

# FAIRFIELD COMMUNITY HIGH SCHOOL

## STUDENT HANDBOOK 2010-2011

300 West King Street

Fairfield, IL 62837

(618) 842-2649

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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



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### **Fairfield Community High School's Mission Statement**

The mission of Fairfield Community High School is to assist each student in developing and expanding his/her intellectual, physical, emotional, and social well-being. To improve the school's process for meeting student needs, FCHS is committed to provide a safe environment that prepares students to live and work in a rapidly changing global society.

### **Disclaimer Notice**

The FCHS Board of Education and Administration reserve the right to add/delete information and/or policies listed in this Handbook at any time throughout the school year. As new, unforeseen situations arise, it may become necessary to adjust the handbook regulations within the over-all framework of existing FCHS procedures.

### **Notice of Non-Discrimination**

Fairfield Community High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following

person has been designated to handle inquiries regarding the non-discrimination policies: Mr. David Savage, Superintendent, 300 West King Street, Fairfield, IL 62837, Ph: (618) 842-2649.

#### **SCHOOL SAFETY**

FCHS is dedicated to providing a safe educational environment. A Crisis Management Plan has been developed to address the overall school safety issues. Also, in cooperation with the Illinois State Police, the following telephone number can be used to anonymously report school safety concerns: **1-800-477-0024**. Calls will be answered by state police employees and the information will be forwarded to local law officials.

We also encourage students, parents, and/or community members to report school safety concerns to an administrator or faculty member. Any/all concerns will be thoroughly investigated.

#### **Signed Receipt for Handbook**

Every student is required to obtain a copy of the Student/Parent Handbook within fifteen days of enrollment. Each student must sign a receipt acknowledging he/she received the Handbook. A copy of the receipt is as follows:

#### **Statement of Receipt**

##### **Student/Parent Handbook**

This is to certify that I am in receipt of a 2010-2011 copy of the Fairfield Community High School Student/ Parent Handbook, commonly referred to as the "Mules Rules." If I do not understand any of the information written in the Mules Rules, it is my responsibility to ask for assistance in interpreting the information.

#### **FCHS 2010-11 BELL SCHEDULES**

##### **SCHEDULE A (Regular schedule)**

7:17 - 8:06	Early Bird
8:10 - 8:59	Period 1
9:03 - 9:52	Period 2
9:56 - 10:45	Period 3
10:49 - 11:38	Period 4 class (Lunch 10:49-11:24)
11:28 - 12:17	Period 5 class (Lunch 11:42-12:17)
12:21 - 1:14	Period 6 (announcements)
1:18 - 2:07	Period 7
2:11 - 3:00	Period 8

**SCHEDULE B (Early Dismissal)**

7:23 - 8:06	Early Bird
8:10 - 8:52	Period 1
8:56 - 9:38	Period 2
9:42 - 10:24	Period 3
10:28 - 11:10	Period 6
11:14 - 11:56	Period 4
12:00 - 12:42	Period 5
12:46 - 1:28	Period 7
1:32 - 2:15	Period 8

**HIGH SCHOOL ACCREDITATION**

Fairfield Community High School is accredited by the Illinois State Board of Education and meets all requirements prescribed by the State of Illinois.

As a member of the Illinois High School Association, all FCHS interscholastic activities such as athletics, speech and music contests are governed by the rules and policies of this association.

**PHILOSOPHY AND OBJECTIVES**

As elected representatives of the people of this high school district, the members of the Board of Education are morally obligated to speak for all of the citizens of the district. As members of your board, we are interested in each student. The student should be encouraged to reach mental, moral, physical, and character development according to his or her potential. If the foregoing is realized, the students will have developed a love of country, an appreciation of the past, and a sense of civic responsibility for the future.

As members of the Board of Education, it is our responsibility to see that the proper educational environment exists for the kind of education described, and that the different areas of the program are properly staffed. It is also necessary to keep abreast of the educational times and to be alert to needed change. To this end our energies and the exercise of the privileges as members of the board and as a citizen of this district are devoted.

In applying this philosophy, the following objectives will be used as a guide in preparing students:

1. To meet and solve life's problems;
2. To participate according to their age and abilities in the understanding and building of better communities;
3. To become as good and as capable in every way as native endowment permits;

4. To acquire skill and characteristics which a majority of the community deems worthy;
5. To develop an appreciation for and understanding of other people and other cultures;
6. To develop skills in reading, writing, speaking and listening;
7. To understand and practice democratic ideas and ideals;
8. To develop and use the skills of creative and critical thought;
9. To develop skills of money management;
10. To develop a desire for learning now and in the future;
11. To learn the value of using leisure time advantageously;
12. To understand and practice the concepts of proper health and safety;
13. To develop pride in work and a feeling a self-worth.

**PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS**

Welcome Parents and Students to FCHS:

This handbook outlines our policies and procedures. Please read it thoroughly and keep it for future reference. If you have any questions or concerns regarding this handbook or our school, please contact me.

