

**2009-2010 Student Handbook Receipt**

I have received a copy of the Reed-Custer High School 2009-2010 Students Handbook and I understand that I am responsible for all the information contained herein.

**This signed statement will be placed in my discipline file.**

**Student Name** \_\_\_\_\_  
Please Print

**Student I.D. Number** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_



August, 2009

Dear Parents and Students,

Welcome to Reed-Custer High School. The beginning of each school year represents an opportunity for you to reflect upon your personal goals and expectations. Please take the time to plan your academic strategies, your co-curricular involvement and the many growth opportunities that will add to your experiences at Reed-Custer. It is our hope that you will achieve your full potential in all your pursuits and activities.

Please take into consideration the following:

Success is not an act but a habit. Success is the result of high intention, sincere effort, intelligent direction, and skillful implementation. Success represents making wise choices when faced with a variety of options. Through constant and consistent attention to your academics, co-curricular involvement and personal development, your success can and will be achieved.

Learn to plan your time effectively. Accept responsibility for your learning, your decisions, and your actions.

Establish goals and commit yourself to them with the strength and courage to succeed. Create a “no limitation” belief in yourself and a will to win, regardless of your field of endeavor. Show your enthusiasm and support for classmates as they pursue their projects.

Please help make Reed-Custer High School a welcome place for all students. It is one of the most important things you can do to make our school a safe environment for all.

I would like to close by wishing all of you the very best for a happy and successful school year. I am proud to be a part of the great traditions at Reed-Custer High School, and I encourage each of you to commit to giving your best effort in everything you do. Good luck and “Go Comets”!

Sincerely,

Eric Bernstein  
Principal

REED-CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U  
2009-2010 PARENT AND STUDENT HANDBOOK  
REED-CUSTER HIGH SCHOOL SECTION

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**Reed Custer High School Mission Statement**

The primary purpose of Reed-Custer High School is to prepare students for their following roles in society: to be responsible citizens, to be productive employees, to be effective communicators and to be informed consumers. To that end, the dedicated faculty and support staff will assist the students in the development of the following skills:

- Develop communication and problem solving skills that enable students to excel in an ever-changing world;
- Prepare students for academic and career excellence through a foundation of diverse course offerings giving them the tools to become lifelong learners while developing strong work ethics;
- Teach acceptable social interaction with regard for themselves, others and their environment including respect for other ethnicities and cultures.

We are committed as a high school to foster a safe and positive environment with opportunities for all students to express their creative ability in academic and co-curricular activities while encouraging all students to attain their maximum educational potential.

**REED-CUSTER HIGH SCHOOL SCHEDULE**

**REGULAR SCHEDULE #1**

<b>PERIOD</b>	<b>0</b>	<b>7:00</b>	<b>-</b>	<b>7:40</b>
	<b>1</b>	<b>7:50</b>	<b>-</b>	<b>8:39</b>
	<b>2</b>	<b>8:44</b>	<b>-</b>	<b>9:33</b>
	<b>3</b>	<b>9:38</b>	<b>-</b>	<b>10:27</b>
	<b>4</b>	<b>10:32</b>	<b>-</b>	<b>11:21</b>
	<b>5</b>	<b>11:26</b>	<b>-</b>	<b>12:56</b>
<b>LUNCH</b>	<b>A</b>	<b>11:26</b>	<b>-</b>	<b>11:56</b>
	<b>B</b>	<b>11:56</b>	<b>-</b>	<b>12:26</b>
	<b>C</b>	<b>12:26</b>	<b>-</b>	<b>12:56</b>
	<b>6</b>	<b>1:01</b>	<b>-</b>	<b>1:50</b>
	<b>7</b>	<b>1:55</b>	<b>-</b>	<b>2:44</b>

**ASSEMBLY SCHEDULE #2**

<b>PERIOD</b>	<b>0</b>	<b>7:00</b>	<b>-</b>	<b>7:40</b>
	<b>1</b>	<b>7:50</b>	<b>-</b>	<b>8:35</b>
	<b>2</b>	<b>8:40</b>	<b>-</b>	<b>9:25</b>
	<b>3</b>	<b>9:30</b>	<b>-</b>	<b>10:15</b>
	<b>4</b>	<b>10:20</b>	<b>-</b>	<b>11:05</b>
	<b>5</b>	<b>11:10</b>	<b>-</b>	<b>12:40</b>
<b>LUNCH</b>	<b>A</b>	<b>11:10</b>	<b>-</b>	<b>11:40</b>
	<b>B</b>	<b>11:40</b>	<b>-</b>	<b>12:10</b>
	<b>C</b>	<b>12:10</b>	<b>-</b>	<b>12:40</b>
	<b>6</b>	<b>12:45</b>	<b>-</b>	<b>1:30</b>
	<b>7</b>	<b>1:35</b>	<b>-</b>	<b>2:20</b>
<b>ASSEMBLY</b>		<b>2:20</b>	<b>-</b>	<b>2:44</b>

**STAFF DEVELOPMENT/EARLY DISMISSAL SCHEDULE #3**

<b>PERIOD</b>	<b>0</b>	<b>7:00</b>	<b>-</b>	<b>7:40</b>
	<b>1</b>	<b>7:50</b>	<b>-</b>	<b>8:32</b>
	<b>2</b>	<b>8:37</b>	<b>-</b>	<b>9:18</b>
	<b>3</b>	<b>9:23</b>	<b>-</b>	<b>10:04</b>
	<b>4</b>	<b>10:09</b>	<b>-</b>	<b>10:50</b>

Daily announcements are placed on the lunch tables for students to read during their lunch period.

Students are to enter "only" the main entrance in front of the school or the north entrance at the back of the auditorium. After school, students are expected to be prompt in getting to buses to take them home. The buses after school will pick the students up behind the Reed-Custer Middle School. Buses depart at approximately 3:02 p.m. everyday.

## **GRADUATION REQUIREMENTS**

### **Required courses for graduation**

English	4	credits
Math	3	credits
Science	3	credits
<i>(1 Physical Science, 1 Chemistry or Honors Chemistry, 1 Biology or 1 Honors Biology)</i>		
Physical Education/Health	4	credits
U.S. History	1	credit
*American Government	.5	credit
Geography	.5	credit
Economics	.5	credit
<i>(Or passing the state proficiency exam)</i>		
Art, Music, Foreign Language, or Vocational Elective	1	credit
** Reading/Study Skills	.5	credit

\*In addition to the above requirements, the state law of Illinois requires that a citizenship test be passed in order to graduate from high school. This test will be administered in American Government.

\*\* Required based on ISAT score and academic performance in 8th grade English

## **INSTRUCTIONAL AREAS**

### **HOMEWORK**

Students must have their homework complete and ready to hand in at the beginning of the period to receive 100% credit.

If the assignment is not turned in at the beginning of the period, the student will receive 50% credit for the assignment if the assignment is handed in before 3:10 P.M. the following day. Any work handed in after the 3:10 P.M. deadline the following day will be graded by the teacher, but the student will receive a zero.

If a student becomes chronic in not handing in homework, the teacher is to issue a classroom detention and place the student on the missing homework form. The student will be placed on Step 1 of the Missing Homework Report on the 3rd missing assignment. The student will be issued a 30 minute detention to be served with the teacher.

