



# SANDOVAL JUNIOR-SENIOR HIGH SCHOOL

## 2009-2010 STUDENT HANDBOOK

859 W. Missouri Avenue  
Sandoval, Illinois 62882

<http://www.sandovalhs.org>

**Superintendent's Office:** 247-3233  
**Principal's Office:** 247-3361

**Superintendent:** Jennifer Garrison  
**Principal:** Jim Maddox

### Sandoval Community Unit District 501 Board of Education

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Rae Ann Gore, Vice-President  
Susan Lyons, Secretary  
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Clicker Merten  
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*This agenda belongs to:*

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ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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**INTRODUCTION**

Welcome to Sandoval Junior-Senior High School. The administration, faculty, and staff hope that this will be an excellent year for all of our students. This handbook/planner is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as interest in modeling appropriate school government. In addition, it can be used as a planner to assist the student with organization. This handbook is not an irrevocable contract; it may be subject to change as needed. The administration has authority to set additional policies.

**SANDOVAL C.U.S.D. 501 MISSION STATEMENT**

**It is the mission of Sandoval C.U.S.D. 501 to provide learning opportunities in a safe environment, focused on the future, so that all children may reach their fullest potential.**

**VISION OF Sandoval C.U.S.D. 501**

- **Children come to school ready to learn and participate, are actively engaged in hands-on, technology-driven learning, and are able to achieve success at their next level.**
- **Teachers and other staff will use active, engaging, innovative teaching methods and strategies; will design to meet the needs of each child; and will provide an environment that is safe and healthy.**
- **The community is supportive of the schools; accountability is an expectation; and parents, school and community will work together to better the future of our children and our community.**

**MISSION STATEMENT**

**The Sandoval Junior-Senior High School strives to secure for all its students a safe and secure learning environment. The school size allows the faculty, staff and administration to know each student individually and to assist students in achieving proficiency in scholastic disciplines as well as music, art, athletics and social areas. It is the desire and hope of all members of the school that each student develops the qualities of compassion, integrity, consideration, tenacity and responsibility. The school endeavors to help all students become lifelong learners and productive members of society: mature, independent thinkers who have the skills necessary to direct them to higher levels of learning and achievement.**

**INDEX**

Academic Achievement .....	21
Accident/Injuries/Student Health.....	15
Accelerated Reading.....	15
Alcohol Abuse .....	10
Announcements.....	13
Arrival at School .....	7
Asbestos Management.....	16
Assemblies .....	12
Athletics .....	6, 12, 23
Attendance .....	5-6
Automobiles .....	16
Beepers.....	19

Behavior/Consequences .....	25-27
Bell Schedule .....	3
Book Rental .....	5
Bullying.....	10
Bus Permission .....	8
Bus Rules .....	8
Cafetorium .....	8-9
Calendar .....	3-4
Cellular Phones .....	19
Cheating .....	16-17
Class (Course) Weighted Grades .....	22
Closing of School .....	19
College Visits.....	19
Conduct .....	9
Credits (H.S.).....	20
Damaging School Property .....	12
Destructive Behavior.....	11
Detention & Detention Hall Rules.....	14
Detention (Saturday) .....	14
Discipline .....	13-14
Discipline- Students with Disabilities.....	15
Discrimination Grievance Procedure.....	5
Dress and Accessory Code .....	10-11
Driver Education .....	18
Drug Abuse .....	10
Early Dismissal .....	7
Early Graduation .....	20
Electronic Devices .....	19
Emergency Drills .....	16
Excessive Absences .....	6-7
Expulsion .....	14
Extracurricular Activities .....	6, 12, 23
Faculty/Staff.....	4
Fan Bus .....	24
Fees .....	5, 18
Fighting .....	10
Final Exams .....	21
Fire Drills .....	16
Fireworks .....	11
Fund Raising Activities .....	24
Gangs .....	12
Gifted Identification .....	18
Grading System .....	21-22
Graduation Requirements Deficiencies.....	20
Grievance .....	5
Guidance Department .....	17
Hall Passes .....	18
Hate Groups .....	12
Head Lice .....	16
Homecoming Court Eligibility.....	23
Homework Hotline .....	6
Honor Roll .....	22
Immunizations .....	15
Insurance .....	22
Internet Use .....	22
Introduction .....	2

Isolation.....	14
Laser Pointers.....	19
Leaving School without Permission .....	7, 11
Library .....	18
Lockers .....	18
Lunch .....	8-9
Make-Up Work .....	6
Media Center .....	18
Medications .....	15-16
Midland Trail Conference.....	24
Motorcycles .....	16
No-Pass, No Play.....	22
Nondiscrimination .....	4-5
Notification .....	4
Obscene Language .....	11
Pest Control .....	24
Physical Education .....	18
Physical Education Exemption .....	18
Physical Exams .....	15
Pink Eye .....	15
Plagiarism .....	16-17
Player Bus .....	24
Posters & Signs.....	13
Prohibited Conduct .....	9
Prom (Jr.-Sr.).....	23
PSAE Incentives .....	21
Radio .....	18
Recruitment.....	12
Recurring Violations .....	11-12
Release during the School Day.....	7
Schedule Changes (H.S.).....	17
School Song .....	24
Searches of Lockers .....	12
Searches of Vehicles .....	12
Sexual Harassment .....	13
Skip Days .....	7
Smoking .....	11
Stealing .....	11
Student Classification (H.S.) .....	20
Student Conduct .....	9-13
Student Records .....	17-18
Student Relationships .....	11
Student Responsibilities .....	4
Student Withdrawal .....	17
Study Hall .....	19
Surveillance.....	13
Suspension .....	14
Tape Player/CD's.....	19
Tardy .....	8
Tech Prep .....	24
Telephone .....	19
Telephone Ext. List .....	6
Textbook Fees .....	5, 18
Tobacco .....	11
Tornado Drills .....	16
Transportation .....	8

Truancy .....	7-8
Vision Screening.....	16
Visitors .....	19
Weapons .....	11

**REGULAR BELL SCHEDULE**

<b><u>Period</u></b>	<b><u>Sr. High</u></b>	<b><u>Jr. High</u></b>
1	8:25 – 9:15	8:25 – 9:15
2	9:19 – 10:09	9:19 – 10:09
3	10:13 – 11:04	10:13 – 11:04
4A	11:08 – 11:59	11:04 – 11:34 (LUNCH)
4B	11:59 – 12:29 (LUNCH)	11:38 – 12:29
5	12:33 – 1:23	12:33 – 1:23
6	1:27 – 2:17	1:27 – 2:17
7	2:21 – 3:11	2:21 – 3:11

**2:15 DISMISSAL BELL SCHEDULE**

<b><u>Period</u></b>	<b><u>Sr. High</u></b>	<b><u>Jr. High</u></b>
1	8:25 – 9:15	8:25 – 9:15
2	9:19 – 10:09	9:19 – 10:09
3	10:13 – 11:04	10:13 – 11:04
4A	11:08 – 11:59	11:04 – 11:34 (LUNCH)
4B	11:59 – 12:29 (LUNCH)	11:38 – 12:29
5	12:33 – 1:05	12:33 – 1:05
6	1:09 – 1:40	1:09 – 1:40
7	1:44 – 2:15	1:44 – 2:15

**2009-2010 SCHOOL CALENDAR**

**Sports and other extracurricular activities schedules can be found on the school web page at <http://www.sandovalhs.org>**

**AUGUST - 2009**

Mon, 8/17 Teachers' Workshop (No School)  
 Tue, 8/18 1st Student Attendance Day (10:15 a.m. Dismissal)  
 Wed, 8/19 1st Full Day of School

**SEPTEMBER 2009**

Mon, 9/7 Labor Day (No School)

**OCTOBER 2009**

Wed, 10/7 Early Student Dismissal (Half Day School Improvement) (12:50 p.m. Dismissal)  
 Mon, 10/12 Columbus Day (No School)  
 Fri, 10/16 End of First Quarter

**NOVEMBER 2009**

Mon, 11/2 Parent-Teacher Conf. (No Student Attendance)  
 Wed, 11/11 Veteran's Day (No School)  
 Wed, 11/25 Early Student Dismissal (2:15 p.m.)  
 Thur, 11/26-Fri, 11/27 – Thanksgiving Vacation (No School)

**DECEMBER – 2009**

Wed, 12/2 Early Student Dismissal (Half Day School Improvement) (12:50 p.m. Dismissal)  
 Thur, 12/10 Jr.-Sr. High Winter Concert (7:00 p.m.)  
 Thur, 12/17 End of First Semester  
 Fri, 12/18 Teacher's Institute (No School)

Mon, 12/21 to Fri, 1/1/10 Christmas Vacation

**JANUARY – 2010**

Mon, 1/4 School Resumes

Mon, 1/18 Martin Luther King’s Birthday (No School)

Wed, 1/27 Early Student Dismissal (Half Day School Improvement)  
(12:50 p.m. Dismissal)

**FEBRUARY - 2010**

Sat, 2/6 Homecoming (7:00 p.m.)

Mon, 2/15 President’s Day (No School)

Fri, 2/26 Teachers’ Workshop (No School)

**MARCH – 2010**

Mon, 3/1 Casimir Pulaski Day (No School)

Tue, 3/2-Fri, 3/12 JHS ISAT

Fri, 3/12 End of Third Quarter

Wed, 3/31 Early Student Dismissal (2:15 p.m.)

**APRIL - 2010**

Thur, 4/1-Mon, 4/5 Spring Break (No Student Attendance)

Tue, 4/6 School Resumes

Sat, 4/24 Jr.-Sr. Prom

Mon, 4/26 Spring Concert (7:00 p.m.)

Wed, 4/28-Thur, 4/29 HS PSAE

**MAY - 2010**

Tue, 5/4 JH Awards Program (7:00 p.m.)

Wed, 5/5 Early Student Dismissal (Half Day School Improvement)  
(12:50 p.m. Dismissal)

Mon, 5/10 MTC Awards Program

Tue, 5/11 HS Awards Program (7:00 p.m.)

