



# Fisher Jr/Sr High School

## 2011-2012 Handbook & Planner

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# FISHER JR/SR HIGH SCHOOL

## 2011-2012 HANDBOOK & PLANNER STUDENT SCHEDULE

Student Name \_\_\_\_\_

Locker# \_\_\_\_\_

### FIRST SEMESTER

PERIOD	SUBJECT	INSTRUCTOR	ROOM
1			
2			
3			
4			
5			
6			
7			
8			

### SECOND SEMESTER

PERIOD	SUBJECT	INSTRUCTOR	ROOM
1			
2			
3			
4			
5			
6			
7			
8			

## MESSAGE FROM THE PRINCIPAL

We welcome you to Fisher Jr/Sr High School. This handbook has been prepared to provide information to students and parents concerning high school operations and activities. Policies and procedures may be modified by school administration as situations arise. It is hoped this handbook will be kept as a reference for use throughout the year.

We encourage all of our students to become involved in the activities that are offered at Fisher Jr/Sr High School. The more involved our students become, the more committed they will be to succeed. Fisher Jr/Sr High School offers a variety of extracurricular activities which include football, volleyball, golf, basketball, wrestling, track and field, band, theater, cheerleading, carrot crew, student council, scholastic bowl, and choir, in addition to other clubs and activities. **GET INVOLVED!**

Let me assure you, parents, students, and community alike, that we are interested in making Fisher Jr/Sr High School a great school. I already know that we are a good school, but we are on a path to make Fisher Jr/Sr High School a great school. We are on a path that is committed to continual improvement. The goal of Fisher Jr/Sr High School is to provide an education equal to or better than any school your son or daughter may have experienced in the United States.

Toward that goal, parental involvement is critical to reaching this objective. The research is clear. Students who have parents who are involved and engaged in their teen's education and school significantly outperform students who don't have engaged parents. We welcome your opinions and solicit your help. Please feel free to call or email us any time you have questions or concerns about the school. Please get involved with our School, our Booster Club, or in some other area of your own interest.

A great school depends upon all of us working together -- students, parents, teachers, administrators, and community. We trust your experiences with Fisher Jr/Sr High School will be both memorable and rewarding.

Sincerely,

A handwritten signature in cursive script that reads "Tom Shallenberger".

Tom Shallenberger  
Principal

# 1. ABOUT FISHER JR/SR HIGH SCHOOL

## FISHER HIGH SCHOOL

1895 – 2011

Fisher High School graduated its first class in the spring of 1895. The two members of that class were Clara Reasoner and Wiley Lester. The original Fisher Grade School and High School was a four room school built in 1889 at a cost of \$5,000. The building was located on School Street between Second Street and Third Street. During the 1914-15 school year a larger building was constructed that had 11 rooms and a small gym. The cost was \$45,000, and the school housed all 12 grades. The first class graduating from the new school was the class of 1916 consisting of 12 members.

The current high school was built during the 1963-64 school year and was dedicated in the fall of 1964. The first graduating class was the class of 1965 with an enrollment of 46.

Fisher High School received the nickname the “Bunnies” during the 1933-34 basketball season. Harold Cagle and Ward Meneely wore a rabbit’s foot on their belts during the Paxton Holiday Tournament. Soon the entire team was wearing them for good luck. Eddie Jacquin a sports writer for the Champaign News-Gazette, is given credit for naming Fisher the “Bunnies.” During the 1930’s Mr. Jacquin supposedly gave mascot names to several area schools.

Other members of the 1933-34 basketball team were Maurice Koltz, Carl Trotter, Eldon Foster, Merle Minks, Melton Lammler, Lyle Sheppard, Sydney Smith, John Armstrong, Paul Cagle, and James Whitaker. The team was coached by Clyde Campbell. The Bunnies had a record of 24-7 following that season with seasons of 31-5 and 29-4. The rabbit’s foot and the “Bunny” nickname were indeed good luck for Fisher High School.

### 1.1. TRADITIONS AND CLASS CUSTOMS

#### Sr. High School

School Colors: ..... Orange & Black

Nickname: ..... Bunnies

Conference: ..... Heart of Illinois Conference

Homecoming: ..... A tradition involving all classes & Alumni.

Awards Night: ..... Honoring outstanding students for their achievements throughout the school year

Junior-Senior Prom: ..... Annual event sponsored by Juniors

Alumni Banquet: ..... Annual event by Alumni Association for all graduates of Fisher High and held on 4th Saturday in April

Baccalaureate: ..... Sponsored by Council of Churches

Commencement: ..... Final event of the school year; Marshalls & Ushers furnished from Junior Class

#### Junior High School

School Colors: ..... Orange and Black

Nickname: ..... Scotties

Conference: ..... JH Sangamon Conference

## **1.2. A TRUE FISHER SPORTSMAN**

- WILL consider all athletic opponents and the officials as guests and treat them as such.
- WILL never hiss or boo a player or official of either team nor disturb during the attempt to make a free throw.
- WILL accept all decisions of officials without question.
- WILL applaud good plays and not errors made by either team.
- WILL never utter abusive or irritating remarks from the sidelines.
- WILL respect and care for public property at all times.
- WILL seek to win by fair and lawful means according to the rules of the games.
- WILL love the game for its own sake and not for what winning will bring him.
- WILL CONSIDER IT A PRIVILEGE AND DUTY TO PROMOTE THE CODE OF SPORTSMANSHIP AMONG PLAYERS AND FANS.

## **1.3. LOYALTY SONG**

**(Washington and Lee Swing)**

**When the Fisher High School falls in line**

**We're gonna**

**win this game another time**

**For the dear old school we love so well**

**We're gonna yell and yell and yell and yell and yell**

**We're gonna fight, fight, fight for every score**

**We're gonna win this game and**

**win some more**

**We're gonna roll old \_\_\_\_\_**

**on the floor,**

**out the door,**

**RAH! RAH! RAH!**

## 2. SCHOOL DETAILS

### 2.1. PERSONNEL

#### 2.1.1. BOARD OF EDUCATION

Lesla Lammle .....	President	Michael Rice .....	Vice-President
Janice Douglas.....	Secretary	Leonard Delaney	
Mark Hortin		Chris Handley	
Todd Cotter			

#### 2.1.2 FACULTY

Barb Thompson	Superintendent of Schools
Tom Shallenberger	Jr. Sr. High Principal
James Moxley	Elementary Principal/J.H. Athletic Director
Ben Derges	Dean of Students/ H.S. Athletic Director, HS Social Studies, Asst. HS FB
Leonard May, Jr.	Industrial Technology, HS Boys Track, High School Student Council
Kathy Brake	School Play, Literary Sponsor
Cheryl Brank	JH Math
Ariel Bunting	Ag teacher
Heather Cox	Physical Science, Chemistry, Physics
Tom Cravens	HS Vocal Music, 5-12 Instrumental Music
Sally Filkin	HS Special Education Resource
Kammy Francis	JH Language Arts
Kelly Friedlein	Librarian
Brad Reynolds	JH Social Studies
Bob Lindsay	HS Social Studies, Scholastic Bowl
Jamie Nigg	Guidance Counselor, HS BETA, 504 Coordinator
Isaac Stewart	Biological Science
Lindsey Ideus-Ehler	Physical Education, Health, HS Head VB, JH Head VB
Amanda Jansen	JH Literature, JH Student Council, JH Scholastic Bowl
Jonathan Kelly	JH/HS Math, Asst. HS FB, Asst. HS Girls BB, Head Baseball
Jill Horne	HS Math
Matt Leng	Physical Education, Driver Ed., Staying Alive, Head Football
Joey Gruner	Spanish
Cory Leuders	HS Art
Becky Miller	JH Science, JH BETA Club, JH Yearbook
Alison Rappleyea	JH Special Education Resource, Jr. High Student Council
Ashley Kusman	Business/Computers Education/Work program, Yearbook
Ken Ingold	English II, Speech, English IV
Rachel Aupperle	JH Vocal Music
Scott Williams	District Technology Director
Christina Jamison	HS Special Education Resource
Cody Moody	HS English I, English III, College English
Matthew Jokisch	HS English

### 2.1.3. FACULTY EMAIL

Aupperle, Rachel	aupperler@fisher.k12.il.us
Brank, Cheryl	cbrank@fisher.k12.il.us
Bunting, Ariel	abunting@fisher.k12.il.us
Cook, Pam	cookp@fisher.k12.il.us
Cox, Heather	cox@fisher.k12.il.us
Cravens, Tom	cravenst@fisher.k12.il.us
Derges, Ben	DergesB@fisher.k12.il.us
Filkin, Sally	filkins@fisher.k12.il.us
Francis, Kammy	kfrancis@fisher.k12.il.us
Friedlein, Kelly	kfriedle@fisher.k12.il.us
Gruner, Joey	grunerja@fisher.k12.il.us
Heiser, Mary	maryh@fisher.k12.il.us
Horne, Jill	hornejd@fisher.k12.il.us
Ideus, Lindsey	Lideus-ehler@fisher.k12.il.us
Ingold, Ken	kingold@fisher.k12.il.us
Jamison, Christina	jamisonc@fisher.k12.il.us
Jansen, Amanda	jansena@fisher.k12.il.us
Jokisch, Matthew	mjokisch@fisher.k12.il.us
Kelly, Jon	KellyJ@fisher.k12.il.us
Koelbl, Richard	koelblr@fisher.k12.il.us
Kusman, Ashley	akusman@fisher.k12.il.us
Land, Vicki	vland@fisher.k12.il.us
Leng, Matt	lengm@fisher.k12.il.us
Lindsay, Bob	lindsayrl@fisher.k12.il.us
Lueders, Cory	luederscf@fisher.k12.il.us
Mathias, Carol	mathiasc@fisher.k12.il.us
May, Leonard Jr.	maylb@fisher.k12.il.us
Miller, Becky	millerb@fisher.k12.il.us
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Moore, Sandy	fgsbarn@frontier.com
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Shallenberger, Tom	tshallenberger@fisher.k12.il.us
Stewart, Isaac	stewerti@fisher.k12.il.us
Williams, Scott	scottw@fisher.k12.il.us

**2.1.4. OFFICE STAFF**

Jamie Nigg..... Guidance Counselor  
Shannon Rogers..... Office Secretary  
Mary Heiser ..... Office Secretary

**2.1.5. BUILDING AND GROUNDS**

Ron Rogers ..... Maintenance Director  
Carol Mathias ..... Day Custodian  
Richard Koelbl ..... Night Custodian

**2.1.6. CAFETERIA STAFF**

Marsha Morris (Head Cook)      Susie Martin              Don Anderson

**2.1.7. SCHOOL TRANSPORTATION**

Sandy Moore ..... Transportation Director  
Bob Birkey, Linda Hovey, Brad Reynolds, Jim Hoogstraat, Paula Miller, Kathy Neef

**2.2. INCLEMENT WEATHER INFORMATION**

School information during inclement weather may be obtained by listening to radio stations WKIO 92.5, WIXY 100.3, WGCY 106.3 or television stations WCIA and WICD.  
PLEASE DO NOT CALL these stations for information.

TELEPHONE NUMBERS	
Elementary School .....	897-1133 or 897-1134
High School .....	897-1225
Superintendent's Office .....	897-6125

**2.3. FIRE AND TORNADO PROCEDURES**

**There will be two and only two warning types:**

FIRE ..... A long continuous sounding of the horn.  
TORNADO ..... Short separate soundings of the horn.

**Fire Drill Procedures**

Study hall – library, lab, rest room, Room 20 ..... USE NORTH MAIN ENTRANCE  
All Other Classrooms ..... USE EAST MAIN ENTRANCE  
Offices, two southeast classrooms of wing ..... USE NORTH MAIN ENTRANCE  
Kitchen ..... USE KITCHEN EXIT  
Home Economics, two southwest classrooms ..... USE WEST MAIN ENTRANCE  
Gymnasium ..... Four possible exits.

Follow directions of the teacher in charge,  
but exits may be made through ..... NORTH MAIN ENTRANCE  
SOUTH EAST EXIT  
SOUTH WEST EXIT

Room 26 and Ind. Tech ..... USE SHOP & SOUTH MAIN ENTRANCE  
Boys' dressing rooms ..... USE DRESSING ROOM EXIT  
Girls' dressing rooms ..... USE SOUTHEAST CENTER ENTRANCE  
Music Room ..... USE MUSIC ROOM OR SOUTH MAIN ENTRANCE

## **In All Cases There Are Alternate Choices of Exit. Follow the Instructions of Your Teachers.**

Fire Alarm: Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. For fire drills the information is posted in each room.

General Rules for Fire Drills:

1. Close windows.
2. Students will follow designated exit instructions, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the last one out of the room, should take their grade book and keys, should close the door, windows and remain with his or her group.
4. The teacher will take attendance once the group has reached its proper distance from the building.
5. When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

### **Tornado Drill Procedures**

Tornado drills differ from fire drills in that students are to move to the safest places in the building. There is no one place in the building that can be considered completely safe for the total student body but there are areas where flying glass may be a hazard. These procedures are to be followed until further notice:

#### **East Wing:**

All classes meeting in the East Wing are to enter the halls and head to the restrooms, face the walls, kneel and protect your heads.

#### **West Wing:**

All classes meeting in the West Wing are to head to the boys locker rooms, kneel and protect your heads. If we need to move students we will use the hallway between the locker rooms.