On the 4th missing assignment the student will be placed on Step 2 of the Missing Homework Report and be recommended to No Comet Left Behind.

The student will be given a one hour after school detention from 3:00 p.m. - 4:00 p.m. The teacher will notify the student's parents of the missing assignments.

On the 5th missing assignment, the student will be placed on Step 3 of the Missing Homework Report and will be given a two-hour after school detention from 3:00 p.m. - 5:00 p.m. The teacher will notify the student's parents of the missing assignments.

On the 6th Missing Assignment and every Missing Assignment, thereafter the student will be placed on Step 4 of the Missing Homework Report and will be given a four hour Saturday morning detention from 8:00 a.m. - 12:00 noon. The teacher will notify the student's parents of the missing assignments.

**NOTE:** The homework policy will be enforced on a 18 week (Semester) basis.

**TESTING:** 18 week Semester exams will be given this year.  
December 18, 21, 22 and May 20, 21, 24

**TESTING SCHEDULE**

<u>Day #1 (Exams 3 &amp; 6)</u>	<u>Day #2 (Exams 1, 4 &amp; 7)</u>	<u>Day #3 (Exams 2 &amp; 5)</u>
Period 1 7:50-8:39	Exam 1 7:50-9:30	Exam 2 7:50-9:30
Period 2 8:44-9:33	Exam 4 9:40-11:20	Exam 5 9:40-11:20
Exam 3 9:38-11:21	Period 5 11:26-12:56	Dismissal/Lunch
Period 5 11:26-12:56	Exam 7 1:01-2:44	Make-up Exams
Exam 6 1:01-2:44		

**During the regular school year,** teachers are asked to give a minimum of three days notice before a major exam. Again, we want the students to be able to have time to prepare and study for all of their examinations.

**SPECIAL NOTE:** All students (fr.-so.-jr.-sr.) will take final exams (assessments) in all of their eighteen week courses. There will be no exemptions.

**GRADING**

Grades are to be posted weekly, with no one grade greater than or equal to 20% of the total points for an eighteen week or a nine week grading period.

**GRADUATION:** May 23, 2010

**COLLEGE ADMISSIONS**

High school students should complete the following core of courses in order to be considered for college admission: four years of English (emphasizing written and oral communications and literature): three years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming): three years of laboratory science: and two years of electives in foreign language, music, art or vocational education. In addition, students would also have to meet the minimum class rank and ACT/SAT requirements as established by the university. The plan also applies to students wishing to transfer from two-year community colleges for baccalaureate-oriented programs.

**EXPLANATION OF TERMS**

**School Year:** The school year consists of two semesters. The first semester begins in August and the second in January.

**Academic Credit:** A student receives one-half credit for each academic course successfully completed during one semester.

**Prerequisite:** A course which must be completed before a student may be permitted to enroll in other courses.

### **MINIMUM AND MAXIMUM SUBJECT REQUIREMENTS**

All students are required to enroll in seven courses per semester. Variations from this policy will be allowed only in unusual situations and only after permission from the principal.

NOTE: In order to be eligible for co-curricular activities, including athletics, a student must be passing five classes per semester.

### **GRADE CLASSIFICATION**

The table by which class standing will be determined is figured accordingly:

Credits Needed to Graduate: 27

Credits needed to be considered a:

Freshman	0
Sophomore	7.00
Junior	14.00
Senior	21.00

At the end of each school year, students will be reclassified appropriately. Parents will receive notification if their son/daughter has not met the credit requirement for his/her class.

### **PHYSICAL EDUCATION EXEMPTION POLICY**

School Code provided special circumstances by which school districts can authorize student exemption from the daily physical education exemption by official school board policy. In this regard exemptions from physical education instruction at the 11th and 12th grade levels may be granted for those students in the following situations:

1. Students who participate in an interscholastic athletic program to include cheerleading.
2. Students who participate in marching band.
3. Students who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards.

*\* Under this exemption, it would be expected that the student would provide official documentation from the college/university indicating course work required for admission (college catalog, letter from registrar, etc.)*

4. Students who lack sufficient course credit or lack one or more specific courses in order to meet state and local graduation requirements.
5. Students who have eight classes throughout the school year which include 4 weighted classes, have the option to replace P.E. with an academic class
6. Students who have a permanent medical exemption from physical education. It is required that a doctor's note is on file in the guidance office.

### **MAKE-UP COURSES**

Correspondence, night school, or summer school courses may be taken for remedial purposes through American School or any pre-approved institution. Approval must be obtained through the guidance office at Reed-Custer prior to registration. A maximum of two (2) credits will be accepted of which only one can be English. Variations from this policy will be allowed only with permission from the principal.

## **SPECIFIC PROGRAM REQUIREMENTS**

### **Driver Education**

Driver Education Classroom and Behind-the-Wheel are open to all students who are 15 years old and in good academic standing. In order to comply with the state mandate, students will be scheduled into driver education based on age.

### **WILCO**

WILCO Area Career Center offers students the opportunity for a more comprehensive vocational program. In order to be eligible for WILCO, a student must meet the junior credit requirement (see table below).

### **Junior Credit Status Requirement 14.00**

### **Interrelated Cooperative Vocational Education**

Interrelated Cooperative Vocational Education is an instructional program which combines learning experience gained through regularly supervised employment in the community and related occupational or school instruction. In order to be considered for Co-op, a student must meet the following criteria:

- 1) Have senior credit status
- 2) Cumulative 2.00 g.p.a.
- 3) Have no more than 18 absences in the junior year
- 4) Maintain a good disciplinary record

To be considered for Co-op, a student must apply during spring registration. Co-op students must be in attendance through block three. Admission to Co-op is limited by class size. Priority will be given to students who exceed the minimum criteria.

### **Joliet Junior College/Kankakee Community College Enrollment for Seniors:**

1. Students must enroll in a minimum of three classes at RCHS, and a minimum of 3 credit hours at JJC or KCC.
2. Evening classes do not qualify for reduced schedule.
3. The selection of the class time at JJC or KCC must be in direct conflict with the student's RCHS schedule.
4. A copy of the student's JJC or KCC schedule must be presented to the guidance office and placed in his/her file.

*\*This applies to JJC/KCC on campus registrants.*

### **Early Dismissal/Early Graduation for Seniors**

Seniors in good standing will be allowed the option of early dismissal 2<sup>nd</sup> semester if they meet the following board approved requirements: 1) written request to Principal during 1<sup>st</sup> semester, 2) Complete an interview with principal/faculty committee, 3) must have attended school at least 7 semesters, 4) No credit can come from correspondence classes, 5) must let guidance know if they intend to take part in graduation ceremonies at the end of the school year. The only exceptions being: students enrolled JJC or KCC classes or students taking a zero block class during their senior years.

Seniors selecting an early release option will have their cumulative g.p.a. factored into their g.p.a. so as to not gain an advantage over students taking more academic classes.

Seniors in good standing (and if their schedule permits) may be allowed to enroll in six classes per semester with the option of early dismissal after Period 5.

## **STUDENT SCHEDULE CHANGES**

Students' schedules will be arranged in the spring/summer prior to the following school year. Class changes will be allowed during the two (2) days designated for schedule changes each semester.