Wed, 5/12-Thur, 5/13 HS Make-Up PSAE Test Dates

Fri, 5/21 Teacher’s Workshop - No School

Mon, 5/22 End Of School - Report Card Day \*  
(9:30 a.m. Dismissal)

Mon, 5/31 Memorial Day – No School

\* Using no snow/emergency days

**FACULTY and STAFF**

Jennifer Garrison	Superintendent
Teresa Cooksey	Supt/Principal Secretary
Ginger Hayes	Bookkeeper/Secretary
Jim Maddox	Principal
Nancy Gregory	Principal’s Secretary
Raquel Altom	Cross-Categorical Teacher
Gaye Butler	Guidance Counselor
Pamela Butts	Health Occ., School Nurse
Barth Bookhout	Social Studies
Rose Brandmeyer	Math
Terry Chappell	Phys. Ed., Science, Math,
Mike Chontofalsky	Science, Tech Coordinator
Mike Gold	History, Math, P.E.
Darren Grafton	Cross-Categorical
Patricia Haslett	Specific LD Resource
Angie Helm	Journalism/English

Jennifer Hopkins	Science
MaryJoh Hughes	Language Arts, Art
Jeremy Jett	Science, Geo., Math
Marsha Kelly	Math, Language Arts
Ryan Kemp	High School English
Connie Mudd	Librarian, Social Studies
Rose Orr	Consumer Education
William Reynolds	Music, Band Director
Sonia Saddler	Business Ed., Computers
Amy Telford	Science
Herb Williams	P. E., Driver Ed., Health
TBA	Cross-Categorical
Mary Conlon	Paraprofessional
Judith Douglas	Paraprofessional
Deloris Phillips	Paraprofessional
Cheryl Sinclair	Paraprofessional
Theresa Thornton	Paraprofessional
Steve Speiser	Head Cook
Donna Timmons	Cook
Carla Gambill	Cook
Allen Leidner	Head Custodian
Bryan Reynolds	Night Custodian
Del Wimberly	Maintenance
Kathy Ballantini	Bus Driver
Frank Fair	Bus Driver

**STUDENT’S RESPONSIBILITIES**

Students of Sandoval Junior/Senior High School are responsible to:

1. Accept responsibility for their actions
2. Respect the rights, feelings, and property of others.
3. Attend daily and be punctual in arriving to school and to classes.
4. Dress themselves in a healthy, safe manner and in a way that is conducive to learning.
5. Obey school rules and regulations.
6. Respect school personnel in the performance of their duties.
7. Complete all of their class assignments and to do their best.

**NOTIFICATION TO PARENTS**

The curriculum may contain topics/activities which parents may find objectionable. A pupil may not be required to take that portion of the course if the parent submits a written objection. However, the student can be given an alternative assignment for that portion of the topics/activities the parent finds objectionable.

**NONDISCRIMINATION**

As provided by Title IX and Section 504 of the community federal guidelines for handicapped students, Sandoval Community Unit School District 501 does not discriminate on the basis of sex, race,

color, national origin, or physically handicapped in its courses, programs, extracurricular activities, or employment practices. Direct inquiries about compliance with the above Guidelines to Superintendent, Sandoval CUSD 501, 859 W. Missouri Ave., Sandoval, IL, 62882. (telephone: 247-3233) or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D.C. 20001.

### **DISCRIMINATION GRIEVANCE PROCEDURE**

It is usually most desirable for an aggrieved party and the principal to resolve problems through free and informal communication. Most issues, problems and grievances can be resolved in this manner. If, however, the informal process fails to satisfy a party, a grievance may be processed as follows:

1. The aggrieved party may present the grievance in writing to the building principal, who will arrange for a meeting to take place within four (4) school days after receipt of the grievance. Within two (2) school days of the meeting, the aggrieved party may be provided with the principal's written response, including the reasons for the decision.
2. If the grievance is not resolved at Step A, then the aggrieved party may refer the grievance to the superintendent. The superintendent may arrange for a meeting with affected persons to discuss and attempt to resolve the grievance.
3. If the aggrieved party is not satisfied with the disposition of the grievance at Step B, the aggrieved party may submit the grievance in writing to the board of education.
4. If the action taken by the board does not resolve the grievance to the satisfaction of the party, that party shall have the right to apply to a court of competent jurisdiction for appropriate relief.

### **BOOK RENTAL & FEE**

Book rental for grades 7 - 12 is \$25.00. Students will be assessed a fine to any textbooks that are damaged or destroyed. Students will also be charged an additional \$5.00 fee for classes with labs. Students that are eligible to receive free lunches may qualify for a waiver of book rental and fees.

### **ATTENDANCE**

Success in school depends largely on regular punctual attendance and good study habits. Students are expected to attend all classes and assigned activities unless there is a justifiable reason for being absent. Parents are responsible for ensuring regular punctual attendance. Unexcused absences exceeding 10% of possible attendance are defined as chronic and will be reported to parents and notification made

to the Regional Superintendent for further action. Upon return to school following an absence, all students who have not had their absence properly cleared are to come to the office between 7:30 and 8:10 a.m. to obtain an admit to return to class. Students who do not have an excused absence cannot make up missed daily work. Students have two school days from the time of their return to present verification for an excused absence. If there are any questions regarding absences, check with the school office. Students absent from school may not attend or participate in extracurricular activities (including practices) that afternoon or night. The principal must clear exceptions in advance.

The school recognizes there will be absences due to personal illness, death in the family, and pre-arranged or emergency situations acceptable to the school administration. An absence that has been properly excused entitles the student to a reasonable amount of time in making up work missed. The student is responsible for requesting the assignments missed due to an absence. Students absent due to a pre-arranged event should obtain assignments before their absence and turn them in upon their return. All absences will fall into one of the following categories:

1. Excused
2. Unexcused

When a valid reason has been established for the absence, it will be termed an excused absence. This allows the student to make up the work missed and return to class with no further requirements. If contact has been made with the parent and the absence is excused, the student may return to class with no further requirements.

Excused reasons for absences include:

1. Personal illness, medical, or dental appointment.
2. Family illness or emergency requiring the student to be present at home.
3. Death or funeral of a relative or close friend.
4. Religious holidays.
5. Court summons.
6. Other instances as so excused by the principal.

Absences for all other reasons shall be unexcused and shall be treated as truancy. Unexcused absences include but are not limited to:

1. Working
2. Unapproved job interviews
3. Shopping
4. Car trouble when the district provides transportation
5. Hair appointments
6. Oversleeping
7. Senior pictures
8. Trains
9. Social engagements, i.e., birthday parties, wedding and

baby showers, etc.  
 10. Frivolous absences

It is the responsibility of the parents to notify the principal's office each day that the student is absent. The principal's office will be open at 7:30 a.m. The telephone number is 247-3361. The principal's office will make a reasonable effort to call parents if no call has been received within the first two hours of the school day.

**Attendance in School: Practice and/or Play Eligibility Rule**

A. If a student is absent from school the day of an athletic contest or activity (including practices), he/she will not be eligible for the contest or activity (including practices), with the following exceptions:

1. Absence due to a death in the family.
2. Absence due to a school-sponsored field trip.
3. The student is absent for part of the day from school but arrives at school by 12:00 noon and participates in school for the remainder of the day.
4. The student has a doctor or dentist appointment but is in attendance for at least three (3) hours on the day of the contest or activity.
5. Absence has been approved in advanced by an administrator or his/her designee.

B. Each student is expected to attend every regularly scheduled practice session of the sport or activity in which he/she is participating, unless absent from school. If a student is absent from school, he/she will not be allowed to practice except for seasons stated under Steps 1 through 5 above.

**MAKE -UP WORK**

It is the responsibility of the student to arrange make-up work with a teacher upon return from an excused absence. Make-up work for excused absences shall be due one day late for each day of excused absence. Extenuating circumstances may be considered in certain cases. Daily work and quizzes missed due to an unexcused absence should be completed so that students may progress with the class but those assignments shall not be counted toward the earned grade. Any tests or assignments (excluding quizzes) of accumulative nature are to be allowed as make-up work when a student is absent for unexcused reasons.

**Homework Hotline**

Sandoval Junior-Senior High School has a computer assisted telephone system with the capability of supplying homework information and additional information regarding school activities to all callers. The following contains a list of all faculty and staff with extension numbers for gaining access to the homework hotline. The system can also be used to

leave a message for any faculty or staff member. The phone number for the system is 247-3361. Each caller will be prompted to options for their specific call. Be sure to listen carefully to all directions. In addition, specific offices can be reached by entering the specific extension number.

Athletic Director's Office.....	5
Attendance Office.....	1
District Office.....	4
Main Office.....	2
Principal's Office.....	3
School Activities.....	7
Technology Coordinator .....	6

**JR./SR. HIGH SCHOOL PHONE EXT. LIST**

Jennifer Garrison	311
Jim Maddox	314
Raquel Altom	341
Barth Bookhout	336
Pamela Butts	318
Rose Brandmeyer	323
Gaye Butler	317
Terry Chappell	321
Mike Chontofalsky	326
Teresa Cooksey	312
Mike Gold	330
Darren Grafton	342
Nancy Gregory	313
Patricia Haslett	333
Ginger Hayes	310
Angie Helm	340
Jennifer Hopkins	325
MaryJoh Hughes	328
Jeremy Jett	334
Marsha Kelly	331
Ryan Kemp (voice mail 443)	343
Allen Leidner	335
Connie Mudd	337
Rose Orr	324
Deloris Phillips	313
Bryan Reynolds	335
William Reynolds	329
Sonia Saddler	339
Steve Speiser	320
TBA	332
Amy Telford	327
Donna Timmons	420
Herb Williams	343
Del Wimberly	335

**EXCESSIVE ABSENCES**

After six (6) absences from any class during a semester, students are required to provide verification from a medical physician for the absences to be excused. All absences beyond six (6) without verification from a medical physician will be considered

unexcused. The principal reserves the right to excuse absences from this accumulative number of absences for students that have missed school for valid circumstances.