#### **Gymnasium:**

Leave the gymnasium, enter the locker rooms. Kneel; protect your head.

#### **Locker Room:**

Remain there and take cover between the locker rows.

Remember that in the event of power failure you will be temporarily in total darkness.

#### **Music Room:**

Leave the music room and go to the locker room hall or locker room.

Kneel, protect your head.

#### **Room 26 and Industrial Tech:**

Go to the locker room hall. Kneel, protect your head.

#### **Cafeteria:**

Leave the cafeteria and enter the restrooms, kneel and protect your head.

#### **Art Room/Weight Room:**

Go to the girls locker room.

#### **Portables (29/30):**

Enter the main building and go to the girls locker room.

## **2.4. BUS INFORMATION**

In the mornings, the bus drivers can be contacted at 897-1809. For other bus information or concerns, please call any of the above listed numbers. In an emergency situation you may contact Sandy Moore, Transportation Director, at 778-2433.

## **2.5. VISITORS**

All visitors, whether they are former students, friends, salesmen, or parents, are requested upon visiting the building to immediately report to the office before visiting a classroom or a teacher.

Permission will be granted or denied in the office. **Students wishing to bring a visitor to school must receive principal approval twenty-four hours in advance. No student guests will be allowed during the first and last 30 days of school, during exams, or just prior to scheduled vacations.**

The school will accommodate parents/guardians with disabilities at parent/guardian conferences, school programs and board meetings.

## 2.6. BUILDING ENTRANCES

All outside doors will be locked at 8:25 AM with the exception of the door next to the high school office. Any person entering the building after this time must use the office entrance.

## 2.7. AFFILIATIONS

### FISHER SR. HIGH SCHOOL

1. Fisher Sr. High School is accredited by the State Board of Education.
2. Fisher Sr. High School is a member of the Heart of Illinois Conference.
3. Fisher Sr. High School is a member of the Illinois High School Association.

### FISHER JR. HIGH SCHOOL

1. Fisher Jr. High School is a member of the Illinois Elementary School Association.
2. Fisher Jr. High School is a member of the JH Sangamon Valley Conference.

# 3. STUDENT INFORMATION

## 3.1. HEALTH & FIRST AID

If you are injured while at school or become ill, report immediately to the office or to one of the teachers. For small cuts or scratches please use of the first aid kit in the office or have the office call the nurse to check the injury for necessary attention. It is a good idea to have all injuries checked no matter how slight they may seem. Aspirins or other over-the-counter medication will not be given from the office.

## 3.2. FISHER JR./SR. HIGH ATTENDANCE POLICY

### 3.2.1. Reporting Absences

For any day or period of non-attendance, it is the responsibility of the parents/guardians to notify the school of absences on the day of the absence. School personnel will determine the status (excused/unexcused) of the absence. Reasons for absences are defined by the Illinois School Code as illness, religious observances, death in the family, or family emergency. If an absence is excused, the student is entitled to full make-up privileges. The student must meet make-up deadlines established by the teacher. Approved school related activities are not considered absences.

### 3.2.2. Excessive Absences

- To be granted academic credit for any course, a student must earn a passing grade in the course and not be absent more than **20 class sessions of a full-year course**, more than **10 class sessions of a ½ credit (semester) course**, or more than **5 class sessions of a ¼ credit course**.
- In each course, when a student exceeds the maximum number of absences, a notation of WF (Withdrawn/Failing) for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements may be denied academic credit, but will be responsible for auditing the remainder of the course. The purpose of auditing a course is so that a student receives seat time qualifying that student for summer school if applicable. Where summer school is not available, or the student chooses not to attend summer school, the student will be required to retake the course the following year if that course is required for graduation. If a student is auditing a course and becomes a discipline problem, that student will be removed from the course and will become ineligible for that course in summer school.
- Any student past the age of seventeen years who is **chronically absent**, will be, with the help of their parents, asked to make a choice of three options: regular school attendance, withdrawal from school, or administrative withdrawal. Students absent from school for more than TEN (10) consecutive school days may be administratively withdrawn.
- Students with inconsistent attendance in school may be dropped from enrollment.

### 3.2.3. Applicability

- This policy shall apply to all students who attend Fisher Jr/Sr High School.
- This policy shall apply to each course independently of other courses.
- This policy shall apply to students with a handicapping condition unless otherwise noted in their special education Individualized Educational Plan.
- Students deemed as "medically fragile" or who have long term illnesses will be evaluated on an individual basis.
- New students to Fisher Jr/Sr High School shall have all the allowable number of absences prorated to reflect that portion of their courses which remain after they have entered the high school.

### 3.2.4. Cutting Class

Any student who cuts an entire class period (Cut = Missing an entire class period without permission on a day they are legally in attendance at school) will be referred to the administration by the teacher whose class was cut. The student will be considered unexcused from the class periods which were missed and be disciplined by administration.

### 3.2.5. Notification of Absences

The following refers to the notification process as it relates to the number of absences in a single course with regard to the attendance policy. A student may be notified several different times if excessive absences exist in more than one course.

- As soon as possible after the 4th, 7th, 10th, 14th, 18th, and 20th absence from a **full year course**, the high school administration shall send written notification to the student's parent(s)/guardian(s) and the student's guidance counselor.
- As soon as possible after the 4th, 7th, and 10th absence from a **half-credit course**, the high school administration shall send written notification to the student's parent(s)/guardian(s) and the student's guidance counselor.
- All written notification should include a request for the parent to respond to the notification and the phone number for contacting the guidance counselor to arrange a meeting with the teacher and counselor.
- Written notification to the parent(s)/guardian(s) must be sent by certified mail after the 20th absence for a 1 credit course and after the 10th absence for a half-credit course.

### 3.2.6. APPEAL PROCESS

For catastrophic or extenuating circumstances only, a parent/guardian has the right to file an appeal for review by the high school appeals committee. The appeals committee will consist of one administrator, the student's guidance counselor and one teacher. The written appeal, including any supporting documentation, must be received by the building principal within ten (10) days of the receipt of the loss of credit letter. The committee will then rule on whether the student will continue as a regular student in the course or be placed on audit with a grade designation of WF (Withdrawn/Failing). Any further absences during the appeals process may result in the dismissal of the appeal.

### 3.2.7. EXCUSED ABSENCES – SCHOOL CODE & MEDICAL (Athletes need to read section C)

- Valid Causes for absences in accordance with Section 26-2A of the Illinois School Code are:
  - Illness or injury
  - Observance of religious holiday
  - Death in the immediate family
  - Family emergency
  - Other circumstances which cause reasonable concern to the parent for the safety or health of the student
  - Other critical or emergency situations as approved by the principal.
- When a student has missed schoolwork as a result of an excused absence, schoolwork assigned during the absence must be made up no later than the end of the second day following the day the student is absent (number of days plus one, unless agreed upon by the teacher and student).
- A medical appointment during school time is an excused absence if the student present documentation to the office verifying the time and date of the appointment.
- Signed notes from parents or guardians explaining each absence must be provided to the office when returning to school if a satisfactory phone explanation has not been made.
- Students who wish to leave school during the day must **OBTAIN PERMISSION AND THEN SIGN OUT**
- on the sign out sheet in the office. If leaving at the request of a parent, a written request must be presented to the office **BEFORE SCHOOL** begins in the morning. Students leaving during lunch period are not subject to this part of the procedure. However, if a student leaves during lunch period and does not return for school in the afternoon, **HE OR SHE MUST ADVISE THE OFFICE BY PHONE THAT AFTERNOON**. The student's absences are excused if he or she presents a written note from his /her parent who gives EXCUSABLE reason for the absence. Students who leave without following these procedures will be considered unexcused.

**\*Please note that it is the responsibility of the school, rather than the parents, to determine whether or not an absence is authorized.**

### 3.2.8. ATTENDANCE RULES FOR ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Attendance rules for an athlete to practice or play in a game on a given day are much stricter than our regular attendance rules. The following excerpt has been pulled from our athletic code:

#### Student's Attendance at School Required for Participation in Interscholastic Athletic Activities

1. In order for a student to participate in a scheduled interscholastic practice or activity on a school morning, afternoon, or night, he/she must be in attendance at school that **entire day**. Exceptions from this requirement must be by administrative approval, a joint decision of the building principal (or designee) and the athletic director (or his or her designee) in advance. The athletic director cannot make the decision if he or she is coaching the sport. **(Having a personal day or college day approved does not mean you are approved to practice or play. Pre-arranged absence forms only make the absence excused for school purposes. Students should contact the principal to request an absence to be excused in order to still practice or play).**
2. If a student misses any part of the school day due to illness he/she will not be permitted to participate in any afternoon or evening activity, (students who are tardy must be in school by 8:20 or they are not eligible to participate that day).
3. Parents/guardians should notify the building principal prior to the day when the student will be absent if the parent/guardian believes the absence will qualify for an exception. For example, previously scheduled doctor or dentist appointment, funeral, or a serious family illness requiring the presence of the student. Student/athlete's are required to bring the doctor's note to the office when returning, or a parents note for funerals, or serious family illness.

If a student is not in attendance for all or part of a Friday school day, participation in a Saturday activity is left to the discretion of the parents/guardians, who should act in the best interest of the child.

### 3.2.9. PRE-ARRANGED EXCUSED ABSENCES

- A. Pre-Arranged absences requested by the parents or guardians not to exceed 5 days per school year may be excused with the permission of the principal for family time. These absences will not be excused during the exam week. At least 2 school days prior written notice is required to pre-arrange an absence. School-work missed is to be made up, but at the teacher's convenience and direction. Only family time qualifies as an excused absence. This does not, for example, include such things as a student going to Chicago on a Friday with another student, a student taking a day off to go shopping without family, a student going hunting without a family member or legal guardian present, or a student going to a state basketball tournament game with other students. Family for this purpose includes parents, sisters, brothers, aunts, uncles, grandparents, great-grandparents, ministers, priests or rabbis.
- B. A day of school includes any part of a day of school. For example, an excused absence under this section for an afternoon counts as one day of the 5 days allowed.

### 3.2.10. PRE-ARRANGED ACADEMIC EQUIVALENT EXCUSED ABSENCES

An excused absence, in addition to the 5 days described above, may be allowed in instances where the student is engaged in an activity that will replace or supplement an academic requirement of the district.

Students must submit a written descriptive proposal to the principal 10 days prior to the date the activity will occur. The principal and a teacher will determine if the activity is an "academic equivalent." As a condition of granting the excuse, the student will be required to give an oral and/or written report to a teacher.

### 3.2.11. COLLEGE VISITS

Juniors and seniors are permitted to visit a college as an excused absence with the following guidelines:

- a) Total of 3 days, not to exceed 3 days during the junior and senior years.
- b) Only 1 day will be permitted the junior year.
- c) 2 or 3 days will be permitted the senior year.
- d) No college visits will be excused after May 1 of any given school year unless special circumstances warrant, as determined by the principal.
- e) Verification of a pre-arranged visit must be presented to the principal before a college day will be granted and written verification of the visit must be presented upon return.
- f) At least 2 school days prior written notice is required for the absence to be excused.

### 3.2.12. GRADES FOR UNEXCUSED ABSENCES

Class periods missed during unexcused absences will result in 50% reduction from grades for the class time missed. Discipline measures will also be enforced.

### 3.3. TARDY POLICY

Regular attendance and promptness are expected in all classes and are essential for success in school. Promptness is an essential school-related and work-related behavior which must be learned and practiced for it to become a habit.

#### 3.3.1. Parental Assistance

Parents may assist school staff by ensuring their children report to school and class promptly. Students should be on campus no later than 8:00 AM so they can be on-time to their first class.

#### 3.3.2. Tardy to School (TAS)

Tardy to school will be monitored through the attendance office and discipline will be administered through the dean's office. Students must present an admit slip from attendance if they arrive to first period after the tardy bell. The following steps will be enforced per SEMESTER.

1st Tardy	Verbal Warning
2nd Tardy and 3rd Tardy	Administrative lunch detention
4th Tardy	Thursday Detention
5th Tardy	Saturday School
6th Tardy	Mandatory parent conference and Saturday School
7th Tardy and every tardy after	will count as an absence. (Note attendance policy)

#### 3.3.3. Tardy to School after lunch (TASL) (High school only)

Tardy to school will be monitored through the attendance office and discipline will be administered through the dean's office. Students arriving late from lunch must present an admit slip to the teacher of their next class. The following steps will be enforced per quarter.

1st Tardy	Verbal Warning
2nd Tardy and 3rd Tardy	Administrative lunch detention
4th Tardy	Loss of open lunch privileges for 5 days and Thursday Detention
5th Tardy	Loss of open lunch privileges for the semester and Saturday School
6th Tardy	Mandatory parent conference and Saturday School
7th Tardy and every tardy after	will count as an absence. (Note attendance policy)

#### 3.3.4. Tardy to Class (TAC)

Teachers will warn tardy students and explain revised policy during the first two days of school. After a two day grace period, teachers will issue a warning for the first tardy.