## **GRADES/CLASS RANK/WEIGHTED COURSES**

### **Grade Point Scales**

Two grade point scales are used in the computation of grades:

SCALE I	SCALE II
A--4.00	A--5.00
B--3.00	B--4.00
C--2.00	C--3.00
D--1.00	D--2.00
F-- 0.00	F-- 1.00

You will have to obtain/earn a grade of C or higher in a weighted class to earn a weighted grade.

Scale I courses constitute the majority of courses in the curriculum.

Scale II includes courses that require exceptional effort by the student.

**NOTE: Those students desiring a school program of academic excellence should take courses included in Scale II.**

### **WEIGHTED COURSES**

Weighted courses are advanced courses that are academically challenging. Students desiring a program of academic excellence should take the courses listed below:

Fr. Honors English  
So. Honors English  
11 English AP Literature & Composition  
AP English Literature  
Honors Pre-Calculus/Trig.  
AP Calculus A/B  
AP Biology  
AP Chemistry  
Honors Biology  
Honors Chemistry  
Honors Physics  
AP Spanish  
AP US History  
AP Art Portfolio II  
AP Music Theory

*All future AP and Honors courses will be recommended to be weighted.*

### **Class Rank**

The ranking of all students is based on the grade point average computed at the end of first and second semesters. Grades in Driver's Education (classroom) are computed in the class rank. Class rank is based on all grades, **A, B, C, D, and F.**

### **Academic Honor Award**

At the end of each semester any student who is on the honor roll will receive an honor roll certificate.

### **GUIDANCE DEPARTMENT/SERVICES**

Guidance services are available to all students and their parents. The following kinds of help or information are available through the guidance office to all students and their parents

#### **Educational Planning**

1. Each student's assigned counselor will assist the student in planning a class schedule which is most appropriate for him or her.
2. All schedule changes will be made through the guidance office; parental and teacher consent will be requested for these changes.
3. Any student academic problems should be referred to the guidance counselor. This referral may be made by teachers, parents, administration, or the student. The counselors will work with all parties involved to understand and correct the problem.
4. Students and their parents can obtain information concerning their academic status from the counselor. This information would include amount of credit accumulated, required courses completed, class rank, and grade point average.

A guidance counselor is available to talk with students and parents. Vocational and college information is readily accessible. Parents are urged to call the guidance office at (815)458-2166 to arrange a conference.

#### **Testing**

A number of tests are available to students throughout their four years of high school. Some tests are given to all students, but many are given on a voluntary basis. These tests are to help students better understand their abilities, weaknesses, interests and achievements. The results of any test given will be explained to each student by his counselor and kept confidential.

#### **Career Information**

A variety of career information is available in, or can be obtained from the guidance office. This information is helpful in answering the following kinds of questions:

1. What type of occupations are available to persons with specific interests, abilities, or training?
2. What are the specific responsibilities for each of these occupations?
3. What type of training is required for a specific occupation?
4. What is the current and future demand for workers in a specific occupation?
5. What salary can be expected for a specific occupation?
6. How can students choose an occupation that is most appropriate for them?

#### **Educational Planning-College**

Information can be given to students and their parents concerning:

1. Schools available.
2. Programs or majors available at specific schools.
3. Costs: tuition, room and board, misc.
4. Entrance requirements.
5. How and when to apply.
6. How to select the most appropriate school.

### **Scholarship and Financial Aid Information**

Information and forms for many scholarships can be obtained from the guidance office. Juniors should become familiar with what is available, but most actual applications cannot be made until the student's senior year.

### **Personal Counseling**

1. The guidance counselor is available to help any student resolve personal problems. All information discussed will be kept confidential by the counselor.
2. Students and their parents who seek assistance can be referred to outside social agencies for long-term counseling
3. Students and their parents can be placed in contact with the school social worker through mutual agreement.

Students can see their counselor before and after school, during their study hall time, and during their lunch hour. Class time should not be used to see a counselor. Parents may contact the guidance counselor at any time during school hours. Appointments for times other than school hours can be arranged.

### **LOCKERS**

Each student will be assigned a hall locker for his coat, school supplies, and sack lunch. Lockers must be kept neat and orderly. They are not to be defaced in any manner. **Signs, posters or pictures related to alcohol or drugs, plus anything of a profane nature, is expressly forbidden.**

Hall lockers, as well as physical education and shop lockers, are loaned for use to all students at Reed-Custer High School. The following rules must be adhered to:

1. A student's locker is for his or her own use and may not be changed without the permission from the Principal or his designee.
2. **NOTE:** Lockers are property of Reed-Custer High School and are subject to inspection whenever it is deemed advisable or necessary by the administration. Students are not to deface lockers inside or outside with decals, pictures, etc. A \$20.00 fee will be charged to repair damaged lockers.
3. A \$7.00 fee will be charged for lost or damaged physical education locks.

### **SCHOOL OFFICE/STUDENT MONIES**

The school office is a place for taking care of school business and is not to be used as a place for loitering or visiting. Students will be called to the office telephone only in cases of emergency.

In order to avoid error and to facilitate handling, all money turned in at the office will be accepted only if it is presented by the treasurer or faculty sponsor of the organization concerned. All deposits must be in envelopes which are available in the office. All bills turned into the office for payments must have the faculty sponsor's signature on the prepared form authorizing payment.

Purchases of any kind are not to be made by anyone without a purchase order signed by the class sponsor and Principal. If any purchases are made without the purchase order, the individual making the purchase is liable for payment. Miscellaneous cashing of checks cannot be handled by the school.

### **GYMNASIUM**

No one is allowed on the gym floor with street shoes except on authorized occasions. Refreshments of any kind are not to be taken into the gym during the school day. This creates a cleaning problem and a safety hazard. Your cooperation is urgently requested. All students are required to wear complete gym uniforms and tennis shoes **MUST BE WORN** while participating in P.E.

### **LUNCH ROOM**

Hot lunches will be available in the school cafeteria for those who wish them. Milk and juice may be purchased in the cafeteria. All food, including lunch, candy, etc. must be eaten in the cafeteria before going into the commons area. State law prohibits the sale of pop and the purchasing of food from outside the school during the school day. Students are prohibited from leaving school during their lunch time to eat at home or at a local restaurant unless granted permission from the Principal. Students are also prohibited from ordering out for food during their lunch time.

### **STUDENT PARKING PROCEDURES**

Parking on the grounds of Reed-Custer High School is to be considered a privilege. With this parking privilege, certain requirements must be assumed by the student. The following will apply:

1. Each student who parks on the school grounds must have his vehicle registered in the high school office as well as display the school sticker that will be issued at that time.
2. Students must enter and exit through the correct entrance. Follow the arrows when entering and exiting the parking lot. Cars are to be parked using the angled parking.
3. Please observe the signs in the lot. These signs have been installed to keep congestion under control and to increase safety.
4. Keep speed down to 10 miles per hour and be especially careful entering and exiting the parking lot and campus. Please drive with care.
5. Students are not permitted in their cars, or the cars of friends, or in the parking lot except to enter school (at which time the student is to park the vehicle and come directly to the main campus area or into the school), or to leave school (at that time the student is to go directly to the parking lot, enter his auto, and leave the grounds).
6. Students who need to go to their autos during the day must have permission from the office.
7. Students are to lock their car.
8. Students must use the NORTH parking lot only, unless otherwise directed by the principal or assistant principal.
9. **Parking is not permitted on the circle drive or in front of the building at any time.**
10. Students and parents who pass a parked bus loading or unloading pupils in the circle drive will be ticketed.
11. Student vehicles parked on school grounds are subject to a search at any time.
12. Students who are seniors at Reed-Custer High School may park in the south parking lot between the Administration Center and Reed-Custer Middle School.
13. Any student who does not follow the student parking procedures will have their student driving privileges revoked.