### **ARRIVAL AT SCHOOL**

High School students arriving before 8:20 A.M. should go directly to the gymnasium to await the bell. Students will not be allowed to pass through the main hall on their way to the gym from the north parking lot. Junior high students arriving before 8:20 A.M. should go directly to the cafetorium. Students will not be allowed to pass through the main hall on their way to the cafetorium.

### **RELEASE DURING SCHOOL HOURS**

Teachers may not release students from school at other than regular dismissal times without prior approval of the Building Principal. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s). Students leaving school must sign out in the office. Any student leaving school without permission will be considered truant.

### **EARLY DISMISSAL**

Early dismissal will be permitted at the discretion of the principal when necessary and reasonable situations exist and no other arrangements can be made and according to the following procedures:

1. A parent or guardian requesting an early dismissal for his/her child must call the school prior to 8:00 a.m. stating the reasons and time for dismissal & provide a telephone number at which a parent or guardian can be contacted to confirm the request.
2. The student must present a written request to the office prior to the start of school. No early dismissal will be permitted unless confirmation can be made with the parent by phone or in person.
3. Between classes and prior to dismissal, the student must pick up his or her dismissal slip from the office.
4. Work Early Release: Junior or senior students who have a total cumulative grade point average of 2.00 or higher and no failing grades in any subject could be eligible for early work release. The student must possess a job during the school year. The student will also be required to have a worker's permit from the Regional Office of Education or documentation of a job on the employer's letterhead with a signature of the employer and a release form signed by the parent/guardian on file with the school. Poor/Failing grades, unexcused absences, excessive detentions, isolations, or suspensions are causes for this privilege to be revoked. Any failing grades will

automatically cause this privilege to be withdrawn for the eligibility period. Failure to comply with these rules will result in privileges being withdrawn for the remainder of the school year.

### **SKIP DAYS**

Senior "SKIP" days do not exist. Seniors will be released a few days early at the end of the year during semester week. Skipping school will result in detentions being issued and served before diplomas will be issued.

### **TRUANCY**

**A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof, as defined by 105 ILCS 5/26-2a of the Illinois School Code.**

**Chronic or Habitual Truant shall be defined as a child subject to compulsory school attendance for 10% or more of the previous 180 regular attendance days.** District personnel including inter-views with the student, his or her parents, or guardians, and any other school official or other party who may have information about the reasons for the student's attendance problem will provide diagnostic procedures to truant students. Resources and supportive services available to truant or chronically truant students and to their parents or guardians shall include, but may not be limited to the following:

1. parent conferences with school personnel,
2. student counseling,
3. schedule or program change,
4. special education assessment,
5. truancy counseling,
6. family counseling, and
7. referral to community agencies.

**Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code** states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Chronic truants will be referred to the Regional Office of Education after supportive services have been exhausted or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and /or a fine of up to \$500. Any person who willfully induces or attempts to induce any child to be absent

from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

**Punitive Action:** After a chronic truant has been identified as a truant minor in need of supervision, the student may be subject to, but not limited to any one or a combination of the following punitive actions:

1. Detention(s).
2. Isolation.
3. Suspension from school.
4. Expulsion from school by the Board. Ordered to obtain counseling or other supportive services.
5. Required to perform some reasonable public service work, such as, but not limited to, picking up litter in public parks or along public highways or the maintenance of public facilities.
6. Subject to fine in an amount in excess of \$5.00, but not exceeding \$100.00 for each day of absence without valid cause as defined in 105 ILCS 26-2a of the School Code with each day as a separate offense.
7. Subject to having his or her driver's license or privileges suspended.

### **TARDY TO CLASS**

Students are expected to be in classes, seated and ready for lessons when the tardy bell rings. A student who is tardy to school is to report directly to class, not to the office. Accumulation of 3 or more tardies in one class during a 9-week grading period will result in the following:

- 1st tardy - verbal warning by teacher
- 2nd tardy - parent notification
- 3rd tardy - detention
- 4th tardy - detention
- 5th tardy - detention and a letter sent to parent notifying of further consequences upon 6th tardy.
- 6th tardy - isolation and parent conference, additional further disciplinary action such as a suspension as needed to solve the problem.

**THE LOSS OF PRIVILEGES MAY BE INVOKED AT ANY OF THE ABOVE STAGES.**

### **BUSES**

#### **Bus Permission**

Students desiring to ride a different bus to and from school must present to the office a signed note from a parent on or before the day of travel. If approved, the student will be issued a bus permit to be given to the bus driver. Permission will not be granted if a bus is

overloaded. Permission will also not be granted for the purpose of delivering groups of students to a single location: i.e., birthday parties, etc.

#### **Bus Rules**

Students who ride school buses at any time are to abide by the following rules:

1. Remain seated while the bus is moving.
2. Keep all parts of the body inside the bus.
3. No running on or around the bus.
4. Use the emergency door only for emergencies.
5. No loud or excessive talking.
6. Keep the bus clean.
7. Do not wear athletic equipment while on the bus.
8. Obey the bus driver.

Bus drivers will set rules and regulations for their bus. Students are to abide by these rules at all times. Students are subject to suspension from bus riding privileges for repeated disregarding of rules.

**All handbook rules and regulations are in effect while students are riding the bus.**

#### **CAFETORIUM**

Sandoval Junior-Senior High is proud of its facilities for providing hot breakfasts and lunches. Free and reduced breakfasts and lunches are available to qualifying families. Forms for free and reduced breakfasts and lunches are available upon registration. Students are expected to conduct themselves as ladies and gentlemen when eating. Food and drinks are not to be taken out of the cafetorium. Students are to proceed to lunch in an orderly manner. Running, shoving, or cutting in line will not be allowed. Lunchroom trays should be taken to the disposal window after conclusion of your meal. Excessive noise in the lunchroom will not be allowed.

#### **Café Terminal Breakfast/Lunch Program**

The following guidelines will be used for the Café Terminal Breakfast/Lunch Program at Sandoval Jr.-Sr. High School:

- A limit of twenty-five dollars (\$25) has been established as the maximum amount students may charge on their accounts for the tray line. If a student reaches the maximum amount, the student will need to bring their breakfast/lunch until the account has been brought up-to-date. Those students who do not bring a lunch will be provided a sandwich and drink.
- There will be no charges allowed in the à la carte line.
- Money should be deposited in a student's account on the first school day of the week.
- Parents/guardians are able to keep track of his/her child's account balance and put money in

the account by enrolling in an internet-based service called Café Prepay. This service is where parents/guardians may deposit funds online for breakfast/lunch accounts by using their Visa, MasterCard, or American Express. Participation in this service is voluntary, and you may enroll at any time. This service also allows the parent/guardian to monitor which days his/her child eats breakfast and/or lunch. Café Prepay charges a 6% service fee if you pay online with a credit card. However, there is no charge to monitor online activity of the account.

### **Lunch Hour Areas**

Students must be in one of the following areas during lunch hour:

1. Cafetorium and cafetorium lobby.
2. School yard east of the cafetorium with faculty or staff consent.

### **STUDENT CONDUCT AND BEHAVIOR**

All teachers will establish and teach reasonable rules of conduct to be followed in their classes. These rules will outline the expectations from students and the possible penalties for failing to follow set rules. Teachers may make additional rules as deemed necessary throughout the school year in order to maintain an appropriate classroom environment. The principal will establish and disseminate reasonable rules of conduct to be followed throughout the school premises, and at all school related or school sponsored events. The principal may make additional rules as deemed necessary throughout the school term in order to maintain an appropriate learning environment for students.

### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco material.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages, or substances represented to be alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing of, or selling illegal drugs, substances represented to be illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.

4. Using, possessing, distributing, purchasing, or selling any huffing devices.
5. Using, possessing, distributing, purchasing of, or selling explosives, firearms, knives, or any object that can reasonably be considered, or look like, a weapon.
6. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket pagers and all similar electronic paging devices.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone, (Initiation or hazing has been considered a violation of #8).
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another's person's property.
10. Unexcused absenteeism, however, the truancy statutes and board policy will be utilized for chronic and habitual truants.
11. Being a member of, or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, gang, or secret society.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

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

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function or event.
3. Traveling to or from school or a school activity, function or event, or;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

### **Bullying**

Bullying is a prohibited behavior that will not be tolerated and will be considered gross misconduct. The use of aggressive behavior that does physical or

psychological harm to another individual is considered bullying. Prohibited bullying behaviors include: use of cyber space bullying, electronic bullying, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone.

### **Fighting**

Students involved in fights during school hours, during school activities, on the bus or in any other situation under the jurisdiction of the school may be subject to suspension for up to ten days. Repeated violations of this policy may result in a recommendation of expulsion to the Sandoval Board of Education. Students who instigate or promote fights among fellow students will be subject to disciplinary procedures. Students who leave their assigned classroom or area, or leave their normal path to and from class, to observe a fight are subject to disciplinary action. In addition law enforcement authorities may be called to the school and legal action may be taken.

### **Illegal Drug and Alcoholic Abuse**

Possession, use, distribution, attempted distribution, sale of, or any attempted sale, of illegal drug /controlled substance and /or alcohol, or any substance represented to be an illegal drug or alcohol product, is forbidden at any school activity. Violators are subject to suspension for up to ten days and possible expulsion. Students who are at school related events and are under the influence of illegal drugs or alcohol will be subject to suspension for up to ten days and possible expulsion. In addition law enforcement authorities may be called to the school and legal action may be taken.