1st Tardy	Verbal warning documented on lunch detention form and sent to office.
2nd Tardy and 3rd Tardy	Classroom Detention
4th Tardy	Referred to the office - Thursday Detention
5th Tardy	Referred to the office - Saturday School
6th Tardy	Referred to the office - Mandatory parent/teacher conference & Saturday School
7th Tardy and every tardy after	will count as an absence. (Note attendance policy)

### 3.4. INSTRUCTIONAL MATERIAL FEES

All instructional materials may be rented from the school. The student is held responsible for proper care of rented textbooks. Fines will be assessed when there is unique wear, damage or lost books. (Notebooks and consumable supplies are to be purchased by the student.) Refund policy for students moving from the district or fees for new students moving into the district after school has started shall be according to the schedule on file in the office.

### 3.5. BEFORE SCHOOL AND LUNCH PERIODS

- A. **Before School:** Students are asked NOT TO ARRIVE BEFORE 8:00 A.M. Upon arrival, JUNIOR HIGH students should report to the GYMNASIUM. HIGH SCHOOL students should report to the CAFETERIA. All students may visit a teacher's room if they have questions, but not to loiter. Please keep the halls open and do not congregate or sit in the hall.
- B. **Lunch Periods:**
- Students who eat in the cafeteria at lunch are to remain in the cafeteria after they eat. Students are only to visit their lockers or classrooms after receiving permission from the cafeteria monitors.
  - Students entering the building during lunch periods must enter from the north doors by the office.
  - Those students who bring their lunch may eat in the cafeteria or on the picnic tables outside, weather permitting. Students who eat lunch at the picnic tables are responsible for seeing that this area is kept clean by picking up litter and trash.

### 3.6. SENIOR WORK PERMIT

- Seniors will have the option to apply for a school release work permit and be released from attending 8th period. Seniors who are in good academic standing (C average), have regular attendance and are not experiencing discipline problems will have this option. Permission for this dismissal must be obtained from the office, requires principal's signature, and will require parental consent on the appropriate form.
- This option is available only to seniors assigned to the 7th period study hall.
- Students with this option must not be on the school grounds during the excused period. Any senior violating this privilege will be immediately placed back into his/her study hall. When not employed during this time period, the student will attend study hall
- This option may be withdrawn at any time if the student becomes a discipline problem, if their attendance becomes a problem or if their grades become a concern. In order to be excused the student must be scheduled to work at 3:00 P.M. or earlier.

### 3.7. PART-TIME STUDENTS

Part time students will be dealt with on an individual basis by the Board of Education. **Part-time students cannot participate in IHSA-sponsored activities.**

### 3.8. SENIOR TRANSFER STUDENTS

Senior level students entering from another school after the start of the school term may be graduated by fulfilling the previous school's graduation requirement.

### 3.9. LOCKS

A charge of \$5.00 will be made for lost or damaged locks.

### 3.10. SCHOOL LOCKERS & BOOK BAGS

- Each student will be assigned a locker for his/her personal use. Assignments will be made at registration time. P.E. lockers will be assigned by the P.E. teachers after the start of school.
- Lockers are to be closed at all times and it is advised that the lock be locked. It is the student's responsibility to see that his/her locker is locked. In the event of articles stolen from lockers, the school will not be responsible. Students are responsible for reporting inoperable locks and lockers to the office.
- Students should not have any glass containers in their lockers.**
- A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. Random locker searches will be conducted throughout the course of the year. In brief, students should not keep anything in their lockers that they would not want anyone to find. Students may be assessed a fee for damaged or altered lockers.
- Students are expected to keep all personal belongings in their locker during the day unless it is approved by a teacher to be brought to class.
- Students may bring book bags to school, but must keep them in their lockers until the end of the school day. Students are not permitted to take book bags with them to class or into classrooms. A book bag is defined as any carrier designed to transport textbooks, other books and personal belongings. (The purpose of this policy is to ensure the safety of students, minimize space concerns, and eliminate distractions within the classroom.)**

### **3.11. LOST AND FOUND**

A lost and found department is maintained in the school office. All losses should be reported to the office and all items found should be turned into the office immediately.

### **3.12. LEARNING LABS**

Learning Lab meets daily and is designed to:

- Emphasize the importance of academics by providing time for students to complete homework; make up tests, quizzes, or missing assignments; study for upcoming tests; get help from a teacher; use the computer lab or library.
- Minimize challenges for some students such as: lack of a quiet study environment at home; lack of time due to family, work, or extracurricular commitments; limited access to technology.
- Encourage teachers to build positive relationships with students while helping them with goal setting, academic improvement, and problem solving.
- Eliminate excuses for poor performance and/or lack of available resources.

### **3.13. LIBRARY**

It is the responsibility of each student at Fisher High to abide closely to these regulations so the library can best serve the needs of all students.

#### **General**

1. The library may be used by all students and staff members.
2. The library is open during the school day, and also has after school hours.
3. The library may be used by an individual class that comes accompanied by the teacher. The teacher should reserve the library prior to that period. The library may be closed to study hall students due to these classes.
4. The library may be used by an individual student during their study hall provided the student has a pass from the study hall teacher. Students must first check in to their study hall before coming to the library.
5. The librarian or library aide will be happy to assist anyone in finding library materials.
6. The library is to be used for independent study.
7. For convenience a copier is located in the library. All copies for patrons are five cents each.

#### **Circulation of Materials**

1. Regular books may be circulated for three weeks. They may be renewed one time for an additional three weeks if not on hold for another patron. No one may check out more than 4 books at a time.
2. Some reference books may be checked out overnight and are due the next day school is in session.
3. Current encyclopedias are not to be taken from the library and cannot be checked out.
4. Current issues of magazines cannot be checked out. Old issues of magazines and vertical files can be checked out for one- week. They can be renewed one time.
5. Calculators can be checked out from the library and are due back the same day they are checked out.

#### **Conduct In The Library**

1. Each student is to return books, magazines, and other materials to the book drop.
2. Students are not to use the library for group work which involves conversation during study hall time. The librarian will insist that conditions be such that a student may study without interruption.
3. Students may not sign out of the library to go to their lockers unless there are special circumstances. Students need to bring all needed items with them.
4. The other general rules that are listed for study hall also apply to the library.
5. No back packs, book bags, food or drink will be allowed in the library.
6. No sharp cutting instruments may be used on the library tables.
7. Students are required to sit in chairs properly.
8. When a student is sent back to study hall or class from the library for inappropriate behavior:
  - i. the first time, the student will not receive a library pass for three days;
  - ii. the second time, a letter will be sent home and the student will not receive a library pass for one week
  - iii. the third time, the student will not receive a library pass for the equivalent of one quarter. Students can get needed class materials before or after school.

## Fines and Penalties

1. A fine of 10 cents per school day will be charged for each day a book is overdue.
2. Students who lose books, magazines, calculators, or other library materials are responsible for the purchase price of these items.
3. If a barcode is damaged beyond use or lost, there will be a charge of 50 cents.
4. Any student owing a fine or having overdue books will not be allowed to check out anything else until all materials are returned or renewed and the fine is paid. Fines are to be paid in the library. Arrangements can be made in the library to pay any outstanding fines.
5. All fine monies are used for purchasing of new books and supplies for the library.

## Computer Usage

1. A computer lab is housed in the library. This is for curricular use only. Personal use is confined to before or after school.
2. A request from a teacher is required for internet access.
3. One person at a time should be working on a computer.

## 3.14. INTERNET ACCEPTABLE USE POLICY

### COMPUTER AND INTERNET ACCEPTABLE USE POLICY (Internet Safety Guidelines)

The Board of Education believes that student learning can be increased by using technology to enhance learning. Internet access enables students and staff to explore thousands of educational resources to help meet district and state educational goals and objectives. This information must be used in a responsible, ethical, and legal manner.

Internet access is a privilege – not a right, and the Fisher CUSD #1 reserves the authority to revoke this privilege. During school hours, students are to use the labs and classroom computers for classroom assignments and school related work only. Fisher School District provides the following guidelines for individual students.

#### • Parental Consent

- o These same students must submit a signed AUP Parental Consent Form/student contract, which indicated the parent/guardian's permission for said student to use the Internet at school. Every student must have a signed AUP form on file with the District.
- o At any time parents/guardians may grant/withdraw permission for their child to access the Internet at school by contacting the school office to complete the appropriate forms.
- o The signed AUP serves as an implied consent form for every grade following the 4th grade. Parents will be reminded of their implied consent at the beginning of each school year.

#### • Computer Use and Internet Access

The following actions are **NOT** permitted.

1. Accessing, submitting, posting, publishing, printing, or displaying any defamatory, abusive, libelous, obscene, profane, anonymous, sexually oriented, threatening, racially offensive, harassing, or illegal material.
2. Unauthorized access, including so-called "hacking" or other unlawful activities online.
3. Giving, receiving, vandalizing, copying, or stealing the work of another person while using computers.
4. Unauthorized downloading of software, wasting network or hard drive file space. Fisher CUSD #1 reserves all rights to any material stored on the network and/or hard drives, and will remove any objectionable files.
5. Using the Internet for financial gain.
6. Tampering with, stealing, or damaging equipment. Deliberate damage to equipment may include banging of keyboard, removal of keys, or mouse components, marking on computers, damaging disk drives, etc. Students are not authorized to change computer settings without permission.
7. Accessing "chat rooms".
8. Revealing anyone's personal information such as complete names, addresses, telephone numbers, credit card information, social security numbers, and identifiable photos when communicating on the Internet.
9. Making appointments to meet people in person whom they may have contacted on the Internet.
10. Giving out a password to others, logging on as another user, invading another user's privacy, or encouraging others to violate any part of this AUP. Students must immediately notify their teacher or other supervising adult should they come across information or messages they deem dangerous or inappropriate.

- **Electronic Mail (e-mail)**

Students in the Fisher Schools will not be issued personal e-mail accounts. Students will only be able to send or receive e-mail through a teacher, classroom account, or as part of an assignment. Students' personal use is limited to before and after school, and must meet the usage guidelines as stated in this policy.

- **Disciplinary Actions**

If the guidelines as stated in the Computer and Internet Acceptable Use Policy are not followed, a student's computer and/or Internet privileges will be suspended until the administrator and teacher have met with the student to discuss the incident in question. The administrator should confer with the District Technology Coordinator regarding each incident to determine the appropriate consequences.

### **3.15. TELEPHONE**

Permission for use of the high school office phone MUST BE SECURED from the office personnel.

Use of the public phone will be restricted to before school, during lunch and after school only.

### **3.16. POSTERS**

- Student- or community-produced signs and posters must be approved by the principal or dean, or by the advisor of the activity requiring the signs.
- Signs or posters may only be hung on the bulletin boards & cork strips in the hallways. Signs or posters are not to be attached to painted or plastered walls. Where possible signs should be placed in the display cases set up for such purposes.
- Any signs or posters put up, must be taken down by the group putting them up and the areas left in the same condition as they were.
- **THE ONLY SIGNS PERMITTED ARE THOSE ADVERTISING FISHER JR.-SR. HIGH SCHOOL ACTIVITIES OR CHURCH ACTIVITIES.**

### **3.17. SCHOOL ASSEMBLIES**

All school assemblies will be held on selected days throughout the year. These assemblies will be of varied natures and will be educational and entertaining. Attendance at general assemblies is required and roll call may be taken; therefore, each student is expected to sit in his assigned position. Any class or organization which would like to sponsor an assembly should contact the principal at least thirty days before the planned assembly. Whenever possible, school assemblies should/will be held during Learning Lab periods.

### **3.18. GENERAL AUTO AND BIKE RULES**

- A. Students are to park bicycles in the bike rack west of the building.
  - B. Seniors may purchase parking passes for \$25 to park in the asphalt east lot. All other students are expected to park in the west gravel lot. Cars which are not where they are supposed to be may be towed.
  - C. It is expected that students will use good judgment in driving to and from school and school sponsored activities. The Rules of the Road and state driving laws must be followed in the parking lots and while driving to and from the school.
- D. DO NOT LOITER IN OR NEAR AUTOS WHILE ON SCHOOL PROPERTY.**

## 4. GRADES AND RECORDS

### 4.1. GRADING SCALE

Letter	Grade Point	Numerical Grade	Description	New Grade Point (Beginning Class of 2013)
A	5.0	93-100	Excellent	4.0
A-		91-92		3.67
B+		89-90	Good	3.33
B	4.0	84-88		3
B-		82-83		2.67
C+		80-81		2.33
C	3.0	75-79	Average	2
C-		73-74		1.67
D+		71-72		1.33
D	2.0	67-70	Passing	1.003
D-		65-66		0.67
F	1.0	64 and below	Failing	0.34

\* The Board of Education has passed a new GPA calculation to be used for the Class of 2013 and all following classes. Please see the principal or guidance counselor for more information regarding this system.

Inc. 0.0 Incomplete grades - Whenever sickness or some other unavoidable event keeps the student from accomplishing work which is required, he/she may be given an incomplete (inc.) the incomplete is changed to a grade when the work is completed or to the appropriate grade if not completed within ten (10) days of the end of the grading period. An exception of the 4th quarter which must be completed by the end of school.

### 4.2. EXAM POLICY

Final and semester examinations are required of all high school academic subjects (except PE) and will count 20% of the total grade with the following exception: 2nd semester senior exams are to be given or not given at the discretion of the teacher. Teachers requiring senior exams shall so inform students at the beginning of the course. The grade breakdown per quarter is 40% and 20% for the semester test.

First semester exams will be given in all subjects (except PE), including one-semester courses.