## **LIBRARY INFORMATION**

### **HOURS**

The library is open daily from 7:30 a.m. until 3:00 p.m. On Friday or the day before a holiday, the library closes at the end of the students' school day. Any changes in the library's hours will be posted on the library doors.

### **CONDUCT**

The library is an area meant for quiet research, study, and reading. Behavior that provides, promotes, and protects a learning atmosphere is appropriate. Students acting inappropriately will be warned and continued misbehavior will result in removal from the library.

### **CHECK OUT INFORMATION**

1. Check-out will be done through the library's computer system. Each student will be issued one school ID card which will also be used to check-out library materials. There is a \$2.00 replacement charge for lost or defaced cards.
2. A student should present the ID card in order to check-out any library materials. The student is responsible for all items checked out on his/her ID card, and will be expected to pay for lost and damaged items.
3. Books are generally checked out for two weeks, and may be renewed once upon request. Fines of \$.10 per school day are charged on these overdue items.
4. Reference books and magazines (back issues) are checked-out for overnight use. They are due by first block the next school day. Fines of \$1.00 per school day are charged on these overdue items.
5. Calculators are checked-out for the day. Fines of \$1.00 per day are charged on these overdue items.
6. Certain materials are restricted to library use only.
7. Borrowed items should be returned to the book drops in the check-out desk or in the hallway.
8. The due date is stamped on each item checked-out. It is the student's responsibility to know when items are due and to return them on time.
9. Overdue notes are given to students periodically, and letters are mailed home when necessary. Borrowing privileges will be restricted when a student fails to return long overdue items.

### **COMPUTERS**

Students may use the computers in the library for research, writing assignments, typing practice, homework and other educational purposes.

### **COMPUTER AND MICROFICHE PRINTING**

Students doing research may need to print copies. Excessive printing is discouraged due to increasing costs. Students are expected to print no more than five articles at a sitting without permission from the librarian. A fee of ten cents per article will be charged after the initial five free articles. This charge applies to microfiche and computer printing.

### **COPIES**

A coin-operated copy machine is located in the library for student use. The charge is 10 cents per page. This is the only copy machine available for student use. Other copy machines located in the school are for staff use only.

### **HELP**

A librarian is available to assist student in locating and using library materials and information.

### **INTERNET ADDRESS FOR THE LIBRARY:**

The URL for the library is <http://www.rc255.will.12.il.us/255/mediacenter.html>

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization in which students earn membership based on scholarship, service, leadership and character. To be eligible, a student must be a junior or senior and have a cumulative 3.25 g.p.a. or better and documented community service. During the first semester of each year, an invitation to join the National Honor Society will be extended to those junior and senior who meet the requirement for membership and are approved by the faculty council.

### **STUDENT COUNCIL**

The Student Council is organized for the purpose of handling affairs that are of interest and value to the student body and the school and are not of an administrative nature. The Student Council has been of great value in maintaining a good school spirit and in sponsoring activities that are of benefit to the school as a whole.

The council is a representative body in that it is made up of representatives from the four classes in the school. It has the welfare of the students at heart and cooperation with it on the part of all students will add to its value and effectiveness.

### **STUDENT CONDUCT**

Rules and regulations relating to the conduct of students during school hours and after school activities shall be formulated under the direction of the Superintendent of schools. It shall be the policy of the Reed-Custer High School to operate with the minimum number of rules of conduct necessary for a good educational program in a friendly atmosphere that is conducive to good study habits and good citizenship. It shall be the responsibility of the teachers and administrators to see that those rules are fair and reasonable, and that they are necessary for the successful operation of the school. Reed-Custer High shall insist, however, that all rules that have been formulated and approved by those in authority shall be obeyed. Each teacher and administrator shall assume the responsibility of enforcing the rules in the school building, on the campus, at any school-sponsored function, or on any school-sponsored trips.

### **RULES AND REGULATIONS**

Any organized group must have rules and regulations to govern its activities and that is true of the school. The general rules listed below are formulated for the purpose of making your stay in high school as pleasant and profitable as possible without any intention of encroaching on your reasonable right as an individual. These rules are formulated on the reasonable assumption that one individual should not be allowed a privilege that cannot be given to everyone.

The rules and regulations included in Parent and Student Handbook are guidelines for students, parents, teachers and counselors. For any deviation from the guidelines the approval of the Principal must be obtained.

The administration may waive the rules and regulations based upon emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the policies and procedures of the Board of Education.

### **STUDENT EXPECTATIONS**

1. Students must be in a class or in the lunch room during the school day.
2. Students are not permitted to leave the school building while school is in session without permission from the administration. Any student who enters or leaves school must sign the attendance sheet in the office and have permission from the office as well.
3. Students are expected to vacate the school building as soon as school is out for the day unless participating in an organized activity under the supervision of a faculty member.
4. Students may be required to stay after school even though they are riding the bus. The student is responsible for his own transportation in such instances. The student will be given one day's notice.
5. Any student in an unauthorized area of Reed-Custer High School during the school day will receive a detention.
6. All students must leave the premises of R.C.H.S. at 4:00 p.m. everyday unless they are under the supervision of a faculty or staff member.

### **STUDENT DRESS CODE**

1. Students are expected to be appropriately dressed and groomed while at school. Fads or extremes of any type cannot be accepted.
2. Students are not allowed to wear hats while in the building.
3. Students are not allowed to wear sunglasses while in the building.
4. Students are not allowed to wear tank tops while on school property or at any school event.
5. Students will not be permitted to wear any type of clothing representing inappropriate subjects such as: drugs, alcohol or tobacco products on school property or at any school event. (This includes Co-Ed Naked, Big Johnson, International 420, Mushroom Shirts and Band or Concert Shirts.)
6. Students will not be permitted to wear any type of clothing representing racism, sexualism, anti-semitism, Klu Klux Klan or other types of inappropriate clothing.
7. Students are not permitted to have any type of chains hanging from their clothing or from their body while on school property or at any school activity.
8. Students will not be permitted to wear mushroom necklaces or other inappropriate jewelry while on school property or at any school activity. Students will not be permitted to wear choker/dog collars.

9. The following are not to be worn in school:

Coats, hats, head coverings (hoodies)

Sunglasses in the building unless prescribed by a physician

Belly tops, halter tops, tube tops, low cut dresses or blouses, see-through mesh shirts, tops or blouses

Muscle shirts, tank tops, swimsuits, spandex-type wear

Gang attire including bandannas, jewelry featuring guns or marijuana leaves

Appearance which causes distraction to the academic climate of the school

Any clothing or appearance contrary to the spirit of the dress code.