### **Dress and Accessory Code**

Any form of wearing apparel and any type of grooming which, in the professional opinion of a teacher or administrator, creates a danger, ill-health, a distraction from the learning environment or a negative affect on education is prohibited. If in the professional opinion of teachers or administrators, the student arrives at school dressed in a manner which has the potential to disrupt or distract from the educational process, the student will be offered the opportunity to change clothes to those in compliance with this policy or sent home to correct the problem. Any time away from school under this policy will be considered an unexcused absence. The administrator will have the final authority on any decisions concerning the dress and accessory code. The items listed below will result in the violation of this policy and result in consequences:

1. Clothing worn by students are to be clean, in good

- condition, and safe.
2. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that may contribute to the substantial disruption of the orderly operation of the school or classroom or that constitute a health and safety hazard are prohibited.
  3. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that displays profanity, contains inappropriate connotations, sexually suggestive phrases or images, libelous, slanderous, gang related symbols, or that may incite students to disrupt the educational process are prohibited.
  4. Clothing or accessories that depict, advertise, or promote alcoholic beverages, tobacco or tobacco products, drugs, or any illegal substances are prohibited.
  5. No pants, shorts, shirts or blouses that reveal the back, belly, breast areas (cleavage), or buttocks. No halter tops, tube tops, bare midriff tops are allowed. Shoulder straps must be a minimum of two (2) inches in width.
  6. Shirts and blouses must cover the torso of the body.
  7. Shorts, skirts, and dresses (all outer garments) are to be no shorter than four (4) inches above the top of the knee cap, regardless of the type of undergarment worn, such as leggings, pants, etc.
  8. For physical education (P.E.) classes, the inseam of shorts must be five (5) inches or longer in length.
  9. No exposed undergarments or wearing of clothing that exposes undergarments is permitted. Also, torn, frayed, ripped, or holes in clothing above four (4) inches from the top of the knee cap that exposes skin or undergarments is not allowed.
  10. Pants are to be worn at the waistline.
  11. No pajamas or sleepwear. (except on designated days)
  12. Shoes are to be worn at all times for health and safety reasons. House shoes, house slippers, slippers made of terrycloth or a fuzzy-type material, or shoe skates are not permitted.
  13. No sunglasses or dark glasses, unless they are prescription glasses, may be worn in the building.
  14. No hats, caps, bandannas, scarves, handkerchiefs, or any type of head covering may be worn in the school building.
  15. Wallet chains, chains, chain belts, ropes, oversized medallions, obtrusive chain necklaces and/or chains attached to clothing, spiked, heavy or extraordinarily ornate jewelry will not be allowed on campus.
  16. Coats, heavy-weight jackets, gloves, and mittens are to be stored in lockers.
  17. Book bags, handbags, and zipper binders (larger than 7" x 5" x 2") are to be stored in lockers.
  18. Purses that are carried from class to class must be no larger than 7" x 5" x 2".

### **Weapons**

Possession, use and/or transfer of any weapon or instrument capable of inflicting bodily injury on school property is prohibited. This includes, but is not limited to, guns, knives, clubs, or any object intended to or altered to be used as a weapon, which could cause harm to any student, teacher, or staff member. Law enforcement authorities may be called to the school and legal action may be taken. Also, the Gun Free Schools Act requires school boards to expel students for not less than 1 calendar year and not more than 2 calendar years for weapons violations.

The Board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of the Section, the term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.

### **Destructive Behavior**

Sandoval Junior/Senior High School will require students who deface or destroy school property to pay for the cost of repair or replacement. This will be done pursuant to the Parental Responsibility Act of the State of Illinois. Students who attempt to, or solicit others to, damage school property will be subject to severe disciplinary action. When applicable the local police department will be contacted for the filing of charges against violators of this policy.

### **Fireworks**

Fireworks, in any form, are prohibited at all activities connected with any school program. Any student using, selling, or possessing any fireworks or substance represented to be a fireworks will be subject to suspension or expulsion.

### **Leaving School With (Without) Permission**

On any occasion when a student must leave school, he/she must **FIRST**, receive permission from the principal's office and sign out. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s). Students leaving school must sign out in the office. Any student leaving school without permission will be considered truant. Students becoming ill at school should obtain a pass from their teacher and report to the principal's office. No student will be sent home ill without the school having direct communication with a parent or guardian. A student will not be allowed to drive another student home without prior approval of that student's guardian and the administration.

### **Improper Student Relationships**

Students are to avoid the showing of physical affection while at school or school related activities. Violations will result in parental conferences and possible disciplinary action.

### **Obscene Language**

Sandoval Junior/Senior High School will not tolerate the use of obscene language. This policy is in effect at all student events. Punishment for violations will vary depending upon the nature and severity of the action of the student with the possibility of detention or suspension for repeated violations.

### **Smoking and Tobacco Use**

Chapter 122, 105 ILCS 5/10-20.5b of the Illinois School Code prohibits the use of tobacco or tobacco products on school property at any time. Smoking, the possession of tobacco products, or use of any tobacco product on school property, school-sponsored activities, extracurricular activities, or any place where students are under school supervision or are representatives of Sandoval CUSD 501 is prohibited. Smoking or use of any tobacco product will result in suspension from school.

### **Recurring Handbook Violations**

Students who have repeatedly violated sections of the student handbook or specific classroom rules will

subject themselves to further and more drastic discipline measures. This may include suspension.

### **Stealing**

Theft is considered gross misconduct. Students found guilty of stealing will be subject to suspension and possible expulsion.

### **Extracurricular and Night Activities**

The rules and regulations as explained in the Student Handbook apply to all school activities. Participation and attendance in extracurricular activities are considered a privilege. No loitering is allowed outside before, during, and after extracurricular activities.

### **Searches**

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desk (s), parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

### **Gangs and Hate Groups**

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:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as

gestures or handshakes) showing membership or affiliation in a gang, and

3. 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 of 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 punished under the district's discipline code.

### **Recruitment**

A person who expressly or impliedly threatens to do bodily harm to an individual or to that individual's family or uses any other criminally unlawful means to solicit or cause any person to join any organization or association, is guilty of a Class 3 felony. The matter becomes a Class 2 felony when a person older than 18 years threatens a person younger than 18 years. Illinois School Code (720 ILCS 5/12-6.1) Students are not to engage or involve themselves in any type or style of hate activity. Hate activity may be words spoken, pictures, or other forms of derogatory and intimidating communication. Any student involved in any hate or hate group activity will be punished under the districts discipline code. When applicable, evidence will be turned over to law authorities for possible violation of Public Act 88-259; Hate Crimes. Parents or guardians should note that this act makes them responsible for judgments against minors up to the limits of the Parental Responsibility Law.

### **Damage to School Property**

Students who willfully or maliciously damage school property, or coerce or contract someone to damage school property will be punished under the district's discipline code. Recovery of damages will also be required. If necessary, the district will seek restitution under the Parental Responsibility Act, which allows the parents to be held responsible for the willful and malicious acts of a minor. When applicable, the police department will be contacted for the filing of charges.

### **Assemblies**

Students are expected to give their attention and respect at all times during assemblies. Students are to remain in their seats unless permission is granted otherwise. Assigned seating or exclusion will be enforced for students with behavior problems.

## **Sexual Harassment**

It is the policy of this school to provide students an environment free from unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well being. This district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students.

The term sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex. This district interprets the definition of sexual harassment to include, but not limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversations, and cornering or blocking a student's movement.

Students may initiate the reporting of an instance of sexual harassment to any responsible staff member. The staff member will then direct the report to the appropriate administrator. No retaliation will be brought upon any student reporting instances of sexual harassment.

Discipline measures to be taken will vary with the nature of violation. Examples are verbal discussion to suspension and possible expulsion for serious or repeat offenders. If the allegation is against a district employee, the superintendent, or his designee, shall initiate an investigation and follow district policies and Illinois laws in the resolution of the matter.

## **Announcements, Signs, and Posters**

All notices of club meetings, athletic events, etc. should be cleared through the office. Signs and posters displayed in the hall for any purpose must be approved by the principal. Special notices may be posted outside the office. Daily announcements will be distributed second hour and read by all teachers. Announcements will also be posted on the classroom bulletin board for future reference. No literature shall be distributed without the permission of the principal.

## **Surveillance - Audio and Video**

Students and others are subject to audio and video surveillance while present on district property and during bus transportation.

## **DISCIPLINE**

The Sandoval Board of Education strongly believes that student behavior should reflect standards of good citizenship. High standards of courtesy, decency, expression, honesty, morality, and wholesome relationships with others shall be maintained. Sandoval Junior / Senior High School have rules and guidelines governing the conduct of its students. These rules encourage positive, constructive, and responsible behavior with an environment conducive to learning. It shall be the responsibility of the students and their parents or legal guardians to familiarize themselves with the guidelines regarding student conduct. All employees of the district shall share in the responsibility for supervising the behavior of students and encouraging high standards of conduct. The board and administration expect all employees to be alert and prompt in handling and reporting behavior problems that have an adverse effect on the operation of the school.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his / her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Depending on the severity and frequency of misconduct, disciplinary responses may include, but shall not be limited to the following:

1. Counseling.
2. Warning.
3. Reprimand.
4. Temporary removal from class.
5. Detention.
6. Parental conference.
7. Isolation
8. Saturday Detention (2 or 4 hours)
9. Denial of extracurricular participation or attendance at extracurricular events in which our school participates.
10. Suspension.
11. Expulsion from school and all school-sponsored events for a definite time period not to exceed two school years.
12. Notification of law enforcement officials or juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or physical assault.

13. Withholding of privileges.
  14. Seizure of contraband.
  15. Suspension of bus riding privileges.
- Sandoval Junior-Senior High School will cooperate with all law enforcement agencies. Examples of this are the notification of the necessary agency when laws are broken and the cooperation in investigations conducted by law enforcement agencies. Teachers have the authority to remove students from class for disruptive behavior. A teacher may use reasonable force as needed to maintain safety for students and/or staff. Corporal punishment shall not be used.

### **Detention**

Students who violate school regulations will be assigned an after school detention. Detentions will be served after school on Tuesdays and Thursdays and in some cases before school. Students that receive after-school detentions will receive a minimum of one-day notice prior to the detention so that transportation may be arranged. Students who accumulate an excessive number of detentions will be subject to further disciplinary action including, but not limited to denial of all extracurricular privileges or possible suspension. Students missing an assigned detention without prior approval from the principal will receive additional detentions, isolation, denial of extracurricular privileges, or suspension from school.