FCHS's faculty and staff are committed to providing a safe environment in which each student can learn. The mission of the school is to assist each student in developing and expanding his or her intellectual abilities. I sincerely hope you take advantage of the various academic programs and the extra-curricular activities that are available. By becoming actively involved in school, you will be growing in a positive manner as a student and citizen.

I hope you have a positive experience during this upcoming year. I hope you are productive, happy and successful as you prepare for the challenges of the 21<sup>st</sup> Century.

Josh Ebener, FCHS Principal

**STATEMENT OF RESPONSIBILITY FOR SPECIAL EDUCATION**

The local school district shall be responsible for providing and maintaining an appropriate and effective education program, for all exceptional children who are residents therein.

Each local school district, independently or in cooperation with other districts, shall provide a comprehensive program of special education for those exceptional children who are between the ages of three and twenty-one and who are

residents in the district. Additionally, each local school district shall have a goal of providing full educational opportunity to all handicapped children birth to age three.

#### **ABUSED AND NEGLECTED CHILD REPORTING**

All district employees who have reasonable cause to suspect that a student may be an abused or neglected child are required to report this information to the Illinois Department of Children and Family Services hotline: 1-800-252-2873.

#### **INTEGRATED PEST MANAGEMENT POLICY**

Fairfield Community High School District #225 has an Integrated Pest Management Policy. As required by Illinois law, citizens must be notified that periodically pesticides are used to control pests. If you wish to be placed on a registry to be notified prior to spraying pesticides, please notify in writing the Superintendent's Office, Fairfield Community High School, 300 West King Street, Fairfield, Illinois 62837. In addition, a file of hazardous or toxic substances that is used in the district is maintained at Fairfield Community High School.

#### **NOTIFICATION OF ASBESTOS MANAGEMENT PLAN**

##### **AVAILABILITY NOTICE**

The Fairfield Community High School District #225 Asbestos Management Plan is available for public inspection during regular school business hours at the District #225 Superintendent's Office, 300 West King Street, Fairfield, Illinois.

The management plan contains current information about inspections, response actions, and post-response action activities, including periodic re-inspection and surveilliary activities that are planned or in progress.

Copies of the plan are available, at 10 cents per page, from the District Administrative Office upon five days written request made to the District Designated Person.

The parents, students, employees, and general public have been notified in the following publications: Wayne County Press - Fairfield, Illinois, FCHS Student/Parent Handbook, and Employee payroll enclosure.

#### **STUDENT FEES**

Textbook rental and computer disk fee	\$55.00
Driver Education if enrolled	\$25.00
Band (cleaning and storing) if enrolled	\$10.00
All labs (with a max of \$10)	\$ 5.00

These fees are subject to change by the Board of Education. All registration fees are non-refundable even if courses are dropped after registration. If courses are added, then additional fees as outlined above will be charged.

The Fairfield Board of Education recognizes that some households may be unable to afford to pay student fees. To apply for a waiver of fees, complete a Fee Waiver Application (available during registration and in the main office) along with a Free and Reduced Lunch application, and return it to the school.

#### **RESPONSIBILITIES OF THE STUDENT**

Students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community.

There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers;
2. To respect the rights and individuality of other students and school administrators and teachers;
3. To refrain from libel, slander and obscenities in verbal and written expression;
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety;
5. To be punctual and present in the regular or assigned school program to the best of one's ability;
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process;
7. To maintain the best possible level of academic achievement;
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

#### **FAIRFIELD COMMUNITY HIGH SCHOOL/NETWORK/INTERNET USE AGREEMENT**

Each employee and student shall sign this Computer/Network/Internet Use Agreement as a condition precedent to being granted use of the district's computers, network and

Internet connections. Each user shall execute the acknowledgement, which follows the document, before being granted permission to use district computer(s) and before being granted access to the Internet via district computer(s).

This document will be distributed at registration or is available in the Learning Center and school office.

Both the student and a parent/guardian must sign the Acceptable Use Policy (AUP) before a student can use the internet.

**FAIRFIELD COMMUNITY HIGH SCHOOL DISTRICT #225 ACCEPTABLE  
USE POLICY**

Internet access is available to students and teachers at Fairfield Community High School. We believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

In making decisions regarding student access to the Internet, FCHS considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to resources which have been evaluated prior to use. While students will be able to move beyond recommended resources to resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by FCHS professional staff. Each student and his or her parent must sign the District's Student Account Agreement prior to establishing an account with the school-provided Internet access service. Students utilizing school-provided Internet access are responsible for good behavior on-line just as in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must

be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. In order to maintain system integrity, administrators and faculty may review files, databases, programs, retrieved information, and messages. To insure that users are acting in a responsible manner, the District retains the right to request any student to provide his or her password or log-on information.

All network use will be monitored and/or filtered per the Federal Children's Internet Protection Act.