H.S. students will have open-campus for exam days. This means that students need to be in school only for their exam periods. A H.S. study hall will occur in the cafeteria during all periods of the exam day. H.S. students should not be in the hallways or at their lockers during the exam day; permission to go to their locker can only be given by the study hall supervisor. All HS students should enter door #1 during exam days. Failure to comply with these exam-day procedures could result in a switch back to closed-campus exams.

### 4.3. FIGURING GPA

#### Fisher Jr/Sr High School G.P.A. Calculation

If ever there is a need to figure GPA and Class Rank by hand, it should be done as follows:

- **Credits** - Count all credits, except P.E.
- **Units** - Count each grade as a unit, including any "F". Again exclude P.E. A Grade means any letter grade. Each letter grade counts as "1" unit. Do not count any audits. WP = "D", and WF = "F".
- **Points** - We are on a 5.0000 grading scale.

All "A"s = 5.0000

All "B"s = 4.0000

All "C"s = 3.0000

All "D"s = 2.0000

An "F" = 1.0000

Add up all points, excluding P.E. Then divide points by your total units. Be sure and carry four places. This equals your GPA out of a 5.0 scale. Class rank is then decided by the cumulative GPA in order for each student.

\* The Board of Education has passed a new GPA calculation to be used for the Class of 2013 and all following classes. Please see the principal or guidance counselor for more information regarding this system.

#### 4.4. WEIGHTED CLASSES

Beginning with the class of 2011, a weighted grading system will be used to give more weighted credit to difficult, non-required courses. In order for a class to be weighted, the class must not be required for graduation and must have prerequisites.

The following classes will have a 1.0 multiplier added in determining student GPA:

- Chemistry
- Physics
- Biology II – Anatomy
- Calculus
- Spanish III
- Spanish IV

#### 4.5. SCHOLASTIC HONOR ROLL

##### BOARD POLICY 1994-1

At the close of each nine weeks' grading period a scholastic honor roll is announced by the office and published in all local newspapers. To be eligible for the honor roll a student must have an academic average of 4.0 (B) or better. A student may not have a grade lower than a "C" in any subjects. Only academic subjects will be used in determining the academic average. The list will be published after the incomplete deadline date and published only once. **A student must be taking four academic subjects to be considered for the honor roll.**

High Honors.....5.00  
Honors.....4.99 – 4.50  
Honorable Mention..... 4.49 – 4.00

##### **NEW POLICY BEGINNING WITH CLASS OF 2013**

At the close of each nine weeks' grading period a scholastic honor roll is announced by the office and published in all local newspapers. To be eligible for the honor roll a student must have an academic average of 3.0 (B) or better. A student may not have a grade lower than a "C" in any subjects. Only academic subjects will be used in determining the academic average. The list will be published after the incomplete deadline date and published only once. **A student must be taking four academic subjects to be considered for the honor roll.**

High Honors ..... 4.00  
Honors ..... 3.99 – 3.00  
Honorable Mention ..... 2.99 – 2.67

#### 4.6. AUDITING CLASSES

Students who have failed a required class the second semester may audit the first semester of the course and take the second semester for a grade and credit. While auditing a course the student is expected to do all the class work, homework assignments, and tests. AUDIT will appear on the student's grade card for the semester. The teacher may send a written progress notice to the parents each quarter.

#### 4.7. STUDENT PERSONAL RECORDS

- A. Complete individual records are kept for each student in school. This record is used as a guide in counseling students, and is often referred to in answering questionnaires from prospective employers of students who have graduated. Some of the important data recorded in the student's personal records are: 1) Ability test scores, 2) Attendance records including tardiness, 3) Grades, 4) College aptitude scores, 5) Reading ability scores, 6) Extracurricular activities, 7) Special recognition and honors, 8) Reports of misconduct and penalties, 9) Reports of good conduct and appreciation.
- B. Due to recent national occurrences involving the invasion of personal privacy by governmental agencies and officials, much activity and interest have been directed toward information contained in student records. A recent Federal law and the Illinois Office of Education regulations go into much detail on the rights and responsibilities of students, parents, and school officials on the subject. The following is a summary of the basic provisions of the current laws and regulations:
  1. Parents must be granted access to all official records pertaining to their children maintained in any form by the school. Students over the age of 14 or with parental consent under the age of shall also have access.

2. The student's records, or information contained in those records shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is above the age of 18 or attending a post secondary institution, only that student may grant such release.
3. The parents or the student shall be provided an opportunity to challenge or rebut information contained in the student's records. The local school districts should establish appropriate procedures for such appeals.
4. The school should provide appropriately trained educational personnel to assist the parent or student in understanding certain school records such as psychological evaluations, social work profiles, and health data.
5. No information should be kept on file by the school that is inaccurate, out-of-date or of no value in the educational development of the student.

#### **4.8. GUIDANCE AND COUNSELING PROGRAM**

Guidance counseling services are available to each student in Fisher High School. The program is designed to help the pupil solve his/her problems and improve his/her planning with the assistance of a professionally trained staff member. The guidance process will include conferences, friendly, understanding discussions upon as equal terms as possible, and parent participation where needed and requested. All information given the counselor will be treated in an understanding and confidential manner.

Some of the areas included in counseling and guidance programs are - vocational choices, educational planning, leisure time activities, social life, mental health, ethical values, moral values, family relations, and personal relations. The ultimate object of counseling is to develop the individual in his/her ability to make choices and solve problems independently. The counselor attempts to help the student understand himself/herself, his/her attitudes, feelings and emotions so that he/she can make the most of his/her natural learned abilities.

### **5. ACADEMIC REQUIREMENTS**

#### **5.1. ADMISSION**

Students will be admitted to Fisher High School under the following conditions:

1. Upon presentation of a certificate of graduation for any eighth grade school of good standing or upon presentation of a certificate of transfer from a recognized high school.
2. Upon presentation of health card signed by a physician. Every first time student in Fisher High School MUST present a health certificate or show evidence of an appointment for a physical to be completed the first month of school.

#### **5.2. CLASS REGISTRATION**

Registration for classes takes place in the spring. At this time the student, with the help of the guidance counselor, makes out a program of classes for enrollment in the fall. A deadline date for making any schedule changes will be set each spring. Any changes must fit into the schedule and be approved by the principal or guidance counselor.

#### **5.3. DROPPING OF SUBJECTS**

After the first week of being enrolled in any given course, the following notation will be made on a student's permanent record when the course is dropped for any reason unless the drop is approved by the principal:

WF - Withdrew; failing at the time of withdrawal

WP - Withdrew; passing at the time of withdrawal

W inc. - Withdrew; incomplete at the time of withdrawal. The incomplete must be resolved within the next semester of the student's attendance, or 30 days prior to graduation, whichever is sooner in order to record WP; otherwise, the withdrawal becomes an automatic WF.

WP will be classed as a "D" grade and WF will be classed as an "F" grade when the student's rank in class is determined.

#### **5.4. CLASSIFICATION OF STUDENTS**

A student must have acquired 5.5 credits to be classed as a sophomore; 11 credits to be classed as a junior; and 16.5 credits to be classed as a senior. For practical purposes, those students who start their fourth year with 16 or more credits and who are carrying a load that will permit them to graduate with their class will be listed with the seniors.

## 5.5. UNITS OF CREDIT AND REQUIREMENTS FOR GRADUATION

A unit of credit is given for the completion of an academic course taken throughout the school year.

The minimum number of units required for graduation is 22. Specific requirements for graduation are as follows:

1. Four units of English.
2. Two units of Social Studies
3. Two units of Science (3 beginning with the class of 2013)
4. Three units of Math.
5. Consumer Education
6. Five units in other subjects approved by the principal and/or advisor.
7. Speech and Computer Science
8. 4 units of physical education are required. Students are required to take and PASS 4 years of physical education class unless excused by a physician or exempted by the principal. It shall be the policy of District No. 1, Fisher, that students in grades 11 and 12 may request exemption from physical education for the following reasons:
  - a. The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel and the student will be enrolled in P.E. if not participating in a fall sport, and will return to P.E. if dropped from a school sponsored sport.
  - b. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course, or
  - c. The student lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation. Students who have failed a required course, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption. Each request for exemption from Physical Education instruction is to be verified and eligibility determined on a case-by-case basis by the building principal. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements. Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.
9. One unit of elective in vocational, art, music or foreign language.
10. 1/2 unit of Driver Education
11. 1/2 unit in Health Education (sophomore year).
  - Upon approval of the principal or guidance counselor, a maximum of two units earned from an accredited correspondence or night school may be applied toward the twenty-two units required for graduation from Fisher High School.
  - Upon approval of the principal or guidance counselor, a maximum of two units earned from a distance learning opportunity (Parkland CC, IVHS, Starnet, etc...) may be applied toward the twenty-two units required for graduation from Fisher High School.
  - No student enrolled in Fisher High School shall be graduated who has not attended a minimum of 7 full semesters in grades 9-12 of accredited high school regardless of the number of units above the required 22 he/she may have earned. The school shall not graduate any student until all requirements set forth are met. Six classes shall be considered the normal amount of work carried for credit toward graduation. The desirability of a seventh subject will be determined on the basis of individual merit or graduation requirements by your counselor and the principal.

## 5.6. SUMMARY OF GRADUATION CREDITS

English .....	4 units
Math .....	3 units
Science .....	2 units (3 beginning with the class of 2013)
U.S. History .....	1 unit
Government .....	1/2 unit
Social Studies .....	1/2 unit
Consumer Education .....	1/2 unit
Driver Education .....	1/2 unit
Health Education .....	1/2 unit
Computers .....	1/2 unit
Speech .....	1/2 unit
Vocational, art, music or foreign language elective .....	1 unit
Physical Education .....	4 units (1 unit, or .25 per year, beginning with class of 2013)
Electives .....	5 units

## 5.7. GRADUATION AFTER 7 SEMESTERS

Requests to graduate after 7 semesters must be filed in the guidance office no later than November 1st.

Students considering early graduation must understand that:

1. All requirements for graduation must be met or arrangements made to complete them.
2. Illinois, U.S. Constitution and Flag Code tests must be passed before the end of the first semester.
3. All transcripts from other institutions must be in the high school office before the date of graduation.
4. Status as a student of Fisher High School ends first semester.

## 5.8. H. S. GRADUATION & 8TH GRADE PROMOTION CEREMONIES

A. All Beta Club members will be recognized at graduation for both 8th grade and high school.

B. Valedictorian and Salutatorian

1. The Valedictorian and Salutatorian will be recognized at graduation exercises (HS and 8th grade). The Valedictorian is the student or students with the highest grade point average. The Salutatorian is the student or students with the next highest grade point average.
2. The determination of the students who will receive these designations is as follows:
  - a. The letter grades considered will be A (5 points) B,C,D, an F in core courses only. Pluses or minuses will not be considered.
  - b. The grades used will be semester grades for the 7th and 8th grade years for 8th grade and 9 – 12 for high school.
  - c. There will be no tie-breaking procedures.
  - d. If more than one student has the same grade average, then those students shall be co-valedictorians. This process may result in a number of valedictorians. If one or two persons are valedictorians, then the student or students with the next highest grade average will be designated salutatorian or co-salutatorian. If there are three or more individuals who are named valedictorian, then a salutatorian will not be named.
  - e. Students that have not met all requirements for graduation or promotion will not participate in graduation or promotion ceremonies.

## 5.9. SOCIAL PROMOTION FOR JUNIOR HIGH

Fisher Community Unit School District #1 will enforce this policy that requires students to meet local goals and objectives and be able to perform at the expected grade level prior to promotion. (Board Policy 7.3)

**Criteria for Promotion at Fisher Jr. High:**

1. There are five core subjects taught at Fisher Jr. High School. Every student receives two semesters of instruction in each of these five areas. – Reading, Math, Science, Literature, and Social Studies. A student must pass 8 of 10 semesters to meet the first criteria for promotion. Pass it in six or seven of 10 semesters will make a student eligible for summer school to meet promotion criteria. Passing in less than six will mean an automatic retention.

## 5.10. DISTANCE LEARNING AND THE ILLINOIS VIRTUAL HIGH SCHOOL

Fisher H.S. offers a variety of alternative courses to the students. Our goal is to offer as broad a curriculum as possible to our students. Credit counts toward graduation at Fisher and the grade received shall be figured into the students GPA. The board of education will pay all fees related to one of these courses.

If one of these "alternative" courses matches a Fisher-required course then the student must take the Fisher course unless one of the following takes place: the course is A.P., or the student can prove that his/her schedule has conflicts requiring the alternative course to be taken. Students will have to pay for any software or textbook costs associated with these courses if these costs are not included in the tuition fee. Students will have to pay their full tuition fees if he/she fails the course or he/she is removed from the course by the principal.

- **Parkland Community College** offers numerous courses to students for high school credit or dual credit (high school and college credit). Some courses are off campus (i.e. nursing at Gibson City Hospital, automotive at Parkland Community College, etc....). Those off campus courses are usually taught at 7:45 a.m. to 9:45 a.m. and the students are responsible for their transportation. Parkland also offers courses that can be taken at Fisher H.S. through our distance learning lab.
- **Illinois Virtual High School** is now offered to all Illinois High Schools. There are numerous H.S. credits and A.P. credit courses available to students. These courses are taken via the internet. The students who enroll will be provided a work station in the H.S. if one is available. It is strongly recommended that a student have internet access at home before taking one of these courses. The school discourages math or foreign language courses taken via I.V.H.S. Students who request to take these "alternative" courses need to be self-motivated and self-driven. Students may be denied or withdrawn from these courses by the principal for poor attendance, poor behavior, or poor work ethic.