### **Detention Hall Rules:**

1. All students are to be seated with no talking when the bell rings.
2. The detention hall supervisor shall assign seats as desired. No student may leave his / her seat for any purpose.
3. **NO** Talking, food, drinks, or disruptions of any kind.
4. Students will spend the entire period completing work assigned by the supervisor.
5. The supervisor shall have final say on questionable behavior.

### **Isolation**

Isolation is an in-school consequence in which students are confined in a specified room throughout the day. Students who are in violation of school rules may be assigned to isolation as a consequence for truancy, progressive discipline, or significant acts of misbehavior. Each student will be given specific isolation rules at the beginning of the day and will be required to follow them throughout the day. Students that violate isolation rules will be issued a Saturday detention or a suspension from school. Students will be required to complete work, such as character/behavior education work, as assigned by

the supervisor. Students may also be assigned alternative assignments as necessary. Students will obtain lunches from the cafetorium and eat lunch in the isolation room.

### **Saturday Detention**

Saturday Detention is a disciplinary consequence designed to offer students an opportunity to address and remedy unacceptable behavior or conduct.

Saturday Detention affords students an environment and curriculum designed to address behavioral problems which may interfere with their educational progress in school.

As an alternative to out-of school suspension, students may be assigned to attend a session on one or more Saturdays at a designated time and place.

Severity and circumstances of a disciplinary infraction will determine issuance of a two (2) or four (4) hour Saturday Detention.

**Failure to attend a Saturday Detention assignment and/or comply with the rules of Saturday Detention will result in an out-of-school suspension and reassignment of Saturday Detention.**

### **Suspension**

The Sandoval Board of Education Policy stipulates that acts considered to be gross disobedience or misconduct will cause suspension or expulsion: Students suspended from school will receive full due process rights and have the right to appeal their suspension to the superintendent and school board. Appeals must be directed to the superintendent within ten (10) days of the first day of the suspension. Suspensions will be served while an appeal is pending. While suspended, students are not to be on school grounds or present at any school-related activity. Extracurricular activities are considered privileges granted to students and not educational rights. Students suspended from school will not be able to make up their daily assignments. Any school work, tests, or assignments of a cumulative nature are to be allowed as make-up work when a student is absent due to a suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from classes for a time period of more than 10 successive school days. Expulsion may be up to 2 school years. Only the Board of Education may expel a student from school. Students are entitled to full due process rights.

## **DISCIPLINE-STUDENTS WITH DISABILITIES**

A student with a disability who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is attributable to the student's disability.

The District shall proceed as follows:

1. The student is given all procedural protection required by the I.D.E.A. Section 504, Rehabilitation Act.
2. The student's Individualized Educational Program states behavioral conditions under which short term suspension may not be involved or may not be invoked.
3. A hearing shall be held to determine whether the student's behavior is attributable to the handicapping condition. (For students whose suspension exceeds ten days per academic year).
4. If the hearing result is that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
5. All procedural safeguards required by P.L. 94-142 shall be observed.
6. Educational services shall continue through regular or alternative programs.

## **ACCIDENTS/INJURIES/STUDENT HEALTH**

Any accident at school should be reported immediately to the teacher in charge. Accident reports must be completed in all instances. The school nurse will be at the building in the mornings. Students who become ill at school shall first request permission from their teacher to go to the office. No student is to report to the nurse without the consent of the office. First aid supplies are available from the school nurse and the office. If your child is sick, please keep him/her at home. Good health is important to a student's learning process.

## **ACCELERATED READING**

Sandoval Junior-Senior High School participates in an Accelerated Reading program. All students are required to read during designated times. Accelerated reading will count for 10% of a student's grade in junior high language arts (reading), high school English, and high school literature classes.

## **PHYSICAL EXAMS**

Illinois law requires transfer students and all students entering ninth grade to have a completed physical. The school does not furnish this service. It is the responsibility of the student to pick-up the needed form and return it to the high school office. Physicals are also required of all athletes and are valid for one full year from completion. A school physical will be

accepted for a sports physical. However, a sports physical will not be accepted for a school physical. Athletic physicals must be documented on an athletic physical form. Athletic physicals are the responsibility of the student.

## **IMMUNIZATIONS**

Students must be properly immunized as required by Illinois law. Students who claim religious objections to immunizations must submit a letter of religious belief. These are to be completed by the opening of school.

## **MEDICATIONS**

Medication required by a student shall generally not be administered at school by a district employee. This policy includes prescription and non-prescription medications such as Tylenol, Aspirin, or Ibuprofen. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function without the signed consents. However, Illinois law allows students to carry and self-administer Asthma inhalers and Epinephrine injectors (EpiPen) as needed with a signature from both the student's licensed health care provider and parent/guardian. Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's licensed health care provider, indicating the necessity for the medication and the proper dosage, time, and duration.
2. A written request and permission from the parent/guardian to administer the medication shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the containers.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided there is written permission from both the student's licensed health care provider and the parent/guardian. The School district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication epinephrine auto-injector, asthma inhaler, or the storage of medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees, against any claims except a claim based on willful and wonton conduct, arising from a student's self-

administration of an epinephrine auto-injector and/or medication or asthma inhaler, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Medication shall be administered by the superintendent's designee. Medications shall be stored under the direction of school personnel. In all cases the school retains the discretion to reject a request for administering medications.

### **PINK EYE (CONJUNCTIVITIS)**

Pink eye is contagious. A child with suspicious eye drainage will be sent home. The child may return to school after being properly treated with antibiotics or upon presenting a note from the physician stating treatment is not necessary.

### **HEAD LICE**

Students will be screened for head lice intermittently. A student found with lice will be sent home. That student may return to school after proper treatment has been completed. The child will be screened upon returning to school.

### **VISUAL SCREENING**

Visual screening will be done, as mandated for the following children: Preschool, Kindergarten, Second, Eighth, Special Education, Teacher referrals, and students new to the district. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is noted required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child your child in the mandated grade will be screened.

### **AUTOMOBILES AND/OR MOTORCYCLES**

Students holding a valid driver's license and showing proof of insurance may drive to school with written consent of the parent/guardian. The following regulations apply to all students driving to school: Students are never to be around the cars and parking lots.

1. BUSES ARE ALWAYS GIVEN THE RIGHT OF WAY.
2. There will be no reckless driving on or near the school grounds.
3. The parking area for students is located behind the school building on the concrete parking area.

4. Students are to park cars upon arrival at school, leave them immediately and not return until time to leave school. During the school day, students may return to their car only with written permission of the administration.
5. Cars shall be parked diagonally in assigned parking spaces.
6. All car parked on the student lot must have a parking sticker displayed on the lower right side of the rear window. The sticker is available in the principal's office.
7. Cars will enter at the entrance and leave at the exit at all times.
8. The school district assumes no responsibility for any damage to vehicles parked on school property.

As a condition to parking on school property, students consent to searches of their vehicles.

### **EMERGENCY DRILLS**

#### **Tornado**

A tornado emergency or drill will be announced by one of three methods: announcement over the intercom, a long continuous ringing of the bell, or announcements by staff. A tornado drill procedure is posted near the door of each classroom. Students are not to talk. Proper procedure is for students to get on their knees facing the lockers with their heads down and as close to the lockers as possible. Students will remain in this position until instructed by staff to return to class.

#### **Fire**

There will be fire evacuation drills periodically. Procedures are to be posted in each classroom near the door. When the alarm sounds, all students will evacuate the building walking single file to the designated exit. Students are to remain quiet. Students may return to the building when instructed by staff.

### **ASBESTOS MANAGEMENT PLAN**

Sandoval Jr.-Sr. High asbestos management plans are available for inspection in the principal's office. The management plan is available for public inspection during regular business hours at the principal's office 859 W. Missouri Ave., Sandoval, IL. Questions should be directed to the superintendent, Sandoval CUSD 501, Sandoval, IL, 247-3233. Copies of the plan are available from the superintendent.

### **CHEATING/PLAGIARISM POLICY**

Any student caught cheating or plagiarizing on a daily assignment, project assignment, daily test, quiz, or semester exam will receive a "0" on that daily assignment, project assignment, daily test, or semester exam. Their names should be reported to the ad-

ministration, and the teacher should notify the parents. Students will also be subject to disciplinary action, which may include, but is not limited to:

1. Disciplinary consequences that are outlined in the teacher's classroom management plan.
2. Detentions.
3. Isolation.
4. Suspension from school for up to ten school days.

### **GUIDANCE DEPARTMENT**

A counselor is available to help all students. Services include assisting students in the following:

1. Selecting high school courses.
2. Researching information about colleges, junior colleges, technical schools and financial aid.
3. Gathering information about careers and job opportunities
4. Understanding and adjusting to problems as they arise.

### **Schedule Changes (High School)**

Schedule changes must be made within the first week of the semester. All schedule changes are to be initiated with the guidance counselor. Changes after the first week of the semester may be considered only after consultation with parents, teachers, and approval of the principal.

### **Student Withdrawal**

For permanent withdrawal, students must be at least 16 years of age and submit written parental or guardian approval to the high school principal. A withdrawal form will be issued to the student to be taken to all teachers, librarian, and counselor for final clearance. Identification card, books and locks must be submitted before final clearance is granted and a refund issued.

### **STUDENT RECORDS**

Sandoval CUSD 501 maintains student records as required by federal and state laws. Verified information of clear relevance to the education of the student is classified as temporary records or permanent record data. The parent has rights and privileges concerning the student's school record until the student obtains those rights and privileges. The student obtains exclusive control of his/her school record upon the 18th birthday, graduation from high school, marriage, or entry into military service, whichever comes first. The following information is kept in students' permanent records:

1. Basic identifying information, including students' & parents' names, addresses, birth date, and gender.
2. Academic transcript, including grades, class rank,

graduation date, grade level achieved and scores on college entrance examinations.

3. Attendance records.
4. Honors and awards received.

The following information may be kept in the students' temporary records:

1. Intelligence test scores.
2. Aptitude test scores.
3. Elementary and secondary achievement level test results.
4. Teacher anecdotal records.
5. Disciplinary information.
6. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records relating to special education placement hearings and appeals.