10. Students who wear clothing/apparel that could conceal a weapon are subject to a search. Example: trench coat.

11. Students will not be permitted to wear pajamas or house slippers to school.

12. Pants should be worn at reasonable height(hips) so that no under garments are visible.

13. Shorts and skirts must be at a length no higher than the fingertips while standing normally.

### **STUDENT CONDUCT**

1. Students who expect to miss classes because of a field trip or other school-sponsored activity must arrange with their teachers to make up their work in advance of the absence. Sponsors will supply each member of the faculty, office and cafeteria with a list of students to be absent one week in advance of a planned absence.

2. Students are not to adjust windows, blinds, or other classroom equipment.

3. Students are not to run, shout, push or loiter in the corridors.

4. Hugging and kissing or any inappropriate displays of affection are prohibited.

5. Safety glasses are required by law for students in shop and laboratory setting.

6. Any student who is caught setting off a false fire alarm, or tampering with any fire or safety equipment will be suspended.

7. Organization activities of any kind are not to be held in the general office.

8. School parties are limited to one each two terms for each class or organized group.

Each party must be cleared through and approved by the Principal. It is highly desirable that such functions be held on nights not preceding school days. In this respect, skating parties are interpreted as school parties. Parties during regular class time are not allowed.

9. Skipping Class: The first time a student skips a class but remains in the building, the student will receive a detention and zero credit for the missed class that day. Subsequent skipping of class will lead to In-School Suspension Room.

10. Students may not walk out of class without the permission of the teacher(insubordination).

11. The throwing of snowballs on school grounds is not permitted. A student will receive a detention for throwing snowballs.

12. Students must refrain from using foul language while in the building or under the supervision of school personnel.

13. No student will be permitted to be in possession of a Red-Dot Laser Pointer while on school property. Red-Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red-Dot Laser Pointer will receive an out-of-school suspension.

14. Students are not allowed to bring in food or place orders during the school day from outside establishments.

15. Reed-Custer High School Dances:

No Middle School students or Junior High School students will be permitted to attend any dances at Reed-Custer High School or the Reed-Custer High School Prom.

Reed-Custer High School students will not be permitted to bring a date that is over 21 years of age.

16. Students cannot wear headphones connected to i-pods or disc players during the school day in the hallways, cafeteria or during class. Students must keep them in their lockers during school hours.

17. Students can only be on school-work related websites while on school computers.(No e-mail, i-tunes, games, etc.)

### **STUDENT DISCIPLINE**

1. Detentions are to be served at the discretion of the teacher before or after school hours.

One day notice must be given the student in advance of serving the detention.

Building detentions will be held on Monday-Friday mornings before school in the main office from 7:15 - 7:45 a.m. or after school from 3:00 - 3:30 p.m.

2. Any student involved in fighting faces up to a 10 day suspension from school and the student's parents must come in before the student is readmitted.

3. Suspensions: A student suspended out of school will be permitted to make up school work assigned during the suspension.

### **INHALANTS**

The misuse of inhalants is strong and harmful. Accordingly, this district will provide age-appropriate drug and inhalant education. Inhalants generally include ordinary household products such as but not limited to, hair spray, glues, cleaning fluids, gasoline, felt markers, white-out erasing fluid and other products that when inhaled may create a high sensation. All students are prohibited from possession, use, distribution, purchase, or sale of any inhalant for misuse in school buildings, on school busses, and on all other school property at all times. This policy also extends to all school-sponsored and related activities, as well as field trips and athletic and music trips whether held before or after school, evenings, or weekends. Furthermore, students will not be permitted to remain in school or attend extra-curricular activities while under the influence of prohibited inhalants. Students that are in possession, use, distribute or sell any inhalants will receive an out-of-school suspension.

### **ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of District 255U has this legal responsibility according to the Illinois School Code. The following misconduct measures will be utilized:

## **LENGTH OF PENALTY TIME**

The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities. In making the decision concerning the length and severity of the penalty the following variables (factors) will be considered: age, previous discipline record, cooperative attitude, staff input, premeditation, and related special education characteristics.

The following offenses and beginning level punishment are listed below:

1. **Detention**- Students may be detained before or after school as a disciplinary measure. Students will be given a one day notice before serving a detention.

A. **After school detentions** will be used as an alternative approach for punishing students who commit more serious types of offenses. The major advantage of these is that the student misses no valuable class time which could lead to a serious reduction in their grade. These detentions will be served on Wednesday afternoons from 3:00 - 5:00 p.m. A Level I detention is 1 day after school.

B. **Saturday morning detentions** will be used at Level II to discourage student misbehavior. The detentions will last from 8:00 a.m. until noon.

### **Level I - Two hour after school detention**

**(3:00-5:00 p.m.) on Wednesdays**

Bus misconduct

Littering

Loitering

Unauthorized petitions

Failure to serve a 30 minute detention

4th Tardy to a class

Possession of cigarette lighter or matches

Cheating

Skipping/leaving class without permission

Unauthorized website, e-mail, game, etc.

Swearing-1st offense

Dress code violation-2nd offense

### **Level II - One Saturday morning detention(8:00 a.m.-12:00 noon)**

Forgery of notes

Gambling

False reports

Closed campus violation

5th Tardy to a class

Indecent or offensive language or gestures

Harassing students

Throwing food in the cafeteria

Not attending WILCO

Failure to serve a two-hour after school Wednesday detention

4th detention

Reckless driving or speeding in the school parking lot

Swearing-2nd offense

Dress code violation-3rd offense

## **2. Out of School Suspensions**

In accordance with Section 10:22.6 of the School Code of Illinois, the Building Principal, or his designee, may suspend students from all school attendance and activities. Such suspension is for gross disobedience and gross misconduct and may be up to ten (10) school days in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the Superintendent and the parents. During the period of suspension, the student is not permitted to be on school property or attend any school activity.

A Level III suspension is 1 day out of school.

A Level IV suspension is 2 days out of school.

A Level V suspension is 3 days out of school.

A Level VI suspension is 4 days out of school.

A Level VII suspension if 5 days out of school.

A Level VIII suspension if 6-10 days out of school.

A student will be allowed to accumulate only 8 suspensions, both after school and out of school combined over a half of the school year (1 semester). Once they reach Level VIII, which calls for a 6-10 day out of school suspension, their case will be referred to the Superintendent who may take the case before the School Board for review and action. Each suspendible offense committed by a student will carry a prescribed punishment. If the student has already served a suspension at the level prescribed, the student will then be moved to the next highest level.

**NOTE:** Anytime a student receives a Level VI suspension (10 days out of school) the case is referred to the Superintendent for review and action. This applies even if the student has not received a suspension at any of the other levels.

Anytime a student fails to report to an after school or Saturday suspension, they will be moved to the next level and the student's parents will be notified.