## 5.11. COLLEGE ENTRANCE REQUIREMENTS

The entrance requirements for most colleges and universities differ and it would be to your advantage to plan your high school program so that you meet the requirements of the school(s) in which you have an interest. Many schools require certain entrance examinations at either the junior or senior year of high school. See the counselor preferably your junior year for information on these tests.

Minimum High School Course Requirements for Admission of Freshmen to Illinois Public Universities:

English	4 Emphasizing written and oral communication & literature
Social Studies	3 Emphasizing history & government
Mathematics	3 Introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming
Science	3 Laboratory Science
Electives	2 Foreign language, music, art, vocational education
Total	15

## 5.12. OVERVIEW OF FINANCIAL AID APPLICATION

### 1. APPLY FOR ADMISSION TO THE SCHOOL/COLLEGE OF YOUR CHOICE.

Students may want to apply for admission to more than one institution in order to be reasonably certain of being accepted by at least one. While application procedures at most institutions will involve writing a college entrance examination (commonly either the ACT Assessment or the Scholastic Aptitude Test), eligibility for assistance through the major federal and state financial aid programs is not contingent upon these test scores. Students do not receive financial aid until they have been admitted. The sooner the student processes his application for admission, the sooner he becomes eligible for financial support from the college, which is especially important if the college has limited funds and must disburse them on a first-come first-serve basis.

### 2. APPLY FOR FINANCIAL AID AT EACH COLLEGE/SCHOOL TO WHICH YOU APPLY FOR ADMISSION.

The financial aid officer on each college or vocational school campus is just as important a contact as the campus admissions officer. His job is to provide financial assistance to needy students to the maximum extent possible. On most campuses in Illinois the student must make formal application for financial aid, usually by a special deadline which may or may not be the same as the admissions deadline for each campus. In addition to administering institutional funds, it is the financial aid officer who may be able to assist students through such federal financial aid programs as the Supplemental Educational Opportunity Grant, the Perkins and Stafford Loan and the Federal College Work/Study Program.

### **3. FILE THE APPROPRIATE NEED ANALYSIS FORM.**

Eligibility for many financial aid dollars today is based on financial need. The student and his/her parents are expected to contribute what they can from the family income and assets toward college expenses, and the colleges and scholarship agencies will help provide the rest. In order to assess the family ability to contribute many financial aid officers require that their students file the Free Application for Federal Student Aid (FAFSA). The student can find out which form he should file from the financial aid office or by consulting any one of many college handbooks which provide this information.

### **4. APPLY FOR A MONETARY AWARD FROM THE ILLINOIS STATE SCHOLARSHIP COMMISSION.**

Through the Monetary Award Program, students may receive up to \$3,150 per year toward their tuition and fees at any approved college, university or hospital school of nursing. Application to the Monetary Awards program can be made by filing the Free Application for Federal Student Aid (FAFSA)

### **5. APPLY FOR THE PELL GRANT PROGRAM.**

This program will provide grant assistance to students who enroll as full-time freshmen at approved colleges and vocational schools. This assistance does not have to be repaid. Beyond these basic application procedures, many students each year find it necessary to apply for additional resources in order to meet their college expense. They may apply for assistance through a variety of scholarship agencies, private donors, agencies of state government (such as the Department of Public Aid or the Division of Vocational Rehabilitation) or the Federal Government (such as the social security or Veterans Administration).

## **6. STUDENT DISCIPLINE**

### **6.1. RULES AND GUIDELINES**

#### **6.1.1. GENERAL PRINCIPLES**

By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, students can increase opportunities for success and help make Fisher Jr/Sr High an excellent school.

The following are a few simple guidelines to having success in school:

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community and self to promote a safe healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
5. Support your fellow students and their activities.
6. Respect diversity, individuality, and the choice and rights of others.

These six general principles form the foundation of the code of conduct of Fisher Jr/Sr High School. A student that acts in accordance with those principles will be within the rules of the school, and more importantly, will increase the likelihood of experiencing personal success in and satisfaction with school.

#### **6.1.2. EXPECTATIONS FOR CLASSROOM BEHAVIOR**

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that student behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that students:

1. arrive to class on time.
2. are prepared for class with all materials necessary for class that day.
3. are attentive to the task at hand until dismissed by the teacher.
4. show respect and consideration for others.
5. demonstrate care and consideration for school property and the property of others.

\*Each teacher is able to establish the rules and procedures for his or her classroom. You are expected to observe those rules and to respond promptly to the direction of your teacher.

#### **6.1.3. ROLE OF THE PRINCIPAL AND DEAN**

The administration shall maintain discretionary powers to interpret the student handbook and issue corrective measures in each individual case. He/she shall be the final authority on discipline in the building.

#### **6.1.4. PLAGIARISM**

A. Plagiarism is defined as:

1. Copying from another student, or enabling someone else to do so.
2. Using someone else's (classmate or published author) words without using quotation marks.
3. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
4. Using someone else's (classmate or published author) ideas without giving that person credit.

B. Acts of plagiarism will not be tolerated and will result in:

1. First Incident - Zero on assignment and possible suspension depending on severity of the incident. Possible WF from class depending on severity of the incident.
2. Second Incident - Zero on assignment, and possible suspension and possible recommendation for expulsion depending on the severity of the incident. Possible "WF" F" from class depending on the severity of the incident.

#### **6.1.5. CLASSROOM DISRUPTION**

Behavior that interferes with instruction is considered a serious violation of the Fisher Jr./Sr. High Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption.

#### **6.1.6. CAFETERIA CONDUCT**

The cafeteria operates on a nonprofit basis providing lunch to students and faculty at cost. Each student will be assigned a lunch account number (corresponding to his/her student ID number). Students are responsible for maintaining a positive balance on their lunch account. The price for regular lunches is \$1.75/day, \$0.40/day for reduced price lunches. Parents may deposit money into a student's lunch account weekly, monthly, or in large increments (semester, year, etc.) While at lunch, students are asked to **HELP IN KEEPING TABLES AND FLOORS CLEAN** by returning plates, lunch sacks, etc., to the scraping window before leaving the lunch area. Failure to behave appropriately during lunch will be handled by the lunch supervisors, dean, or principal.

#### **6.1.7. BUS CONDUCT**

The buses are for the convenience of the students. Students who cannot abide by the rules of good conduct and safety may lose their privilege to ride the bus. Students causing problems on school buses will be:

- A. Warned on the first occurrence.
- B. Suspended from riding 1-10 days on second occurrence.
- C. Prohibited from riding the school bus for the remainder of the year on the third occurrence.

#### **6.1.8. CARE OF SCHOOL PROPERTY**

- A. Students are expected to care for school property as parents would expect them to care for their home furnishings. Any markings or property destruction will not reflect the responsibility and maturity of the student. Marking on desks or walls or throwing candy or gum wrappers on the floor are common indications of the absence of consideration for others.
- B. Damages inflicted willfully upon school property by a student must be repaired or the damaged item replaced by the student at whatever cost it takes. Please refer to the discipline ladder for the appropriate discipline.

#### **6.1.9. ROMANTIC INVOLVEMENT BETWEEN STUDENTS**

Romantic involvement and all outward expressions or displays of affection during school are not considered to be in good taste in a public school and will not be permitted. The first infraction of these rules will result in a warning. The second time students will be required to serve a detention and a letter may be sent to the parents. Repeated failure to cooperate with the rules may result in a suspension.

#### **6.1.10. HAZING**

Unauthorized initiation or hazing of students is strictly forbidden by an act of the State Legislature (Chapter 38, Section 356 and 357, Illinois Revised Statutes, 1975) and is punishable in the courts of the State to the sum of five hundred dollars, or imprisonment in the county jail not exceeding six months or both. **THE LAW WILL BE STRICTLY ENFORCED.** Freshmen initiation as such will no longer be held. Inasmuch as "Hazing" is defined as that treatment which tends to set a student apart from his/her school mates, our ninth graders are to be treated no differently than other students in other classes.

### 6.1.11. "BULLYING" POLICY

The Illinois State Board of Education has mandated that every school in Illinois have a Bullying Policy in place by January 1, 2002.

#### A. Definition of Bullying

**1. Student's Right to a Safe Learning Environment:** At Fisher High School we believe that every child has the right to a safe learning environment. Statistics show that one out of every 6 children is afraid to come to school for one reason or another. We believe that we are not immune to such statistics; therefore we find it necessary to quickly identify, intervene and STOP any bullying that may be present in our school.

**2. Is there is a difference between bullying and teasing?**

Parents of bullies have traditionally tried to minimize their child's behavior by saying such things as;

*"My son was only teasing."*

*"The teasing just got out of control."*

*"It's normal boy behavior, isn't it?"*

For both, girls and boys in elementary and middle school, the most common form of bullying is, in fact, teasing. However, physical abuse (for boys) and social ostracism (for girls) are in second place. Most researchers believe that bullying involves an imbalance of physical or psychological power, with the bully being stronger (or perceived to be stronger) than the victim.

**3. Bullying by definition:** Bullying is a student's repeated exposure to "negative actions on the part of one or more students" in which there is an "imbalance in strength between bullies and the victim."

#### B. Examples of Bullying or Bullying Behaviors:

- |  |                         |
|--|-------------------------|
| * act mean                                       | * attack people         |
| * break people's things                          | * carry weapons         |
| * cheat  | * embarrass people      |
| * force kids to hand over their lunch money      | * swear at people       |
| * gossip   | * harass people         |
| * hit  | * hurt feelings         |
| * ignore people                                  | * insult people         |
| * intimidate people                              | * kick                  |
| * make fun of people                             | * obscene gestures      |
| * make racist comments                           | * make sexist comments  |
| * leave people out                               | * name calling          |
| * pick on because they are different (perceived) | * push                  |
| * put people down                                | * say nasty things      |
| * spread rumors                                  | * take people's things  |
| * threaten                                       | * use physical violence |
| * use verbal taunts                              | * write nasty things    |

#### C. Common Reasons for Bullying:

1. Their parents often punish them physically and teach them to handle problems physically.
2. Their parents are often not involved in their lives or show them little emotional warmth.
3. Bullies want to demonstrate power over others and be in control.
4. Bullies often teach their children to be bullies; the problem is self-perpetuating.

## **D. School Involvement**

### **1. Administrators can:**

- a) Help teachers understand the difference between normal conflict and bullying situations
- b) Plan an anti-bullying policy that works for that district
- c) Inform parents that no bullying activities (hazing rituals) will be permitted and report that the school will assign appropriate consequences to those inappropriate activities
- d) Establish a mentoring system for those identified as bullies and victims
- e) Help communicate effectively with parents when problems occur
- f) Schedule adult supervision for all those areas of the school where bullying is most likely to occur—the playground, halls, locker room, etc.

### **2. Teachers can:**

- a) Establish an environment in which bullying is not tolerated must be a priority
- b) Post clear class rules stating that bullying activities will not be permitted
- c) Teach the students about bullying, emphasize that no student should be subjected to it, and elicit the help of all students to help confront it when necessary
- d) Teach that it is everyone's responsibility to see that all students are included in group work and play
- e) Meet bully's actions with strong disapproval immediately, and assign appropriate, consistent, non-physical consequences
- f) Be active listeners and make appropriate responses, making sure the victims get the help that is needed

### **3. Counselors can:**

- a) provide an anonymous way of reporting a bully's activity
- b) assure victims that their concerns are valid
- c) Communicate with classroom teachers so that a team approach in helping eliminate the bullying can result
- d) Help students replace aggressive activities with more appropriate ones
- e) Help teach victims strategies to be more assertive
- f) Work collaboratively with counselors from family agencies to get additional help for bullies, victims and their families
- g) Work with parents of students involved
- h) Educate parents about effective strategies for helping their children

## **E. Discipline**

### **1. Jurisdiction Defined:**

The school has the right to investigate and punish any student involved in "bullying" activities whether on school property, at school bus stops, on school buses, at extra-curricular activities and while on route to or from school.

### **2. Types of Punishment: (depending on severity & frequency)**

- i. classroom detention
- ii. After-School detention
- iii. Saturday school
- iv. In-School Suspension
- v. Out-of-School Suspension
- vi. Counseling
- vii. School Board Action:
- viii. Police Action

## 6.1.12. LOITERING

Students not participating in an extracurricular activity or not supervised by a staff member must be out of the building by **3:30 P.M.** Students may not enter the building at night or on weekends unless participating in a supervised activity or as a spectator to a regularly scheduled event.