### **Access to Students records**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

1. Parents have the right to see their child's school records. The parents may request and receive assistance from appropriately trained school employees, for interpretation of test materials or other information in the record.
2. Parents wishing to view their child's records should submit a written request to the superintendent or his designee. Access to the records shall be granted within fifteen (15) school days of the district's receipt of such request.
3. Records may not be removed from the school by the parent.
4. Records will be sent to another district to which the student has transferred upon request.
5. Access to student records shall be afforded those members of the professional and administrative staff whose duties and responsibilities require such access.
6. No third party shall be permitted to view student records unless permission has been granted by court order, superintendent of schools, or parents. The parent shall be notified when information has been requested by a third party, unless it is records requested by a school to which the student is transferring.
7. In cases where parents are divorced or separated, both parents have the right to see their child's school record. Any information given to one parent is obtainable by the other parent upon request.
8. Access may also be granted in cases of emer-

gency, to protect the health or safety of the student or others.

The district shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of person seeking the records to meet the emergency, and the importance of acting quickly. Upon graduation, transfer, or permanent withdrawal of a student from school, the school shall destroy temporary records on the third Friday in June.

### **Gifted Identification Procedures**

Students permanent records (grades 3 - 12) will be screened making note of achievement test scores of 90% and above in the areas of language arts / reading and math. Those achieving 90% or above in these areas and / or recommended by the classroom teacher will be given the Otis-Lennon Mental Ability Test or Slosson Intelligence Test. Using a score of 120 as a cut-off, students will be ranked on a matrix scale with 60 points as the base line score. Any student achieving 135 or higher on the intelligence test is required to meet only that one criteria.

### **HALLWAYS AND PASSES**

Students are not to be in the hallway without a pass issued by a teacher. Students are not to go to the office without the written permission of their assigned teacher. Office staff has been told to send students back to class immediately if a written pass is not presented. Any student who goes to the office during class changing time will be given a tardy by their teacher if they arrive late to class.

### **LIBRARY / MEDIA CENTER**

Library policies are established to insure that effective library services are available for all students and to assure that a learning atmosphere is present at all times. The following policies are in effect:

1. The media center is to be used as a place for students to study, do research, or leisure reading.
2. The library is open from 8:10 to 3:10.
3. No materials shall be removed from the media center unless checked out.
4. Media center rules and procedures will be posted and made available to all students.

### **TEXTBOOKS**

Sandoval Jr.-Sr. high students will be assessed a book rental fee annually. The fee is \$25.00 for all students. Each student shall be responsible for all books and work-books issued. Damaged or lost textbooks shall result in the student paying for replacing or rebinding the book.

### **LOCKERS**

Each student will be assigned a hall locker and P.E. locker. No student should keep another student's possessions in his/her locker. Hall lockers are not to be shared. Students are not to tell their combination to anyone. A locker is to be kept locked at all times. Students should not take large amounts of money or valuables to school. Purse, coats, gym suits etc. should not be left unattended about the building but should instead be placed in a locked locker. Students are to put book bags or gym bags in their locker and not remove them until the end of the day. Students are not to carry book bags (backpacks) about the building during the school day. The P.E. lock provided by the school must be returned or paid for by the student. All lockers are the property of Sandoval Jr.-Sr. High School and are provided for the student's convenience. Students do not have a right or expectation to absolute privacy. The school cannot assure that lockers are a safe place to keep valuables. Lockers and contents thereof are subject to search and/or dog search.

### **DRIVER EDUCATION**

Students enrolled in driver education must follow the state guidelines and requirements for the course. The student must have successfully completed eight classes during the previous two semesters. Students must also complete 30 clock hours of classroom instruction. Students that accumulate five absences for classroom instruction will be dropped from the course and placed in physical education. These students will forfeit their opportunity for driver education until the following school year.

### **PHYSICAL EDUCATION**

Physical Education is required of all students unless excused for medical reasons. Medical excuses must be documented by a physician's statement each year. Students that have medical excuses will be given alternative assignments. Credit for P.E. is one unit for successful completion of one year of activities.

### **Exemption Requirements**

A junior or senior must meet at least one of the following to be considered for exemption privileges:

1. Participation in interscholastic athletics and marching band during the season of the sport.
2. Enrollment in a class which if not taken would prevent the student from graduating.
3. Enrollment in a class which if not taken would result in denied admission to the institution of higher learning of the student's choice.

### **LASER POINTERS**

The possession or use of laser pointers or look alike devices will not be allowed at school. Any student that is in possession or uses a laser pointer will be subject to consequences.

### **CELLULAR PHONES, BEEPERS, RADIOS, TAPE PLAYERS, CD's, AND OTHER ELECTRONIC DEVICES**

Using or possessing an electronic paging device or cellular telephone, video recording device, personal digital assistant (PDA), I-Pod, MP3 player, CD player, radio, tape recorder, tape players, or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. All electronic devices are to be turned off and stored in a student's locker or car during the regular school day. An administrator or teacher may allow students to listen (with headphones) to an I-Pod, MP3 player, CD player, or radio on special occasions. Otherwise, any violation of these practices will result in confiscation of device, parent contact, and possible detention, isolation, or suspension. If it is determined that the use of such devices were for illegal activities, law enforcement authorities will be notified and legal action may be taken. Sandoval CUSD 501 is not responsible for lost or stolen property.

### **SCHOOL CLOSING**

In case of inclement weather, mechanical breakdown, or some unforeseen emergency, school may be closed, dismissed early, or started late. School closing, delayed starting time, and early dismissal will be broadcast over radio stations WILY (1210 AM), Centralia, WRXX (95.3 FM), Centralia, WJBD (1350 AM), Salem, and WJBD (100 FM), Salem. School closings are also broadcasted on the local St. Louis television stations (KTVI-FOX 2, KMOV-4, and KSDK-5).

### **STUDY HALL**

1. The study hall must remain quiet.
2. Students must bring study materials or reading materials which will keep them busy the entire period.
3. Students are not to sleep.
4. Magazines must be approved by the supervisor.
5. No game-type activities (cards, checkers, chess, etc.) may be brought to study hall.
6. No electronic games or radios may be brought to study hall.

7. Students are to remain in assigned seats unless given permission by the supervisor.
8. No one may leave study hall without a pass.

### **TELEPHONE**

The office telephone is for business purposes only and not to be used for personal calls. Students are not allowed to use office phones. Pupils are not called to the telephone. Messages will be delivered to students if an urgent situation exists. Parents are asked to cooperate by not requesting to have messages delivered to students.

### **VISITORS**

All school visitors should report to the Principal's Office. At the office, all school visitors will sign a visitor registry and record their name, time of visit, and purpose of visit. A secretary, administrator, or other staff member will give the visitor a "VISITOR" (yellow), "SUBSTITUTE TEACHER" (blue), "VOLUNTEER" (red) or "SERVICE" (green) tag to wear while in the school. Visitors should return to the Principal's Office prior to leaving the school, turn in their tag, and record their time of departure. All visitors to the building are required to be dressed in clothing that is appropriate for the school environment. Visitors will not be allowed to see students unless an emergency exists. Students are not permitted to bring visitors or friends to school. Parents are always welcome to visit Sandoval Schools and discuss any problem concerning their child.

If parents wish to pick up their children before school is dismissed, they are to stop in the office and the classroom teacher will be notified to dismiss the student.

Teachers and other employees may request any person entering a public school building or the grounds which are owned or leased by the board and used for school purposes and activities to identify themselves and the purpose of this entry. A person who refuses to provide such information is guilty of a Class A misdemeanor (105 ILCS 5/24-25).

### **COLLEGE VISITS**

Senior students are excused from school for two days during their senior year to allow them to visit the college(s) of their choice. All students planning to make a college visit must have the absence from school pre-arranged by the principal and guidance counselor. All assignments for the day must be completed before the student is allowed to take this day. A parent permission slip must be signed and returned before permission will be granted. The student is also required to have verification of the visit from the college counselor upon their return.

## GRADUATION REQUIREMENTS

A minimum of twenty-three (23) credits is required for graduation from Sandoval High School. The following courses must be passed as a portion of the twenty-three credits:

English	3 Credits (4 credits for students entering the 9 <sup>th</sup> grade in the 2008-2009 school year)
Health	½ Credit
Math	3 Credits
Government	½ Credit
Science	2 Credits
Soc. Studies	2 Credits (one credit must be U.S. History)
Resource Mgt	½ Credit
Conservation	½ Credit
Keyboarding	½ Credit

One credit must be chosen from any of the following: Music, Art, Foreign Language, or Vocational Education

Vocational Education	1	Credit
Total Academic Credits required	12 ½	Credits
Physical Education required	4	Credits
Driver's Ed	½	Credit
Electives	5	Credits (4 credits for students entering the 9 <sup>th</sup> grade in the 2008-2009 school year)
Total	23	Credits

All students must pass the Federal and Illinois Constitution exam. This requirement could be met by successfully completing Government class (1/2 unit).

No students will be enrolled in fewer than five classes of course work plus P.E. With permission from the school counselor students may be permitted to take an additional class in lieu of study hall.

### Credit for Alternative Courses and Graduation Requirement Deficiencies

Students may take alternative courses for credit. Also, students who fail classes and fall behind in their progress toward graduation may make-up credits. Alternative courses and courses for make-up credit may be done in the following manners:

1. Approved summer school sessions at schools with approved programs.
2. Distance Learning Courses, including Virtual or On-line Courses, not offered at the student's high school and pre-approved by the principal.
3. Correspondence courses pre-approved by the principal for fourth or fifth year senior students.
4. Community college courses not offered in the high school curriculum and pre-approved by the principal for senior students in good academic

standing.

Sandoval Board of Education policy limits the credits earned under items #3 and #4 to a maximum cumulative total of 6 credits.