### **Level III - One day out of school suspension**

\*\*Insubordination directed toward a faculty or staff member

\*\*Disrespect directed toward a faculty or staff member

Obscenity

Indecency

Failure to serve a four-hour Saturday morning detention

\*\*Verbal or physical threat to a student

Possession of cigarette, cigars, smokeless tobacco (1st Offense)

Unauthorized distribution of printed material

\*\* Destroying school property

\*\* Bullying - first offense

Swearing-third offense

Dress code violation-4th offense

**Level IV - Two days out of school suspension**

Student protest

Disrespect with bad language directed toward a faculty or staff member

Possession of cigarette, cigar or smokeless tobacco (2nd Offense)

Tobacco (1st Offense) - Use or Sale of cigarette, cigar or smokeless tobacco

Lighting matches or cigarette lighter in school or on school bus

Possession, use or distribution of inhalants

Bullying - second offense

**Level V - Three days out of school suspension**

\*\*\*Theft

\*\*Fighting (1st Offense) - Student will also be arrested by Local Law Enforcement

Tobacco (3rd Offense) - Use or Sale of cigarettes, cigar or smokeless tobacco

\*\*Sexual harassment towards another student

\*\*Racial harassment toward another student

\*\*Altering, tampering, changing or destroying school technology (computers)

**Level VI - Four or Five days out of school suspension**

Fighting (2nd Offense) - Student will also be arrested by Local Law Enforcement

Vandalism

Fireworks

Gross misconduct

**Level VII - Six to Ten days out of school suspension**

\*\*\* Arson

False report of a school fire

False report of a bomb

\*\*\* Gang related activities

\* Weapon Possession (at the discretion of the school board could include look alike or toy weapon)

Possession, use, sale or under the influence of alcohol on school premises - Student will also be arrested by Local Law Enforcement

Possession, use, sale or under the influence of drugs on school premise - Student will also be arrested by Local Law Enforcement

Possession, use or sale of any drug paraphernalia (Hypodermic needle, syringe, rolling paper, drug pipes) - Student will also be arrested by Local Law Enforcement.

\*\*\*Verbal or physical threat directed toward a faculty or staff member

\*Firearm weapon possession will result in an automatic one year or two year expulsion according to federal law. The term weapon is defined as firearms which are any weapons which expel a projectile by action of an explosion and any "destructive device" including bombs, grenades, rockets, missiles or mines.

\*\*Under certain instances, the punishment could begin at Level VI.

\*\*\*Possible expulsion from Reed-Custer High School.

\*\*\*Any student who alters, changes, tampers with or destroys school technology infrastructure, including but not limited to: computers, associated computer devices, instructional software, administrative software, operating systems, networking system, Internet systems, media-associated equipment (multi-media, auditorium systems, etc.), and, in general, technology installed and maintained to enable and enhance the education of the students in general will receive three days out-of-school suspension.

**Subsequent instances of the same offense may result in more severe disciplinary action.**

### **3. Expulsions**

The School Code of Illinois, Section 10.22.6, indicates the Board of Education may expel students from school. The Superintendent and Principal are authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience and gross misconduct.

Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion. A student who wishes to return to school following the expulsion period must apply in writing to the Board of Education for readmittance. The student should contact the Principal for information concerning readmittance.

### **4. Corporal Punishment**

Corporal punishment is not used in the Reed-Custer School District.

### **5. Other Remedies**

The Superintendent, Principal, and administrative personnel or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students alternative work.
4. Rearranging class schedules.
5. Requiring a student to remain after regular school hours for counseling with the teacher.
6. Restriction of extracurricular activity.

### **ISSR - IN SCHOOL SUSPENSION ROOM** **ALTERNATIVE TO SUSPENSION**

Students who commit an infraction which normally would result in an out of school suspension may be given the option of serving the suspension internally, depending on the infraction. This option will be available one time per school year. Eligible students that exercise this option will receive the academic component of the internal suspension and credit for their school work. Each situation will be evaluated on an individual basis.

Infractions that may be eligible for the alternatives option include:

1. Throwing food in the cafeteria
2. Six or more tardy, or greater, to a class
3. Removed from class for a disciplinary reason
4. Insubordination or disrespect toward a teacher
5. Violation of a Saturday detention

The In School Suspension Room is designed as an alternative form of education for those students who cannot follow rules and regulations. Students in this room may complete their assignments and tests as if they were in their regular classrooms. Students assigned to this room are expected to follow the following three rules:

1. No talking
2. No sleeping
3. Keep working on their tests or assignments continually.

The teachers will assign work for the duration of the ISSR period. ALL work must be completed in full before exiting the ISSR. Any student who refuses to enter the ISSR will receive **at least** a one day out of school suspension and upon his/her return to school will serve the original time in the ISSR.

The Suspension Room Coordinator will monitor student work and assist the student with questions about their assignments. The student will then turn in their completed work to the Suspension Room Coordinator. The students will be given credit for their work completed in the suspension room.

If a student is sent out the ISSR for violating the ISSR rules and regulations, he/she will receive a one day out of school suspension and be placed back in the ISSR. Each successive dismissal from the ISSR will result in an out of school suspension. Upon returning to school, the student will be placed back in the ISSR to serve the full ISSR time.

### **TARDY POLICY**

1st tardy to class, the teacher will record the tardy and notify the student, this is a warning.  
2nd tardy, and for each subsequent tardy, the teacher will notify the Assistant Principal for disciplinary action. The Assistant Principal will have a conference with the student when he/she reaches the 2nd tardy.

2nd and 3rd tardies, 30 minute detentions will be issued.

4th tardy, the student will serve a 2 hour after school detention, and the teacher will contact the parent for a conference.

5th tardy will result in a 4 hour Saturday morning detention.

6th tardy will result in one day in the In-School Suspension Room

7th tardy will result in two days in the In-School Suspension Room

8th tardy will result in three days in the In-School Suspension Room.

**NOTE: Any student who arrives late to school and/or misses the entire first and/or second hour with an unexcused absence will receive an AM detention.**

### **CLASSROOM MISBEHAVIOR**

Incidents of classroom misbehavior will be handled by the classroom teacher. The procedure to be followed is:

First offense: The teacher will have a classroom conference with the student. The student will receive a 30/ 60 minute detention.

Second offense: The student will receive a two hour after school detention and a parent conference will be held in person or by telephone.

Third offense: The student will receive a Saturday detention and a parent conference will be held in person or by telephone.

Fourth offense: The teacher will remove the student and assign him/her to the Assistant Principal's Office, or the In-School Suspension Room, pending a conference with parents, Assistant Principal and Principal. The student will receive 1 day in the In-School Suspension Room.

Fifth offense: The student will be removed from class, placed in the Assistant Principal's Office, or the Learning Lab and will receive and **F** (0 credit) for the class.

**NOTE:** Anytime a student is removed from class for misbehavior he/she must be placed on a level and parents notified.

**NOTE:** Student misconduct starts over at the beginning of 2<sup>nd</sup> semester.

### **BUILDING MISCONDUCT**

Incidents of misbehavior outside of the classroom (in the halls, restrooms, cafeteria, on the school grounds, etc.) will result in a detention. The accumulation of detentions will provide the following consequences:

1 detention	-	30 minutes
2 detentions	-	60 minutes
3 detentions/Level I	-	2 hour after school detention on Wednesday from 3:00 to 5:00 p.m.
4 detentions/Level II	-	4 hour Saturday morning detention from 8:00 a.m.-12:00 p.m.
5 detentions/Level III	-	1 day out of school suspension or one day in the In-School Suspension Room
6 detentions/Level IV	-	2 days out of school suspension or two days in the In-School Suspension Room.
7 detentions/Level V	-	3 days out of school suspension or three days in the In-School Suspension Room.
8 detention/Level VI	-	4 days out of school suspension or four days in the In-School Suspension Room.
9 detentions/Level VII	-	5 days out of school suspension or five days in the In-School Suspension Room.
10 detentions/Level VIII	-	6 to 10 days out of school suspension or six to ten days in the In-School Suspension Room.