## 6.1.13. DRESS CODE

Students enrolled at Fisher Schools will be expected and required to dress in a manner consistent with accepted community standards of decency, good taste, and respectability. The length of skirts or shorts shall be no shorter than mid-thigh. Recent trends in clothing have confused and caused various interpretations of "community standards of decency, good taste, and respectability," please note the following specifics:

- A. BOTTOMS:** Skirts, jumpers, skorts, capris, pants or shorts may be worn and must be at an appropriate length in the front and back. We will use the "Fingertip Rule" to determine appropriate length: students must be able to stand with his/her arms at his/her sides, without shoulder shrugging, and be able to have the tips of his/her fingers touching their shorts/skirt/etc. Also, pants and shorts must fit on the waist, so as to not expose undergarments. Excessively baggy pants or pants that drag the floor will not be acceptable. Pajamas are not acceptable. Very tight clothing is not appropriate.
- B. TOPS:** Shirts and blouses must be continuous from neck to waist. Clothing that exposes the midriff or cleavage including halter-tops, one-shoulder tops, and backless tops is prohibited. Tops must not reveal skin below your hand when placed at the collarbone. *No low-cut tops* All straps must be at least 1" in width. Gaps of bare skin (midriff) between tops and bottoms are not acceptable.
- C. SHOES:** Shoes must be worn in all classes and at all times.
- D. HEADGEAR:** No hats, bandanas, "do rags", goggles, or sunglasses are to be worn on the face or head. In addition, hoods may not be worn on your head during the school day.
- E. OTHER CRITERIA:**
  - No clothing should be of such length or design as to jeopardize the student's safety.
  - Undergarments are not to be worn as outer garments or be visible in plain sight.
  - Spandex or spandex-like clothing may not be worn as an outer garment, but may be worn with appropriate cover up.
  - No garment may be worn which advertises or displays alcoholic beverages, tobacco products, illegal narcotics, or other illegal, illicit, or inappropriate materials or acts.
  - No garment may be worn which promotes violence (including but not limited to slogans, violence images, gang symbols), military attire, attire which resembles that of known offenders, or overcoats (jackets) during school hours.
  - Patches and other decorations may not be suggestive or derogatory in their location on clothing.
  - The building principal retains the authority to ask students to change their clothes, if students do not want to go home to change and serve a detention for leaving school, students may change into a shirt or shorts maintained by the principal.
  - The building principal holds discretionary authority to make decisions regarding attire-related matters not specifically addressed above.
- F. DANCE DRESS CODE:** Dresses should not show bare midriff or bare sides. If the back is open it should be no lower than one's waist. They should not be too low cut or revealing. The length of the dress shall be no shorter than mid-thigh. Spaghetti straps and strapless are acceptable if other guidelines are followed. Male students are not permitted to wear undergarments as outer garments. Refusal to change will result in removal from the dance.

## 6.1.14. CELL-PHONE & ELECTRONIC DEVICE POLICY

### Part A – Directive

- Cellular phones and other electronic devices (MP3, iPod, CD players, DVD players, or any other) are not to be turned on or used during any of the 8 instructional periods including PE, learning lab, and all other classes. Use is interpreted as using any function or feature found on an electronic device, not just the sending or receiving of calls or messages. During instructional periods cell phones may not be used in the classrooms, hallways, restrooms, cafeteria, or any other place on campus. Cell phones and electronic devices must be kept out of sight in the student's pocket, purse, backpack, or locker throughout the school day.

- If students must call home or have emergencies, they must go to the office to make a phone call. Students may use their cell phones to make such calls, but only in the main office after they have received permission from the office personnel. Parents CAN leave messages for students with school office staff.
- Fisher High School, Fisher C.U.S.D. #1, or any of their representatives are not responsible for any lost, stolen, or damaged cell phones or electronic devices. Any phones or devices confiscated or held by the school will be kept in the school vault until the device is returned to the proper owner (parent or student).
- **Parents: Do not try to contact your son/daughter by cell phone. Students will face the same discipline if caught communicating via cell phone with their parents. Parents should continue to call the school office for any emergency situation or to relay any message.**

**Part B – Enforcement**

- Teachers and all other staff members may confiscate cellular phones or other electronic devices if they see or hear any students using such devices. Staff members are to immediately turn the device into the office or to the dean/principal along with a Discipline Referral for documentation. Students and/or parents are to retrieve the device from the dean/principal, after discussing possible disciplinary action.
- Discipline for cellular phone or electronic device use will be issued as follows:

<b>Level 1 Offense</b>	If phone is visible, but not in use	Dean/principal discretion to whom phone is returned	Dean/principal discretion in consequence
<b>Level 2 Offense</b>	If student receives call/message/picture/alarm during instructional time	1st Offense: Student Pick up  Repeat Offense: Parent pick up	1st Offense: Dean/principal discretion  2nd Offense: Saturday detention
<b>Level 3 Offense</b>	If student is actively using a device (calling, sending message, listening to music, using a feature of the device)	Parent pick up	1st Offense: Saturday detention  2nd Offense: Saturday detention and student turns in phone during school for 5 consecutive days  Repeat: Offense: 2-day suspension or office keeps phone for 5 days (overnight)

**6.1.15. AUTOMOBILES AND MOTOR DRIVEN VEHICLES**

Board of Education policy stipulates the rules and regulations governing students driving to school in Community Unit District No. 1. These rules and regulations shall apply to any motor driven vehicles (**motor scooters, motor bikes, automobiles, etc.**) and shall be effective with the opening of each school year.

- Students who wish to drive motor vehicles to school regularly shall present a written request form (available from the office) signed by their parent or guardian before approval will be granted. The student is to park the car in the school parking lot immediately on arrival at school, and **IS NOT TO DRIVE IT AGAIN BEFORE THE CLOSE OF SCHOOL WITHOUT PERMISSION OF THE PRINCIPAL.** If, for any reason, the vehicle is to be driven during the noon period, permission is to be granted only on the request of the parent or guardian, and only for doctor, dental or needed emergency. **PERMISSION WILL NOT BE GRANTED FOR DRIVING HOME FOR LUNCH. STUDENTS ARE NOT PERMITTED TO RIDE IN OR ON MOTORIZED VEHICLES DURING LUNCH HOURS.**
- Students are not permitted to go to their cars for any reason during the school day without expressed permission from the administration.** Furthermore, no sitting or lounging in the cars or on the cars will be permitted during the school day. If a student needs to go to their car for something during the school day, please get permission from the principal.
- Students granted permission to drive will observe state laws and take all measures of caution around the school grounds relative to speed and safety.
- Parking on school grounds entitles a designee of the principal to search a vehicle if there is reasonable suspicion a school policy has been violated.

E. Those students that fail to follow the driving policy of the school district will receive the following:

1st Offense: Warning & Discipline Referral

2nd Offense: 5 days of closed lunch

3rd Offense: 2 Saturday Suspensions

4th Offense: Closed lunch for the remainder of semester or Saturday Suspensions set by Principal.

### **6.1.16. TOBACCO**

Students are not permitted to possess or use tobacco in any form in the building, on school premises or at any school-sponsored student event at home or away. Any students who fail to observe the regulation about "possession" may receive a suspension.

### **6.1.17. SUBSTANCE ABUSE**

The Board of Education believes substance abuse to be a community health problem that is preventable through appropriate health, disciplinary, educational and counseling interaction. Any Fisher School District student suspected of violating this substance abuse policy will be referred to the appropriate administrator within his/her school for evaluation and action. Fisher students found to be under the influence, in possession, or control of, or selling or delivering any controlled substance (refer to the out-of-school section in the discipline policy 7.20) while in school, on school district property or at an approved school activity held on non-school property shall be subject to disciplinary action.

1st Offense: 10 day suspension or 5 day suspension plus receiving an evaluation and attending the education program offered at Prairie Center, Pavilion or another pre-approved center. This must be fully completed or the full 10 day suspension must be served.

2nd Offense: Recommended expulsion.

### **6.1.18. GANG ACTIVITY**

A GANG is defined as 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 the following:

- A. Wearing, using, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang.
- B. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang.
- C. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - 1) Soliciting others for membership in any gangs.
  - 2) Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - 3) Committing any other illegal act or other violation of school district policies.
  - 4) Inciting other students to act with physical violence upon any other person. Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:
  - 5) Removal from extracurricular and athletic activities.
  - 6) Conference with parent(s) or guardian(s).
  - 7) Referral to appropriate law-enforcement agency.
  - 8) Out-of-school suspension for up to 10 days.
  - 9) Expulsion for the remainder of the school term. A student who is determined to have brought a weapon, as defined by Section 921 of Title 18, United States Code, to school shall be expelled for a period of not less than one year.

## 6.2. ENFORCEMENT

### 6.2.1. DISCIPLINE LEVELS

For a single disciplinary violation, consequences may increase based on the number of previous offenses and/or the severity of the offense. Assigned discipline may also include consequences from any lower level. In addition, violations of the Fisher High School Discipline Plan may also result in athletic participation penalties as outlined in the Athletic Code of Conduct.

There are six disciplinary levels of consequence as outlined below.

**Level 1:** Warning, Parent contact, Confiscation of item

**Level 4:** Suspension for 1-4 school days

**Level 2:** Detention, Non-curricular exclusion,  
Loss of Privilege

**Level 5:** Suspension for 5-10 school days

**Level 3:** In-school suspension, Parent conference,  
Restitution

**Level 6:** Continuing suspension and  
expulsion hearing

### 6.2.2. DISCIPLINE LADDER

<b>OFFENSES DISRUPTING THE LEARNING ENVIRONMENT</b>			
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
Attendance	Unauthorized absence from class. May include, but is not limited to: <b>Unauthorized absence</b> <b>Tardy Departure</b>	Minor/First Serious/Repeat	Level 1-3 Level 4-6
Insubordination	Behaviors that disobey, undermine, or defy the lawful authority of a district employee or agent. Any behaviors that disrespect, demean, degrade, or malign district employee or agent. May include, but is not limited to: <b>Cheating, forgery, and/or dishonesty</b> <b>Cell phone ore electronic device misuse</b> <b>Safety violation</b> <b>District transportation violation</b> <b>Accomplice or conspirator</b> <b>Malicious statement, image, or website about staff</b> <b>Trespassing</b> <b>Persistent failure to comply</b>	Minor/First Serious/Repeat	Level 1-4 Level 4-6
Disruptive Conduct	Any disruption of classroom, school, or District-sponsored activity. May include, but is not limited to any disruption from the following conduct: <b>Violation of classroom rules</b> <b>Profane/Vulgar words or actions</b> <b>Dress code violation</b> <b>Blatantly loud, disruptive, or offensive behavior</b> <b>Inappropriate displays of affection toward another student</b> <b>Any behavior that disrupts the routine of school activities or work of District employee or agent</b>	Minor/First Serious/Repeat	Level 1-3 Level 4-6

Offensive Material	To possess, view, display, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited to material that is: <b>Pornographic</b> <b>Racist</b> <b>Sexually explicit</b> <b>Drug, alcohol, or tobacco related</b>	Minor/First Serious/Repeat	Level 1-4 Level 4-6
Tobacco	Possessing, distributing, or otherwise using tobacco products or look-alike products	All	Level 4-6
Alcohol/Drugs	Possessing, selling, buying, distributing, being under the influence of, or otherwise using alcohol, illegal or any unauthorized drugs as defined by, but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; including look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possessing any drug paraphernalia. May include, but is not limited to: <b>Alcohol</b> <b>Illegal drugs</b> <b>Prescription or over-the-counter drugs</b> <b>Pipes/smoking devices</b>	All	Level 5-6
Weapons	Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable or legitimate educational use to the student. May include but is not limited to: <b>Knife, sharp or pointed object</b> <b>Firearm, gun, or explosive</b> <b>Bat, club, or stick</b> <b>Look-alike objects</b>	All	Level 5-6
Threats	Behavior, whether written (including text message, email, or internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities. May include, but is not limited to: <b>Bomb threat</b> <b>Threat of violence</b> <b>Threatening prank</b>	Minor/First Serious/Repeat	Level 1-4 Level 4-6
False Reporting or Alarm	Any false reporting to District employee or agent. Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.	Minor/First Serious/Repeat	Level 3-5 Level 5-6
Gang Related	Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, or engaging in any criminal gang activity.	Minor/First Serious/Repeat	Level 1-4 Level 5-6

## OFFENSES AGAINST PERSONS

Violation	Definition	Severity	Level
Aggressive Behavior/ Fighting	Aggressive physical behavior directed toward another person. May include, but is not limited to: <b>Hitting, punching, or slapping</b> <b>Kicking, tripping</b> <b>Shoving</b> <b>Attempting to injure</b> <b>Mutual combat</b>	Minor/First Serious/Repeat	Level 1-5 Level 5-6
Assault	Aggressive behavior that causes physical injury to another.	All	Level 5-6
Harassment & Bullying	Behavior, whether written (including text message, email, or internet posting), verbal or physical which serves to distress, threaten, demean, annoy, bully, cyber bully, intimidate, or torment another person.	Minor/First Serious/Repeat	Level 1-4 Level 5-6
Sexual Harassment	Behavior, whether written (including text message, email, or internet posting), verbal or physical against another person that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the sex of the other person. This includes unwanted sexual behavior toward another.	Minor/First Serious/Repeat	Level 1-4 Level 5-6
Racial Harassment	Behavior, whether written (including text message, email, or internet posting), verbal or physical that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the race of another.	Minor/First Serious/Repeat	Level 1-4 Level 5-7

## PROPERTY OFFENSES

*All Property Offenses Are Subject to Mandatory Restitution*

Violation	Definition	Severity	Level
Computer Misuse	To intentionally, knowingly, or recklessly use District computer networks, internet, or technology without proper permission. To cause disruption to individual school computers, networks, or the educational environment	Minor/First Serious/Repeat	Level 2-4 Level 5-6
Fire/Chemicals	Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals	Minor/First Serious/Repeat	Level 3-4 Level 5-6
Non-Payment of Fees & Fines	Failure to pay fees and/or fines. May include, but is not limited to: <b>Course fees</b> <b>Athletic fees</b> <b>Lost book fees</b> <b>Parking fees</b>		Hold records; account submitted for collection
Property Damage	To damage property belonging to student, staff, agent, or Fisher School District	Minor/First Serious/Repeat	Level 2-4 Level 5-6

Theft	Theft of property belonging to student, staff, agent, or Fisher School District, or to be knowingly in possession or control of stolen property	Minor/First Serious/Repeat	Level 3-4 Level 5-6
Vandalism	To cause damage or deface property belonging to student, staff, agent, or Fisher School District	Minor/First Serious/Repeat	Level 2-4 Level 5-6
Vehicle Misuse	Using any vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause a disruption with any vehicle. parking in an unauthorized location	Minor/First Serious/Repeat	Level 2-4 Level 5-6 + Fine

### 6.2.3. BEHAVIORAL INTERVENTION POLICY

Fisher CUSD #1 has adopted a policy dealing with the Behavioral Intervention for Students with Disabilities, copies of this policy and procedures are available in the principal's office. (Board Policy 7.23)

### 6.2.4. REFERRAL/DETENTION SYSTEM

Students who display unacceptable behavior, or behavior which is consistently inappropriate, will be subject to a discipline referral. Referrals are reserved for student behavior which a certified staff member deems as intentional misconduct or behavior which will not subside with standard interventions. Parents will be notified of all referrals in which the student is placed on the Discipline Ladder.