### Early Graduation

Board of Education policy allows students who have fulfilled all requirements for graduation to leave school at the end of the seventh semester in which the requirements are fulfilled. Students will not be allowed to use summer school credit, correspondence courses, or college courses to graduate early. Applications must be made to the principal's office before the end of the first quarter of the final semester for early graduation. Board Policy regarding early graduation states that when the Board grants early graduation it is understood by the student(s) that his/her/their class rank is on-going during his/her/their high school career with a final official class rank list for all graduates, both early and regular, to be computed and established after their last official school day of the eighth semester. The Valedictorian(s) and Salutatorian(s) will be named using this list. Those students leaving school early will graduate with the senior class at the end of the school year. Students who graduate early (at the end of the seventh semester) will be eligible for homecoming, prom, and commencement exercise in the semester following completion of all academic requirements.

### HIGH SCHOOL STUDENT GRADE LEVEL CLASSIFICATION\*

High school student grade level classification will begin with the 2007-2008 Freshman class.

Students enrolled in Sandoval High School, will be classified as Freshmen, Sophomores, Juniors, or Seniors according to the following guidelines:

Freshmen: fewer than 4 ½ credits

Sophomores: 4 ½ credits or more but fewer than 9 ½ credits and in at least the second year of attendance

Juniors: 9 ½ credits or more but fewer than 14 ½ credits and in at least the third year of attendance

Seniors: 14 ½ credits or more and in at least the fourth year of attendance

\*Classification is determined at the beginning of the school year and remains the same for the entire school year.

### ACADEMIC ACHIEVEMENT

Students (grades 1-8) shall not be promoted to the next higher grade level based on age or any other social reasons unrelated to academic performance. Decisions to promote or retain students at any grade level shall be based on successful completion of the curriculum, performance on the Illinois Goal Assessment Program tests, and scores on the district's administered achievement test. Decisions linked to the placement of special education students will continue to be based on the accomplishment of goals as identified in students' individualized education plan.

### FINAL EXAMINATIONS

All quarter, semester, and final examinations will be given as part of the regular school schedule. Semester examinations count as 20% with each quarter counting 40% of the course grade.

All students will take semester examinations (unless exempt by the student's IEP). Seniors may be exempted from taking semester exams based upon criteria listed under the "Prairie State Achievement Examination (PSAE) Incentive For Juniors When They Become Seniors."

If a student is exam exempt, his/her semester grade will be based on the two quarterly grades for that semester with each counting 50% of the grade. Final determination for the taking of exams will be made by the teacher and principal.

### PRAIRIE STATE ACHIEVEMENT EXAMINATION (PSAE) INCENTIVE FOR JUNIORS WHEN THEY BECOME SENIORS.

For each subject area (reading, math, and science) that a student "MEETS" or "EXCEEDS" on the PSAE, an "OPT OUT OF TWO SEMESTER EXAMS" voucher will be awarded to the student in their Senior year. Each voucher may be used for both 1<sup>st</sup> and 2<sup>nd</sup> semester exams. For example, Student A scores the following on the PSAE:

<u>Subject</u>	<u>Performance Level</u>
Reading	BELOW
Math	MEETS
Science	EXCEEDS

Because Student A "met" the math standard and "exceeded" the science standard, he/she would earn four "OPT OUT" vouchers. During the student's senior year, these four vouchers could be used to be exempt from taking any four 1<sup>st</sup> semester exams of the student's choosing and any four 2<sup>nd</sup> semester exams of the student's choosing.

In addition, any students who "MEETS" or "EXCEEDS" in all three PSAE subject areas would earn a voucher exempting him/her from all semester exams for both semesters.

Students who exceed three tardies in a class per semester may not use their "OPT OUT" voucher to be exempt from taking the semester exam in that class.

Students who have any unexcused absences in a class per semester may not use their "OPT OUT" voucher to be exempt from taking the semester exam in that class.

A student may not use an "OPT OUT" voucher in a class in which he/she is failing.

For dual credit classes, students are required to take semester exams.

Any Senior student who met or exceeded on two (2) of the three (3) subject areas (math, reading, and science) on the PSAE as a junior, may be granted a personal day of absence from school. The personal day will be counted as an excused absence for state average daily attendance purposes. However, it will not affect the record of an individual who has perfect attendance or affect his/her semester exam attendance requirements. The personal day must be approved by the principal and used on or before May 15. Also, the student must complete the "Sandoval High School Student Personal Leave Request Form."

### GRADING SYSTEM

Meaningful information about individual students, especially report cards, will be communicated to parents on a regular basis in such a manner that parents or guardians will have a greater understanding of the student's ability, effort, and achievement. Progress reports will be sent to parents to identify accomplishments or deficiencies. All students in danger of failing a grading period will have a progress report sent to parents prior to the end of the grading period. Report cards will be issued four times annually. Semester grades are the only grades recorded on permanent records. Each teacher is responsible for developing and explaining a consistent and fair system for assessing quarter and semester grades. The teacher should use various means of sampling student progress to insure that the grade is representative of the student's progress for that grading period. Good attendance is accepted as a requirement for good grades. Grades will reflect not only a student's written work, but also, his or her performance in group and individual activities, which require the consistent attendance of the student.

Incomplete Work = I  
 92 – 100 = A                      65 – 73 = D  
 84 – 91 = B                        0 - 64 = F  
 74 - 83 = C

A student has 10 school days from the end of the quarter to make up work for an incomplete grade. If the work is not completed, a grade of “F” will be assigned for the quarter. Extenuating circumstances may be considered. An incomplete grade cannot be calculated for the final grade - thus the final grade is an “F”.

If a student deliberately, in the judgment of the teacher, refuses to make an attempt to complete assignments or show any initiative in a class, it is obvious that he/she is willing to fail a quarter or the semester exam, even though he/she has passed the previous quarter, then the student may be issued an incomplete which will result in a grade of “F” for the semester. Any deviation from the grading scale shall require a written justification. Semester grades for junior high school students shall be determined by applying 1st quarter at 50% and 2nd quarter grade at 50%.

This grading scale does not apply to Special Education students since these students are guided and evaluated as the result of the Individualized Education Program developed for each student. These students will be numbered in class size, but will not be included in the descending class rank of student via Grade Point Average (G.P.A.). Any disputes regarding a final grade shall be addressed by following the established procedure set forth in the Sandoval School Board Policy #6:280.

**CLASS (COURSE) WEIGHTED GRADES**

Beginning with the freshmen class of 2007-2008, specific classes will vary in ranking. Specific courses, known as capstone courses, will be weighted at .25 higher than regular classes.

Weighted classes include Physics, Chemistry II, Calculus, Physiology and Anatomy, and English IV (Dual Credit Class).

**INTERNET USE**

Internet access and use will be permitted for students of Sandoval Junior-Senior High School. The use of electronic mail communications will only be permitted under direct supervision of a faculty/staff member. Before a student may work on the internet, the student and parent must read and sign the “Authorization for Internet Access”. Students and parents should remember that violation of district policy regarding internet use will result in disciplinary actions taken against the student. The

disciplinary action will be related to the severity of the violation.

**HONOR ROLL**

High school students are required to be enrolled in at least five solid credit courses to be eligible for the Honor Roll. Subjects that are not computed as solid subjects are Band and P.E. in the junior high school and P.E. in the senior high school.

Honor Rolls are computed solely on the basis of grade point averages as follows:

High Honor Roll: 3.80 or above  
 Honor Roll: 3.20 but less than 3.80

All grades shall be at least ‘C’ or above.

The following scale determines grade point average:

A = 4 points                              F = 0 points  
 B = 3 points                              I = 0 points  
 C = 2 points  
 D = 1 point

**INSURANCE**

Accident insurance is available to all students for the school day and for school related activities. This service is free of charge. In the event of a claim, an accident form and other information are available by inquiring at the Principal’s Office. In addition, 24-hour student insurance is available for those wishing to purchase the coverage.

**NO PASS - NO PLAY**

The Board of Education supports the participation of students in athletics and extracurricular activities but not at the expense of academic achievement. Students participating in athletics and extracurricular activities must maintain the minimum standards as described in this policy and the district’s Athletic Code.

High school students must pass twenty (20) credit hours of course-work per week to continue to participate in the sport and/or extracurricular activity in which they are engaged. Students may not be failing more than one class per week to participate in the sport and/or extracurricular activity for which they are engaged. For example, students enrolled in five (5) courses must be passing four (4); students enrolled in six (6) courses must be passing five (5); students enrolled in seven (7) courses must be passing six (6). Eligibility will be determined on a weekly basis. Any student who is not passing the required number of courses per week will be deemed ineligible for participation (school sanctioned games, activities, and events) in athletics and/or extracurricular activities for the next week.

## **HOMECOMING**

The Homecoming Court is selected annually. Court sign-ups will be in the fall. Voting will also take place in the fall. Students must meet the following criteria to be eligible for homecoming court:

1. Students interested in being a Homecoming Court participant must sign up to be considered for the Court.
2. Students may participate on homecoming court only once during their freshman through junior years. (Being an usher, usherette, or master or mistress of ceremonies is not considered the same as being a part of the homecoming court.)
3. A GPA of 1.8 or higher (GPA will be based only on the previous year second semester average. For freshmen, their GPA will be based upon their eighth grade year second semester average.)
4. Five or fewer detentions (based on current year status)
5. Two or fewer isolations (based on current year status)
6. One isolation and 3 detentions (based on current year status)
7. Two isolations and 2 detentions (based on current year status)
8. No suspensions (based on current year status)

If a person initially meets the requirements and is elected to Homecoming Court, but subsequently violates one of the above rules, he/she will be removed from the court and be replaced by the person next in line by vote count.

Starting with the 2009-2010 school year: Any student hoping to be eligible to be a senior king or queen candidate must have participated in 2 years of homecoming activities (i.e., homecoming committee, entertainment, props, refreshments, decoration, etc.) before his/her senior year. One (1) of those two (2) years of participation must be done while he/she is a high school student.

Starting with the 2010-2011 school year: any freshmen hoping to be eligible to be an attendant or escort candidate must have participated in 1 year of homecoming activities. Any sophomores or juniors hoping to be eligible to be an attendant or escort must have participated in 2 years of homecoming activities with one (1) of those two (2) years of participation being done while he/she is a high school student. Any student hoping to be eligible to be a senior king or queen candidate must have participated in 2 years of homecoming activities while he/she is a high school student.

