension of all students involved.
5. USE OR POSSESSION OF ALCOHOL, ILLEGAL DRUGS, OR THE MISUSE/ABUSE OF OVER-THE COUNTER DRUGS, on school property during school hours or at school activities will result in suspension. Students are also prohibited from being under the influence of drugs or alcohol while at school, on school property, or at school activities. Students in violation of this rule will receive the following consequences:

- 1st Offense - 5-day out-of-school suspension
- 2nd Offense - 10-day out-of-school suspension
- 3rd Offense - Recommended for expulsion

Students found to be selling or distributing these substances at school or school activities will be referred to law enforcement, and will receive the following consequences:

- 1st Offense - Recommended for expulsion

6. USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS in any form at school, on school property, or at school activities will receive the following consequences:

- 1st Offense - 2-day out-of-school suspension
- 2nd Offense - 5-day out-of-school suspension with student and parent(s) required to attend a re-entry conference before returning.
- 3rd Offense - 10-day out-of-school suspension with student and parent(s) required to attend a re-entry conference before returning.
- 4th Offense - Recommended for expulsion

7. USE OR POSSESSION OF FIREWORKS, EXPLOSIVE DEVICES OR OTHER DANGEROUS INSTRUMENTS which can inflict bodily injury at school, on school property, or at school activities will result in the following consequences:

- 1st Offense - 10-day out-of-school suspension, notification of law enforcement, and student/parent re-entry conference before returning to school
- 2nd Offense - Recommendation for expulsion

USE OF POSSESSION of lighters or matches at school, on school property, or at school activities is also prohibited, and will result in disciplinary action including suspension.

8. USE OR POSSESSION OF WEAPONS by any student at school, on school property, or at school activities will be reported to the police, and the student will be immediately suspended pending an expulsion hearing which will be held within ten (10) days of the first day of suspension.

9. GROSS INSUBORDINATION, LYING, OR USE OF PROFANITY AND/OR OBSCENITIES DIRECTED AT A STAFF MEMBER OR STUDENT will result in the following consequences:

- 1st Offense - minimum 1-day out-of-school suspension
- 2nd Offense - 5-day out-of-school suspension and student/parent re-entry conference before returning to school
- 3rd Offense - 10-day out-of-school suspension and student/parent re-entry conference before returning to school

4th Offense - Recommended for expulsion

10. **CHEATING or PLAGIARISM:** The first time a student is caught cheating in a classroom, teachers will follow this procedure:
 - a. Give both the “giver of information” and the “receiver of information” a “0” on the work they are doing.
 - b. The teacher should call both students’ parents and will warn the parents that a second offense will result in office referral. The second time a student is caught cheating, the student will be referred to the Principal immediately.
 - c. Internet plagiarism is a serious offense. The high school subscribes to a plagiarism prevention tool called “turnitin.com.” A teacher may upload/submit for evaluation any or all of a student’s written work for his/her class. If plagiarism is detected, a student may be given a chance to revise written work on a rough draft or he/she may receive a zero for a final paper/project. Subsequent Internet plagiarism offenses will be referred to the Principal immediately and will be subject to discipline measure outlined in section H of “Guidelines of Acceptable Use of District Computer System by Students.”

11. **TRUANCY:** Any time that an absence cannot be verified by phone, or if the parent or guardian has no knowledge of the student’s whereabouts, the student will be considered truant. Truancy shall be defined as an unexcused absence. If a student is suspended, parents will be notified. Students truant for five days shall be referred to the Probation Office of the Educational Service Region. Students absent ten or more days may be referred to the Office of the States Attorney.

12. **GANG ACTIVITY PROHIBITED:** Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:
 - a. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that depicts evidence of membership or affiliation in any gang.
 - b. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
 - c. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the

following disciplinary actions:

- Removal from extracurricular and athletic activities as defined in the “Co-curricular Conduct Code.”
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 years

13. **HAZING PROHIBITED:** Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent/guardian
- Referral to the appropriate law enforcement agency

Students engaging in hazing which endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

14. ELECTRONIC DEVICES

Electronic Signaling Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- a. Cell phones must be turned off and kept in the student’s locked locker from 8:00 a.m. until dismissal.
- b. Students may obtain permission from the office to use cell phone during regular school hours.
- c. Cell phones and other electronic devices will not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Students in violation of this rule will receive the following consequences:

- 1st Offense - the student may retrieve it after school
 - 2nd Offense - the parent/guardian to retrieve the cell phone from the office
- All subsequent offenses will be considered insubordination

Electronic Study Aids

The use of electronic study aids is subject to the following rules:

- a. The use of the device is provided in the student's IEP.
- b. Permission for the use of the device is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (e.g. GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones. Eastland District #308 is not responsible for the loss or theft of any electronic device brought to school.

USE OF METAL DETECTORS FOR STUDENT SAFETY

Metal detectors may be used when the administration in any school has reasonable suspicion that weapons or dangerous objects are in the possession of unidentified students; when there is a pattern of weapons or dangerous objects found at school, on school property, at a school function, or in the vicinity of a school; or when violence involving weapons has occurred at a school or on school property, at school functions, or in a school's vicinity. The Building Principal shall obtain the Superintendent's permission before using a metal detector. The reasons supporting the use of a metal detector shall be documented.

Before a metal detector is used in a particular school, the students shall be notified via the intercom, at an assembly, or by similar means of its use. On the day of its use, signs will be posted to inform students that they will be required to submit to a screening for metal as a condition of entering or continuing attendance at school. District staff, who may be assisted by law enforcement officials, will conduct the screening.

MILITARY OPT OUT REQUEST

School districts are required to release student names, addresses, and phone numbers to military recruiters upon their request. As a student you have the right to request that your private information not be released to military recruiters and others. Military Opt Out forms are available in the office for this purpose.