Detentions are assigned in 30 minute increments. The principal will determine placement on the Discipline Ladder, depending on the severity of the offense and number of occurrences. Incidents requiring more severe punishment are to be referred to the principal. Teacher Assigned Detentions will be served with the teacher. Principal Assigned Detention will be served in the office after school, beginning at 3:05 and ending at 3:35. Students will be expected to serve their detentions during this Detention Hall time. If a student has a 60 minute detention to serve, they will need to serve their detention during two nights at the discretion of the Principal.

Detention rules:

- Students are expected to work on assignments or bring suitable reading material. Books are to be open for study.
- No talking or working in groups.
- No sleeping or putting head on desk.
- No marking on desks or tilting of desks.

Students not following the detention rules will be notified at the conclusion of the detention period that their detention will not count. Students that ride the bus will need to understand that if they receive a detention that it will be their responsibility to arrange transportation home following their detention.

### 6.2.5. CLASSROOM DETENTIONS

Students failing to serve an assigned detention on the date assigned will have the length of detention doubled the first time for failure to serve. If the student fails to serve the new detention time, a DR (disciplinary referral) will be filled out and turned into the office. Any referrals sent to the dean/principal for the failure to serve a detention will result in a Saturday detention or a one-day in-school suspension.

### 6.2.6. OFFICE DETENTIONS

Students failing to serve an assigned detention on the date assigned will be called to the office to meet with the principal.

### 6.2.7. SATURDAY DETENTION PROCEDURES:

At the discretion of the principal, Saturday detentions may be assigned in lieu of any in-school suspension. There is one length of Saturday Detention, four hours.

1. Arrive by 8:00 a.m.
2. No sleeping, eating, or drinking
3. Stay until 12:00 noon.
4. Work entire time.
5. Consequences for failing to attend will be left up to the discretion of the principal/dean

### **6.2.8. IN-SCHOOL SUSPENSION**

When a student is sent to the office for disciplinary reasons, it is automatically assumed that the student's behavior has gone beyond the classroom teacher's limits of tolerance. When the student's actions are deemed serious enough to warrant an in-school suspension, the following rules apply:

1. The student's parents are called and a registered letter is sent home.
2. Teachers are to turn in required assignments the day before in school suspension is to be served. This includes art, PE, band and chorus.
3. The student must bring all books and supplies needed for the entire day to the assigned room before 8:15 a.m. as he/she will not be allowed to go to his/her locker after that time.
4. The student is not allowed to talk to anyone unless the principal, dean, secretary, or a teacher asks him/her a question.
5. The student will be allowed to go to the restroom once in the morning and once in the afternoon. This must be done when other students are in class and permission must be received from the principal/dean or supervising teacher.
6. The student will eat his/her lunch at the same time as the supervising person. The student will remain in the assigned area for lunch. He/she should bring a sack lunch or purchase a lunch from the cafeteria.
7. The student is not to leave the assigned area for any purpose without permission from the principal/dean or supervising teacher.
8. Writing on or any other damage to the in-school suspension area, table, chair, desk, etc. is not allowed.
9. The student is to work on assignments or to read an approved book. Sleeping, doodling, etc. are not allowed.
10. Violation of any of the above rules or improper behavior while serving the in-school suspension will result in the student forfeiting his/her opportunity for assignment to in-school suspension and resulting in an out-of-school suspension that will be twice as many days as the student was assigned to in-school since he/she has committed two disciplinary problems.
11. The student will remain with his/her supervisor until the end of each day of the in-school suspension.
12. The assignments must be returned to the office by the student at the end of each day of the in-school suspension.
13. The principal/dean has the option to impose other penalties which include all, some of, or none of the following:
  - a. The principal/dean can require that the student provide up to 5 hours of public service for each day of in-school suspension. Such service must be certified by a person designated by the principal/dean.
  - b. The principal/dean can require that the student complete a project or paper relating to the offense that resulted in the in-school suspension.
  - c. The principal/dean may request written letters of apology to individuals impacted by the disciplinary matter resulting in the in-school suspension.
  - d. Detention, after school program, or Saturday school.
  - e. Personal counseling
14. Students serving in-school suspension are not allowed to attend or participate in extracurricular activities. **STUDENTS THAT FAIL TO ADHERE TO ALL THESE RULES WILL BE GIVEN ADDITIONAL DAYS OF SUSPENSION OR SATURDAY DETENTION.**

### **6.2.9. OUT OF SCHOOL SUSPENSION**

Out of school suspensions will be given for any situation where the safety and welfare of the students are involved, or for repeated or severe misconduct. An out of school suspension and expulsion notices shall contain a statement specifically excluding the student from a school activities and school grounds during the period of suspension or expulsion and state the consequence for violation of this restriction, such as arrest for trespass.

The Fisher Community Unit School District #1 may impose out-of-school suspension for up to ten days based on the following principles. All out-of-school suspensions will result in 50% reduction from grades for the class time missed. Fisher CUSD #1 prefers in-school suspensions but violations of the following general principles provide justification for out-of-school suspension.

Types of student misconduct which may result in out-of-school suspension:

1. Distributing or selling tobacco materials to underage students.
2. Using, possessing, distributing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school function and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, inhalants used for non-medical reason, look-alike drugs and drug paraphernalia or prescription drugs used for purposes other than as prescribed by a doctor. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
6. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
7. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person’s personal property.
8. A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, may be expelled for a definite time period of at least one calendar year, but no more than two calendar years except that the Board may modify the expulsion period on a case-by-case basis. A “weapon” means possession, use, control, or transfer of any object, which may be used to cause bodily harm, including, but not limited to, firearms knives, guns, rifles, shotguns, brass knuckles, and 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. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

#### **6.2.10. DUE PROCESS, SUSPENSION, AND EXPULSION**

The Constitution of the State of Illinois states that “a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities.” However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right of education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. But no government agency such as a school may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions or to attempt to prove innocence.

A recent Supreme Court opinion has held that prior to the imposition of a suspension the following procedures shall be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed. The court also stated that students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.

**In addition to the procedures required by the United States Supreme Court, an Illinois statute and a Federal Court of Appeals decision outlines the following in suspension cases:**

1. The student’s parents must be notified immediately by the dean of students, principal, or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of the suspension (may not exceed 10 school days), and the right to appeal the suspension to the local school board.
2. At the hearing conducted by the school board or hearing officer appointed by the board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to be present and question witnesses, and the right to make a statement in his/her own behalf.

3. If requested by the student, the parents or their representative, a transcript may be kept of the proceedings.
4. If the opinion of the school board upholds the suspension, the student and the parents shall be notified of the right of an appeal to the educational service region superintendent and then to the State Superintendent of Education.
5. If the suspension decision is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to the student to make up school work missed.

**In expulsion cases the following is required:**

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion, and the date, time and place of the school board hearing. The expulsion shall not take place until after the school board hearing.
2. At the hearing by the school board the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to be present and question witnesses, and the right to make a statement in his/her own behalf.
3. If requested by the student, the parent, or their representative, a transcript may be kept of the proceedings.
4. If the school board decision is to expel, the student and the student's parents shall be notified of the right of an appeal to the educational service region superintendent and then to the state superintendent of education.

**The basic differences in suspension and expulsion are as follows:**

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period up to one calendar year.
2. The dean of students, the principal or the district superintendent may suspend a student; only the local board of education may expel a student.
3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing. In the interest of helping students, the school district may assist in providing or locating alternate educational opportunities for the suspended or expelled student. These alternative opportunities could include home bound or internet/on-line instruction, reading lists, adult evening classes, or alternative school settings. The Illinois Office of Education provides assistance to school districts and students who want to know about alternatives within a school or off campus.

## **7. EXTRACURRICULAR ACTIVITIES**

### **7.1. ATHLETIC POLICY**

The complete policy handout will be distributed to all participants at the start of each season. The policy describes the responsibilities of students, parents, coaches and the district.

### **7.2. SOCIAL EVENTS AND ACTIVITIES**

1. Every activity must have AT LEAST ONE FACULTY sponsor present.
2. The sponsors must be notified of guests previous to the time of the event.
3. No event may be scheduled for any Wednesday night or Sunday without special permission from the Superintendent and Principal concerned.
4. No event may last after 10:30 P.M. during the school week.
5. All social club meetings, parties, special events, etc., must be entered upon the school calendar. The president of an organization may come to the office to check the school calendar for open dates. He/she may then procure a form to be filled out from the office secretary. When the proper signatures are obtained on the request it is to be presented to the high school principal for final approval. If the activity is approved, it will be placed on the school calendar.
6. Students may not schedule activities; scheduling is the responsibility of the sponsor.
7. There will be only one dance per month unless authorized by the Principal. Dances are only for student body and guests signed up prior to activity.

### **7.3. ATHLETIC AND NON-ATHLETIC EVENTS**

During athletic and non-athletic events held in the Fisher Community Unit School District gymnasiums:

1. Students will not be allowed to return to the activity after leaving the building.
2. Concession stand will close after halftime and the spectators will be directed to return to the gym.

### **7.4. SPORTSMANSHIP CODE OF CONDUCT**

Fisher Community Unit School District #1 believes that their student athletes, coaches, and fans are among the best in our state. Acknowledging this belief, inappropriate behavior includes, but is not limited to yelling, cursing, and use of alcoholic or drugs. The school district, Board of Education, and administration have established this high code of ethics for the fans, players, and coaches.

Spectators are expected to behave in a respectful manner at all contests. A respectful manner includes respect for the players, coaches, referees, and fellow fans. Should a spectator not behave in this manner, he or she will face the possible disciplinary acts listed below. Each act of behavior, not becoming of a Fisher fan, could result in any of the following sanctions. Each situation will be handled separately from any previous situation and dealt with accordingly.

Disciplinary Actions:

1. Minor conference with school official to remind them of proper behavior.
2. Spectator asked to leave that game.
3. Spectator banned for 1-5 games (board approval)
4. Spectator banned for entire season.

These are not listed in the order of discipline sequence. Any act could result in the spectator being banned for the entire season.

Appeal process: The spectator has the right to appeal any decision. The appeal process follows the steps listed below:

1. Athletic Director (unless coach of sport involved)
2. Principal
3. Superintendent
4. Board of Education

### **7.5. STUDENT ORGANIZATIONS & ACTIVITIES**

#### **CARROT CREW**

This is a spirit group open to all Fisher High School students. The goal of the Carrot Crew is to encourage positive sportsmanship and cheer on all Fisher athletic teams. Membership into the Carrot Crew simply begins with a purchase of a Carrot Crew T-shirt. Officers for the Carrot Crew will be selected as follows: 4 from the Senior class and 2 from the Junior, Sophomore, and Freshman classes. Each class will vote for the officers. The Carrot Crew, and Carrot Crew T-shirts, are for Fisher High School students only. Junior high students and students from other schools will not be able to purchase t-shirts or be involved in Carrot Crew-sponsored events.

#### **SR. HIGH STUDENT COUNCIL**

The Student Council is an organization representing all the students of Fisher Sr. High School. Its purpose is to coordinate all student activities, represent the student body in all matters that affect student interests, promote better student-faculty understanding and loyal school spirit, and assist in the solution of school problems and the formulation of school regulations which interest or affect members of the student body.

In the spring Student Council Officers are elected for the following year. In addition the Student Council is composed of one elected representative from each of the organized extracurricular activities sponsored by the school and each class elects representatives:

#### **SR. HIGH BETA CLUB**

This is a national organization founded for the purpose of encouraging students to strive for higher scholastic achievement, to develop sound character, to cultivate initiative and leadership and to engage in worthwhile service. Assistance in the way of providing information and recommendation to and about colleges as well as scholarships and other financial information is provided by the organization to its members.

Students are admitted to the organization on the basis of scholarship, character, service to the school and community, and leadership. To be eligible for consideration to membership, a student (including seniors) must have an overall grade average of 4.50. New membership is admitted in the fall.