If a student does not attend a Saturday detention that is being served in lieu of an out of school suspension, then the out of school suspension will automatically go into effect.

**NOTE:** As it is impossible to anticipate all misconduct situations and concerns that might arise, the building Principal and Assistant Principal will exercise their judgment in making decisions not specifically addressed in the handbook.

**NOTE:** (1) Acts which constitute gross disobedience and gross misconduct will be immediately referred to the Principal for appropriate action.

(2) A conference with the student, parents, Principal and Superintendent will be held before the student will be readmitted to school.

### **ATTENDANCE POLICY**

Each day students are engaged in a wide range of activities. The student who is absent, for whatever reason, misses these activities and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. We expect punctuality and regular attendance. The Illinois State Board of Education's legal department has interpreted section 26-3A of the School Code to be: **that a student must remain in school for the entire year if he or she turns 17 while school is in session.**

### **ATTENDANCE PROCEDURE**

A. When a child will be absent from school, parents should call (815)458-2166 between 7:00 a.m. and 9:00 a.m. Parents may contact the main office to request missed work. If no phone call is received by 9:30, the attendance center must then call the child's home or the parent's place of employment to find out why the child is not in school. If the school can not make phone contact with the parent the absence will be considered unexcused. The parent then has 24 hours to contact the school to explain the absence.

**NOTE: PLEASE MAKE PHONE CONTACT SINCE THE OFFICE MUST VERIFY ALL WRITTEN NOTES BY PHONE.**

B. When the child returns to school he will no longer need to report to the office. The phone contact has already made the school aware of the reason for the absence. Teachers will consider all absences excused unless the student's name appears under the unexcused absence column on the daily attendance sheet.

C. If your child must leave school early, or arrive late, due to a medical or dental appointment please notify the attendance center by phone during the above mentioned times. This would be the same for any excused partial absence during the day. Try to make all appointments that must take place on a school day during study hall, lunch, or P.E. and be sure that a full school day is not wasted as a result of the appointment.

D. Permission for a prearranged absence should be secured in the office at least 3 days in advance of the absence. Prearranged absences could include the following:

1. Family Vacations
2. Required Court Appearances
3. \*College Visitation
4. Business Interview
5. Religious Holiday or Retreat

\*Maximum of two days with college verification. Special circumstances must have permission from the principal.

### **EXCUSED ABSENCES**

An excused absence from school allows the student to receive full credit for the missed work. The student has the number of days he was absent to make-up his work and tests. (Example: If the student is absent two days, he would have two school days to make up his work.) Failure to do so could result in loss of credit. The following circumstances will lead to an excused absence for the student:

1. Personal Illness or Injury
2. Medical and Dental Appointments
3. Serious Illness or Death in the Family
4. Court dates are excused absences if the student has a note from a probation officer or traffic judge saying he/she was required to appear in court.

**NOTE:** Students who miss an excessive number of days run the risk of losing academic credit for the classes missed, regardless of whether their absences are excused or unexcused. Sufficient warning will be given to both the student and his parents before this occurs.

### **UNEXCUSED ABSENCES**

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of a ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. No phone contact with parent

For all unexcused absences, the student will receive ZERO credit for any work or tests they miss.

After 7 absences, a student must have a medical note from a doctor in order for the absence to be excused. If no medical excuse is brought to the office, the absence will be unexcused.

**NOTE:** Anytime a medical (doctor's) note is provided, that absence will not count against the student in determining their seven days

The following Remediation Plan will be followed for students who have a continual attendance problem:

5 absences: Warning letter to parents.

7 absences: Conference with student, counselor, and Assistant Principal.

9 absences: Parent conference with Principal

12 absences or more: Case may be referred to the Will County Truancy Alternative Program if student is classified as a Chronic Truant(18 days) under the law.

Student/Parent Conference with the Superintendent. Recommend dropping student from school roster if appropriate

**NOTE:** Any absences beyond 7 will be unexcused without a doctor's note.

All student absences are cumulative during the school year.

### **CONCLUSION**

As was stated earlier, there is a direct relationship between good attendance and academic success. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school

**WE ALWAYS EXPECT STUDENTS TO BE IN SCHOOL. THERE ARE NO GIVEN DAYS WHERE IT IS OKAY FOR THE STUDENTS TO MISS SCHOOL, NO MAGIC NUMBER THAT THEY CAN ACCUMULATE BEFORE THEY SHOULD BEGIN TO WORRY. THEIR PLACE IS TO BE IN SCHOOL!!!**

### **MAKE-UP WORK**

A student has the number of days he was absent to make-up his work and tests. If a student was scheduled to take a test or to turn in an assignment the day of the absence, this work or test is due the day the student returns unless special consideration is given by the teacher.

**NOTE:** It is the responsibility of the student to contact his or her teachers regarding make-up work. Students are to make arrangements with their teachers during a time when both teacher and student can get together without disrupting the regular class period.

**HALL PASSES-**Students are not permitted in the hall during class time unless accompanied by a faculty member or unless they have an authorized hall pass from a teacher.

**CLOSED CAMPUS POLICY**-The school is a closed campus. Before a student leaves the building or grounds, the Principal or Assistant Principal must be notified by the student's parents.

**NOTE:** A student may not go to the parking lot or leave the school during their lunch hour. You must remain in the school building.

Students guilty of violating the closed campus policy will be subject to the following disciplinary procedures:

1. First offense/Level II - Saturday morning detention from 8:00 a.m.-12:00 noon
2. Second offense/Level III - 1 day out-of-school suspension or one day in the In-School Suspension Room.
3. Third offense /Level V - 3 days out-of-school suspension or three days in the In-School Suspension Room.
4. Fourth offense/Level VI - 5 days out-of-school suspension, or five days in the In-School Suspension Room.

Unauthorized persons coming on to the school grounds or into the building will be subject to the following:

1. Such persons will be asked to leave the building or grounds.
2. Failure of such person to leave will result in arrest.

### **WILCO**

#### **PURPOSE**

WILCO offers students from Reed-Custer High School the opportunity to learn skills that our school can not provide.

It is hoped that all of our students can master the skills in the various programs, in order to find employment easier after high school.

The program is a costly one, not only in transportation because of distance, but also in tuition and fees for each student. WILCO is a privilege.

#### **RULES AND REGULATIONS**

1. WILCO students are to report to the bus at 11:40 a.m. The WILCO bus will depart at 11:45 a.m. Students who miss the bus, will be placed in study hall for the remainder of the day.
2. At all times the bus driver is an extension of a classroom teacher. All policies and regulations that are a part of Reed-Custer High School apply in full at WILCO.
3. Students will be assigned seats on the bus.
4. Students driving their cars must do the following:
  - A. Have permission from WILCO.
  - B. Have permission from the Administration.
  - C. Drive their car in front of the WILCO bus.
  - D. No passengers are permitted, only the driver.
  - E. Have parent permission.
  - F. Show proof of car insurance.
  - G. Sign an insurance waiver.
  - H. Show proof of a valid driver's license.