Any senior student who moves into the Sandoval School District during his/her senior year, must participate in homecoming activities (i.e., homecoming committee, entertainment, props, refreshments, decorations, etc.) during his/her senior year to be eligible to be a senior king or queen candidate.

All students on court, master and mistress of ceremonies, homecoming committee, and

entertainment must attend all homecoming assigned practices. Also, all of these individuals must assist in setting up for homecoming coronation, which is usually the Friday night before homecoming.

There will be a homecoming committee which will include students from grades 7-12. The homecoming committee will be responsible for helping with the coordination of homecoming and homecoming week activities, selling tickets, decorating, organizing etc.

Homecoming sponsors have the same rights, privileges, and responsibilities as all other extracurricular coaches and sponsors, which includes taking appropriate disciplinary actions.

### **PROM (JR.-SR.)**

Juniors at Sandoval High School are responsible for helping the junior class plan, organize, and raise money for the prom. It is the responsibility of each junior student to complete four (4) activities (including fund raising and service activities) in order to attend the prom. If a junior student wants to attend the prom and does not complete all the applicable activities, he/she will be assessed a fee.

A senior wishing to attend the prom at no cost, must as a junior, complete all required activities. If the student does not complete the required junior activities, he/she must pay a fee to attend prom.

### **ATHLETICS & EXTRA CURRICULAR ACTIVITIES**

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations as established by each sponsor for their particular activity will result in sanctions as set forth in writing and made fully aware to the participants. These activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when disciplinary sanction must be considered.

### **TECH PREP GUIDELINES**

Sandoval's Tech Prep Program provides qualified students the opportunity to become acquainted with a variety of career areas. Business tours, job shadows, & career workshops are all part of the program. Each Tech Prep student will be required to adhere to membership guidelines established for the 2000-2001 school year. Each member will sign a written agree-

ment will be signed by each member at the beginning of the fall semester.

The following rules apply:

1. No suspensions during the entire school year.
2. Ten or fewer absences for any period during the entire school year (Final decision for extraordinary circumstances will be determined by the principal).
3. No more than three detentions during the entire school year.
4. No more than one isolation during the entire school year.
5. Participation in all Tech Prep Activities at grade level for the current school year. (Ex: Failure to choose to job shadow drops the student from the program.)

**PEST CONTROL NOTIFICATION**

Sandoval CUSD 501 has an integrated pest management program that incorporates guidelines developed by the Illinois Department of Public Health. The plan provides for each school in the district to be serviced on a monthly basis using gels and baits, without using liquid insecticides. As per Public Act 91-0525, effective August 1, 2000, Sandoval Schools will provide 2 school days notice (via a newsletter, bulletin, calendar, or other school published correspondence) to parents /guardians of any additional pesticide application in a school.

**FUND RAISING ACTIVITIES**

Each school organization may have one fund raising activity. All activities require the approval of the principal. Additional fund raising activities will be approved on an as-needed basis. Any activity performed in association with Sandoval High School is a school activity venture (by teacher or student) and is therefore under the guidelines set forth in board and administrative policies.

**MIDLAND TRAIL CONFERENCE**

Sandoval High School is a member of the Midland Trail Conference. Competition is held in six sports and scholastic bowl. Sports include: volleyball (girls), golf, basketball (boys and girls), baseball (boys), softball (girls).

**Conference Members**

Cisne	Running Lions
Clay City	Wolves
Grayville	Bisons
Louisville (North Clay)	Cardinals
Noble (West Richland)	Wildcats
Odin	Eagles
Sandoval	Blackhawks
South Central	Cougars

Wayne City  
Webber  
Woodlawn

Indians  
Trojans  
Cardinals

**Non-Conference Sports**

The Sandoval boys' and girls' Cross-Country and Track and Field Teams participate in IHSA competition with Odin being the host school.

**Player - Fan Bus**

All participants in extracurricular events shall travel on school provided transportation. Students who ride the bus to a school sponsored activity must also return in the bus. An exception may be granted if a parent requests in writing and/or in person that the student return with the parent or a close relative.

*School Song (Wave the Flag)*

*Wave the banner for Sandoval,  
How we love that name.  
We will always stand beside her,  
Cheer her on to fame.  
Hail those in black and scarlet,  
We're out to win this game.  
May we always be a winner,  
That's our alma mater's aim.*

**BEHAVIOR**

Affection	Display of affection is not permitted. Any student engaged in sexual activity on school grounds or at a school sponsored activity will face suspension.
Alcohol	Having possession of or being under the influence of alcoholic beverages in the building, on school property, school buses or at any school sponsored activity.
Arson	Arson or attempted arson.
Assault	Assault toward staff or students with intent to cause bodily harm. Premeditated attacks will result in maximum suspension.
Assemblies	Inappropriate behavior
Bomb Threat	Making a bomb threat.
Bus Behavior	Inappropriate behaviors.
Cafeteria Behavior	Littering, leaving trays or other refuse, throwing things and/or inappropriate behavior in or about the cafeteria, halls, and commons area.
Cheating	Cheating in any class, assignment, test, or exam.
Computer Tampering	Purposely tampering with any school computers or any computer program, hacking into a school program or network, changing or vandalizing school computer records. Internet access is strictly controlled by the school internet policy.
Controlled Substance (Drugs)	Use of or possession of a controlled substance or possession of controlled substance paraphernalia, and/or under the influence of a controlled substance is prohibited.
Defiance	Failure to comply with directives given by any staff member.

**USUAL CONSEQUENCES**

Warning, parent contact, detention or suspension.
Parent contact, police notification, 10 day maximum suspension.
10 day out-of-school suspension and recommendation of expulsion.
3-10 day suspension, notification of police, and possible recommendation for expulsion.
May result in suspension from all assembly programs for remainder of school year.
10 day out-of-school suspension, notification of police, and recommendation for expulsion.
Disciplinary action ranging from warnings to temporary suspension to permanent revocation of riding privileges. Possible suspension from school.
Lunch detention, isolation, suspension.
Parent contact, no credit for assignment, detention, isolation, and possible suspension.
Loss of computer access, suspension and possible notification of police. Students are liable to pay for any repairs and labor costs to correct problems caused by software tampering.
10 day suspension, parent conference and/or notification of police.
Detention/isolation/suspension, parent contact.

**BEHAVIOR**

Disrespect Disrespect toward any employee or student is not to be tolerated, including racial taunts and slurs.

Disruptive Conduct Inappropriate class behavior or disruption of the education system is prohibited. A student that continually causes disruptions may be dropped from the class with an "F".

Dress A student must dress appropriately for school. (See dress code)

Drug Sales Trafficking, aiding, abetting, concealing, or assisting in narcotics, drugs, a controlled substance, and/or a look-alike substance.

Electronic Violations of rules for electronic paging devices/cellular devices and/or cellular telephones by students. If it is determined that the device is used for illegal activity, a recommendation for expulsion may be made.

Excessive Violations Students with multiple behavioral incidents.

Failure to Report to Office Students must report to the office when a pass is sent or when directed to do so by a teacher or administrator.

False Fire Alarm Pulling a fire alarm or making a false fire report.

Fighting Fighting will not be tolerated in school or adjacent to school grounds or at any school related activity.

Fireworks Setting off fireworks on or adjacent to school property.

Forgery Forging any school document or using a forged document.

Gambling Gambling of any kind.

Gangs and Secret Recruitment for gang/cult membership; possession, display or use of

**USUAL CONSEQUENCES**

Detention/isolation/suspension, parent contact.

Detention/isolation/suspension, dropped from the class, possible recommendation of expulsion.

Student conference, parent contact, change item at school, sent home to change, and/or suspension.

Parent conference, 10 day suspension and/or possible recommendation for expulsion. Notification of police.

Confiscation of devices, suspension and possible notification of police.

Parent conference/isolation/suspension and/or recommendation for expulsion.

Detention, isolation, suspension

Parent conference, suspension, and notification of police, and possible recommendation for expulsion.

Parent contact, possible notification of police, suspension, possible expulsion.

Parent conference, suspension and possible notification of police.

Parent contact/isolation/suspension

Confiscation of gambling items, possible notification of police, detention/isolation and/or suspension.

Parent contact/conference, possible notification of police, suspension, and possible recommendation for expulsion.

**BEHAVIOR**

Hall Once school begins, students are not allowed in hallways without a pass.

Harassment Physical, verbal, or sexual harassment of students or staff.

Intimidation/  
Extortion Obtaining money, property or services through threats or threatening physical harm to any person or property.

Leaving  
Campus Students shall not leave campus during the school day without permission of the principal or designee.

Pass, Abuse of Abuse or misuse of a student pass or failure to report to an assigned area.

Profanity Use of vulgar or obscene language, lewd or indecent gestures or clothing.

Smoking, Use  
of Tobacco Smoking, using, or possession of tobacco products is not allowed in school facilities, buses, or at school sponsored activities.

Tardiness Being tardy to class is a disruption to the educational process. (See Tardy policy)

Theft Theft of personal or school property, removal of property from school building or possession of stolen property.

Truancy Absent from school without a valid excuse. (See attendance policy)

Vandalism Vandalism of any kind to any part of the building, equipment, grounds or buses will not be tolerated.

Weapons Possession of weapons, explosives,

**USUAL CONSEQUENCES**

Warning, detention, isolation, suspension and/or parent contact.

Parent contact, counselor referral, isolation and/or suspension.

Detention/isolation/suspension and/or possible recommendation for expulsion.

Isolation or suspension.

Parent contact/isolation.

Warning, parent contact, detention/isolation and/or suspension.

Confiscation of materials, parent contact, suspension.

Warning/detention/isolation, possible removal from class.

Parent contact, suspension, notification of police.

Parent contact, detention, isolation, possible removal from class.

Parent contact, restitution, detentions, isolation, suspension and/or notification of police.

Parent contact/confiscation, suspension, notification of expulsion.