## **THE ECHO**

The ECHO is the school yearbook, published by all classes and organizations with the leadership from the senior class. It is a permanent record of the school year. The ECHO contains individual pictures of faculty members and of all Fisher High School students. It contains photos and accounts of the clubs, activities and of school events of importance.

## **CHEERLEADERS**

Eligibility requirements for cheerleaders are the same as for athletes. Cheerleaders are governed by established rules of the school and the constitution of the organization. Both Varsity and Junior Varsity are under the direction of the sponsor. Provisions for the purchase of uniforms for the cheerleaders are determined by the Board of Education.

## **JR. HIGH STUDENT COUNCIL**

The Student Council is an organization representing all the students of Fisher Jr. High School. Its purpose is to help coordinate student activities, represent the student body in matters of student interests, and encourage school spirit. The officers are elected in the fall with the following qualifications: President - 8th grade, Vice-President - 7th grade, Secretary and Treasurer - 7th or 8th grade. The members consist of four officers and two representatives from both the 7th grade and the 8th grade (7-1, 7-2, 8-1, 8-2)

## **JR. HIGH BETA CLUB**

"This is a national organization founded for the purpose of encouraging students to strive for higher scholastic achievement, to develop sound character, and to cultivate the ideals of service and leadership in our citizens of tomorrow.

Students are admitted to the organization on the basis of scholarship, character, service to the school and community, and leadership. The grade point average of the Beta Club member shall be a 4.5 and this shall be maintained for all semesters that the members are in the Beta Club. New membership is admitted in the spring."

In order to be classified as continuing members, the students must meet the following conditions:

- a) It is important that students attend the Junior Beta Club meetings. If they cannot be in attendance, the sponsor should be notified in writing prior to the meeting.
- b) All students need to participate in the group service projects, as well as their own individual service projects. Members who do not participate will be required to write a report regarding service and leadership in their community.
- c) Students will have a one semester probationary period should their grade point average drop below a 4.5. If their average is below a 4.5 for more than one semester, they will be disqualified from membership.

## **ALUMNI ASSOCIATION**

Graduates of Fisher High School become members of the Alumni Association. An annual banquet and business meeting is held in the high school cafeteria on the fourth Saturday evening in April.

# **8. PARENT INFORMATION**

## **8.1. ORGANIZATION**

The Board of Education is the governing body elected by the people of Unit District No. 1. It determines the specific policies and procedures of management of the unit schools. The Superintendent is the administrative head of the unit schools under the authority of the Board of Education. The Principal is the supervisory head of the jr.-sr. high school subordinate to the superintendent and the Board of Education.

## **8.2. PHILOSOPHY AND OBJECTIVES**

The primary function of the Fisher Community Unit School District No. 1 is to provide all students the educational opportunities which are essential preparation for active participation in our democratic society. To achieve this goal requires the school to give attention to 12 basic objectives in the areas of:

1. **MENTAL GROWTH** - To encourage and stimulate the continuous growth in the student of his/her ability to think clearly, logically and independently, and to know and use his/her own powers and potential and to exercise these powers with due regard for the rights of others.
2. **CHARACTER GROWTH** - To develop a moral and ethical sense in each student so that he/she will act toward others with fairness, justice, tolerance, courtesy and kindness and for the student to achieve an appreciation of his/her personal worth as a human being.

3. **CITIZENSHIP** - To develop in each student an understanding and appreciation of the forces and ideals of democracy which have made America great and to foster a sense of his/her personal opportunities and responsibilities as a citizen of his/her community, of his/her state, of his/her country and of the world. Each student should be inspired to realize that he/she can make a positive contribution to the advancement of society and particularly of his/her own community during his/her lifetime.
4. **SOCIAL ADJUSTMENT** - To prepare the student psychologically for a well balanced and happy individual, social and family life. To help the student learn to work with others cooperatively and effectively, to use his/her leisure time wisely, and to develop competent leadership in democratic living.
5. **COMMUNITY RELATIONS** - To encourage students to be an essential part of community life service and to help all people where possible, in various ways, according to their needs.
6. **TOOL SUBJECTS** - To give each student insofar as his/her abilities permit a mastery of the tools of learning and communication, such as reading, writing, arithmetic and the use of written and spoken language.
7. **INDIVIDUAL DIFFERENCES** - To provide such educational modifications for each student as are required by his/her particular capacities so that he/she has an opportunity to achieve his/her best in behavior, work and play.
8. **UNDERSTANDING ENVIRONMENT** - To develop in each student, consistent with his/her maturity, an understanding of the physical, economic, social and spiritual world in which he/she lives and to assist him/her to adjust effectively to his/her surroundings.
9. **AESTHETIC DEVELOPMENT** - To provide for each student an understanding of the cultural subjects, music, literature and art, so that he/she may develop an aesthetic appreciation of the world in which he/she lives and thus open up to him/her the beauty, significance and implications involved.
10. **EARNING A LIVING** - To help the student find his/her most productive role in life and develop through work experience good work habits. To give those who do not go to college enough fundamental science and vocational training so that they will be able to qualify for work at their highest skills and can be properly prepared to earn a living.
11. **HEALTH** - To provide Physical Education, Health Education and necessary health services so that every student will have as far as possible, good health and the knowledge and desire to safeguard the degree of physical fitness he/she has.
12. **RECREATION AND PLAY** - To encourage wholesome and creative forms of recreation and play.

### 8.3. EDUCATIONAL OBJECTIVES

The Fisher Jr. and Sr. High School faculty and staff in cooperation with our local community and other educational agencies is constantly striving to develop young citizens for our community and our nation. If we are to meet this challenge, we must always be ready and willing to change. Our curriculum must improve to the point that it stimulates all our students. We hope that through the specific objectives spelled out by our Board of Education this can be accomplished.

### 8.4. PHYSICAL EXAMINATIONS

In accordance with state law, all freshmen and students new to the school system must have physical examinations before entering high school. Blanks for these examinations were given to the eighth grade students of the Fisher Junior High School last spring. If these have been misplaced, a new form may be obtained at the high school office or from the office of Regional Superintendent of Schools.

All students who go out for athletics must pass a physical examination each year before they are eligible to compete in athletics. Blanks for this purpose may be secured from the office. Freshmen who PLAN TO GO OUT for athletics and have had their regular physical and dental examinations during the summer, need not take another physical examination to participate in athletics. The physical examination records must be on file in the high school office.

### 8.5. IMMUNIZATIONS

The school code of Illinois requires that all students in all public, private and parochial schools be immunized against polio, diphtheria, tetanus, whooping cough, measles and rubella. Students will be denied admission to classes if they do not have their immunization shots, unless there is a valid medical or religious exception. Forms and further information on this are available in the office.

## **8.6. MEDICATION AT SCHOOL**

Prescribed medication can be self-administered only with the written direction of a physician. Over the counter medications, such as aspirin and aspirin substitutes can be self-administered with written consent and specific instructions from the parent.

All student medication must be left in the school office during the school day. If there is no school nurse in the building, then the medication shall be left with the person who has agreed in writing to supervise the self-administrator and be designated by the building principal. (Board Policy 7.27)

## **8.7. VISION/HEARING SCREENINGS**

Vision screening will be done, as mandated by state law, for all 8th graders every fall. A vision screening is not a substitute for a complete eye and vision evaluation by a certified eye doctor. A student is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the past twelve months and that 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, he/she will be screened.

## **8.8. INSURANCE**

Student accident insurance is available to all students in high school. Those boys and girls who are members of athletic teams must take the insurance (or parents must sign a waiver that they have other insurance coverage), but it is optional for all other students. Football team members will be required to pay the full football premium unless parents have signed a waiver that they have other adequate insurance coverage.

## **8.9. CITIZENS ADVISORY COUNCIL**

The Board of Education and the superintendent have established a Citizens Advisory Council as an additional avenue for the public input concerning the schools. The organization has regular members in addition to being open to the public. Everyone interested in serving as a member or desire more information concerning the Citizens Advisory Council should contact the unit office at 897-6125.

## **8.10. NONDISCRIMINATION STATEMENT AND COMPLAINT MANAGER**

Fisher Community School District #1 does not discriminate on the basis of sex, color, race, national origin, handicap or disability or permit sexual harassment in its educational programs, activities, or employment policies as required by Title IX of the Federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IIA of the Americans with Disabilities Act. (Board Policy 7.1) Grievance procedures have been established to provide for prompt and equitable resolution of student and employee complaints alleging any prohibited action under these regulations. (Board Policy 2.27) Complaint Manager coordinates the district's effort to comply with these laws. Contact manager at District Office (217) 897-6125.

## **8.11. SEXUAL HARASSMENT**

In keeping with the increased awareness of and concern with the issue of sexual harassment, it is important for students to know that this type of activity is not tolerated in District #1. (Board Policy 7.2)

## **8.12. SEX OFFENDER REGISTRATION ACT**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the **Sex Offender Registration Act** and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the **Illinois Sex Offender Registry** is: <http://www.isp.state.il.us/sor/> Click on "I Agree" at the bottom of the page to access the search page.

To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>

## **8.13. ASBESTOS MANAGEMENT PLAN**

The Fisher CUSD #1 has its Asbestos Management Plan and its records of abatement work available for inspection or review as required by the state. You may review the plan and records of abatement at the Superintendent's Office or the Fisher Jr/Sr High Office.

## **8.14. NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES**

[http://www.isbe.state.il.us/spec-ed/pdfs/nc\\_proc\\_sfgrds\\_34-57j.pdf](http://www.isbe.state.il.us/spec-ed/pdfs/nc_proc_sfgrds_34-57j.pdf)

## 8.15 SCHOOL DISTRICT CALENDAR OF EVENTS – 2011-2012

August 16	Tuesday	Teachers' Institute
August 17	Wednesday	School Hours 8:15-11:00
August 18 – August 26	School Hours 8:15-2:05	
August 29	Monday	Regular School Hours 8:15-3:03
September 5	Monday	No School, Labor Day
September 16 Friday		11:30 Dismissal, School Improvement Day
October 10	Monday	No School, Columbus Day
October 14	Friday	End of 1st Quarter
October 26	Wednesday	P/T Conference 3:45-5:00; 6:00-7:30
October 27	Thursday	P/T Conference 3:45-5:00; 6:00-7:30
October 28	Friday	No School
November 22 Tuesday		2:05 Dismissal
November 23 – Nov. 25		No School, Thanksgiving Break
November 28 Monday		School Resumes
December 21 Wednesday		2:05 Dismissal; End of 2nd Quarter
December 22 – January 2	No School, Christmas Break	
January 3	Tuesday	No School, Teachers' Institute
January 4	Wednesday	School Resumes
January 13	Friday	No School, Teachers' Institute
January 16	Monday	No School, Martin Luther King Day
February 10	Friday	11:30 Dismissal, School Improvement Day
February 20	Monday	No School, Presidents' Day
March 9	Friday	End of 3rd Quarter
March 14	Wednesday	P/T Conferences 3:45-5:00; 6:00-7:30
March 15	Thursday	P/T Conferences 3:45-5:00; 6:00-7:30
March 16 – March 23		No School, Spring Break
March 26	Monday	School Resumes
April 5	Thursday	11:30 Dismissal, School Improvement Day
April 6	Friday	No School
May 25	Friday	2:05 Dismissal
May 28	Monday	No School, Memorial Day
May 29	Tuesday	No School, Teachers' Institute
<b>*May 30</b>	<b>Wednesday</b>	<b>Last Day of School 8:15-8:30; Busses Run</b>

**\*Pending number of emergency days.**

**Disclaimer: This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct) which may be subject to change based upon administrative or Board of Education action.**

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### FISHER JR/SR HIGH SCHOOL WRITING RUBRIC

	<b>Exceeds (A)</b>	<b>Meets (B)</b>	<b>Average ©</b>	<b>Below (D)</b>	<b>Academic Warning (F)</b>
Organization	Enhances the central idea or topic. Text logically flows from one idea to the next	Organization does not enhance the central idea or theme, however, the text flows logically from one idea to the next	Some illogical transitions between ideas, however main idea is still clear	Ideas may be loosely connected, however main idea is unclear	No main idea. Ideas are random and seem unconnected
Purpose	Language used appropriately addresses intended audience. Writer's intentions are clear throughout the assignment	Language used appropriately addresses intended audience. OR writer's intentions are clear throughout the assignment	Language is either too formal or not formal enough. Reader must work to understand the writer's intentions	Language is inappropriate OR writer's purpose is unidentifiable	Writer's purpose is unidentifiable and language is inappropriate for intended audience.
Conventions	No grammatical or spelling errors	Less than 5 grammatical or spelling errors	5-7 grammatical or spelling errors	7-10 grammatical and spelling errors	10 or more grammatical errors
Presentation	Typed, double spaced, 12 pt. TNR or Arial font, default margins, correct heading	Missing 1 element	Missing 2 elements OR handwritten	Missing 3 elements	Missing 4 or more elements
Teacher Choice					
Teacher Choice					

The top four rows will remain consistent throughout the entire junior and senior high school. The bottom two, "Teacher Choice" rows will change based on what each individual teacher requires for his or her particular class.



## Illinois High School Association

(For 2011-12 School Term)

(Revised 3/8/11)

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember,

if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the

## Athletic Eligibility Rules—Page 2

attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

## Athletic Eligibility Rules—Page 3

- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state championships with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or

## Athletic Eligibility Rules—Page 4

opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### 11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**