5. During assemblies or special programs at school, the student must attend WILCO unless a faculty member has cleared through the office permission to stay. During the time the WILCO student is at school, he/she will be assigned to study hall or the library.
6. On early dismissal days, the student may be required to attend WILCO for the entire session-this means a regular day! (Notes from parents will not be accepted, parental phone contact is needed to possibly excuse the student earlier.)
7. The following may lead to immediate dismissal from the WILCO program.
- A. Drugs, smoking or alcohol.
  - B. Fighting.
  - C. Insubordination or disrespect shown to the bus driver.
  - D. Behavior that endangers the safety of fellow students.
  - E. Not following the rules or driving your car (Section 4).
8. If a student is absent a total of 15 days during the school year, the student receives zero credit and is removed from the WILCO program.

#### **WILCO AND VOCATIONAL PROGRAM MISCONDUCT**

LEVEL I: The student will receive a two hour after school detention on Wednesday from 3:00 p.m. to 5:00 p.m.

LEVEL II: Parent notified and student will receive a Saturday morning detention from 8:00 a.m. to 12:00 noon.

LEVEL III: Student removed from the WILCO Program and placed in the In-School Suspension Room for Periods 5, 6 & 7 until a conference with Principal, Assistant Principal, bus driver and parents.

LEVEL IV: Student removed from the WILCO Program and placed in the In-School Suspension Room for the remainder of the term and then placed in a high school class.

**NOTE:** The levels may be reached by a variety of misbehaviors: being tardy or missing the bus, standing up and moving around the bus, spitting, swearing, throwing objects, bringing food, pop, on the bus, etc. In short you are to sit in your seat, visit with each other, listen to the radio, or study.

#### **INTERRELATED COOPERATIVE VOCATIONAL EDUCATION**

##### **PURPOSE**

Interrelated Cooperative Vocational Education in an instructional program which combines learning experience gained through regularly supervised employment in the community and related occupational or school instruction.

##### **PREREQUISITES**

Fourth year student with senior credit status.

Background in vocational education.

Must have a least a cumulative 2.00 GPA.

Good attendance record: No more than 18 absences junior year.

Good disciplinary record.

### **RULES AND REGULATIONS**

1. Student's job must have approval of the coordinator. It must be related to each particular program and the employer must be willing to cooperate with the school in training and evaluation of the student.
2. Student is aware that the Coordinator is the recognized authority for making adjustments or changes in the training received.
3. Student will accept counseling and guidance from the coordinator as an aid to personal improvement.
4. The student is required to be employed by the 7th school day of each term. Until he/she is employed, the student must actively search for employment by making at least three personal visits to companies per week, with written evidence to the coordinator.
5. Student must average at least 15 hours a week in school in part-time designated employment.
6. Student will be punctual and in regular attendance in school, and at the training station.
7. Student must be passing in both class and work segments to be retained in the work program for 2<sup>nd</sup> semester.
8. Since the training station is an extension of the school, published attendance, behavior policies, school rules and regulations, are applicable at a training station. Failure to do so may result in removal from the program.
9. If a student is removed from the program, he/she will receive a failing grade for both class instruction and the training station learning experience and will lose both credits.
10. The student must have approval of the coordinator to change jobs. If he/she is fired or quits without permission, he/she may fail the work portion for that term.
11. If the student loses his/her job due to theft, he/she will be removed from the work study program, lose credit for that term, and will not be permitted to enroll in the program again.
12. It is the student's responsibility throughout the school year to be appropriately dressed and well groomed both in school and at the training station.
13. The student will behave during the training received through employment in such a manner that he/she will reflect credit upon themselves, the coordinator, and Reed-Custer High School District 255U.
14. If the student is absent from school, he/she must also be absent from work unless given special permission by the coordinator.
15. The student must notify the coordinator and the employer as early as possible when he/she will be absent.
16. If the student is required to leave school for disciplinary reasons, he/she cannot report to the training station as this is the same as any other classroom subject.
17. The student must attend any function the Cooperative Education class wishes to sponsor in accordance with school rules.
18. The student will pay all normal fees and charges necessary for class activities, such as banquets, conferences, and field trips.
19. The student must provide transportation in accordance with school policy to the place of training. If the student uses a car as transportation to and from work, he/she must observe all traffic regulations and school policies and extreme care. Any infraction of the traffic laws may be sufficient cause to terminate the use of a car in connection with all Cooperative Vocational Education activities.
20. The student must remain at the place of employment until the last day of the school year.

## **GRADUATION**

Any student who has not completed all the requirements for graduation will not be permitted to take part in the commencement exercise unless prescribed by the student's Individual Education Plan.

## **SAFETY INFORMATION**

### **FIRE DRILLS**

Scheduled and unscheduled fire drills are a necessary part of the school program, and therefore, should be considered important to the operation of the school district. The following are suggested regulations for fire drills:

1. Students should be acquainted with fire exits and routes.
2. Upon hearing the alarm (a loud blast on the horn), the class will stand in the aisle and leave the room in an orderly, single file line to the designated exit.
3. Students will be silent as directions may need to be given.
4. All students will be instructed to walk far enough away from the facility to avoid injury and to free roads and areas for fire trucks.
5. Teachers will leave the building with the students and remain with the students during the fire drill
6. Students return to the building only after a ring of the bells indicates the return to class or instructed to return by their teacher.
7. Upon leaving the classroom the lights are turned out, the door closed, and all student are accounted for.
8. Teachers will take their grade book with them during the drill, for attendance purposes and be the last one out of the room.
9. Fire evacuation routes will be posted in each classroom near the door.

**STUDENTS ARE NOT TO RE-ENTER THE BUILDING FOR ANY REASON UNTIL TOLD TO DO SO BY A TEACHER OR THE PRINCIPAL**

### **TORNADO AND DISASTER DRILLS**

The same basic procedures used as in a fire drill will be used in other disaster drills. The warning will be given over the public address system. Students should be led to the correct area in the building and should stand facing an outside wall with hands over the face. Students are to be away from all glass areas.

### **TORNADO OR HEAVY WINDS**

Early dismissal for tornado watches or warnings will not be made. When a tornado warning alarm is in effect at the time of dismissal, students will be sheltered in the designated areas of the school until the warning is over, and NO buses will be sent on routes. Parents, or authorized adults, may come to the school office and pick up their students in case of a tornado.

### **NUCLEAR ATTACK OR ACCIDENT**

The same procedure will be followed as in the Tornado and Disaster Drill. If evacuation is necessary students will be taken to JJC or KCC.

**BOMB THREAT**

Unless the weather is inclement the students will be told to evacuate the building and report to a designated area until the all clear is given. Students will not be dismissed to go home early.

**TELEPHONES**

Students are to use the public telephones located near the main entrance. The use of the telephones in the office will be permitted only for emergency situations. Telephone messages to students will be permitted only for emergency situations. Classes will not be interrupted to deliver non-emergency messages.

**CELL PHONES/ PAGERS**

The School Board may prohibit the use and possession of electronic paging devices and/or cellular phones on school property. The Board will grant an exception to this policy under the following circumstances:

- A) Request is made by a student volunteer fireperson (verified in writing by community fire chief).
- B) Permission is granted by the building principal.
- C) Parental release forms are signed by parents allowing the student to leave school grounds when paged.
- D) The student will immediately inform the building principal upon termination of his or her volunteer fireperson status.
- E) Requests are made yearly.

If a student wishes to possess a cellular phone or pager it must be turned off and out of sight.