Any attempt to circumvent the CIPA filter will be viewed as a violation of this policy. This includes, but is not limited to, the use of proxy sites that have been designed for this purpose.

**\*\*Contact the technology coordinator with any questions about the network or school computers.\*\***

Any violation of District Policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. Possible disciplinary actions could include: suspension from Internet access, revocation of Internet service account, suspension from network access, revocation of network access, school suspension, school expulsion, and/or referral to legal authorities.

Fairfield Community High School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays, interruptions in service, or hardware/network malfunctions. The District will not be responsible for the accuracy, nature or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

The following uses of school-provided Internet access are not permitted:

a. Criminal speech and speech in the course of committing a crime - threats to the President; instructions on breaking into computer systems; child pornography; drug dealing; purchase of alcohol; gang activities; etc. (Anything that would violate any local, state, or federal statute.)

b. Speech that is inappropriate in an educational setting or that violates district rules - inappropriate language includes, but is not limited to, obscene, profane, lewd, vulgar, rude, disrespectful, abusive, sexually explicit, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.

c. Dangerous information - information that if acted upon could cause damage or present a danger of disruption. This includes vandalizing, damaging, or disabling the property of another individual or organization.

d. Violations of privacy - revealing personal information about others or accessing another individual's materials, information, files without permission, or transmission of another individual's financial information. Do not reveal personal information (such as full name, address, telephone number, e-mail address, etc.) about anyone else over the Internet.

e. Abuse of resources - chain letters, spamming (sending an annoying or unnecessary message to a large number of people), using another user's account or password, violent gaming, unauthorized downloads, unauthorized installation of software, attempting to access another's account, chatting, instant messaging.

f. Copyright infringement or plagiarism - do not use the intellectual property of another individual or organization without permission. This includes downloading music, software, movies, etc.

g. Violations of personal safety - revealing personal contact information about self. Do not reveal your full name, address, telephone number, e-mail address, or any other personal information.

h. Accessing, retrieving, viewing or disseminating obscene or indecent materials.

(1) Indecent material - materials which, in content, depict or describe, in terms that are patently offensive, as measured by contemporary community standards, sexual activity or organs.

(2) Obscene material - materials which, if taken as a whole, appeal to the prurient interest in sex, which portrays sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value.

i. Vandalism - Vandalism shall be defined as any attempt to harm or destroy data of another user, the computers/network/Internet, or any other computer or network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Student Agreement**

**Student Section**

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

I have read the District Acceptable Use Policy and agree to follow the rules contained in this Policy. I understand that if I violate the rules the District may suspend, revoke, or terminate my account and network access, and I may face other disciplinary or legal actions.

I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the internet.

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Agreement**

I have read and witnessed my child's reading and signing of the District 225 Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District-provided Internet system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services or accessing restricted, inappropriate, or controversial material.

I have discussed the terms of the agreement with my child. I give permission for my child to use the Internet and certify that the information contained in this form is correct.

Parent  
Signature\_\_\_\_\_Date\_\_\_\_\_

Parent  
Name(please print)\_\_\_\_\_

**Parent/Guardian Web Publishing Agreement**

I understand that my student's writing and/or artwork could be published on the Internet during class. I understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as the parent/guardian. With any work or material published, only the student's picture and/or name will accompany the work. No email address, home address, full name, or telephone number will appear with such work. My signature below indicates my permission for District 225 to use my child's name and picture on the school's web site.

We grant permission for the Internet publishing as described above for this school year.

Parent  
Signature\_\_\_\_\_Date\_\_\_\_\_

**ATHLETICS**

At FCHS, the athletic program is considered an integral part of the educational system. Although everyone is not able to participate in sports, everyone can help to boost the school spirit. Each year, FCHS fields teams in golf and cross county; girls' basketball, track, softball, volleyball and tennis; and boys' basketball, track, baseball, wrestling, tennis and football. The "Mules" (name given to FCHS athletes) compete in the Black Diamond Conference with five other area high schools.

Every student is encouraged to try out for the sport or sports of her or his interest. Although all candidates cannot make the starting lineup, the many hours of practice afford excellent experience. In addition to the good experience attained through participation in sports, the athlete develops coordination, ability, and a high degree of physical fitness.

In order for a student to take part in the athletic program, the student must have a physical examination in each year of participation. Also to remain eligible, the athlete must be passing five (5) academic courses. The student must have school insurance or sign a waiver form provided by the school, which releases the school from all

insurance cases. All athletes must sign the FCHS Drug Procedure Form.

The awards for the athletes of FCHS are numerals for freshmen athletes, small "F" for sophomores and juniors and a larger "F" for the varsity athletes. The freshman athlete must remain out for the sport the entire season in order to receive a numeral. The junior varsity and varsity athlete must participate in a certain percentage of the games played in her or his sport to earn a letter. The Fairfield Mule senior letter winners will also receive a plaque. The senior athlete must have earned a varsity letter during his or her senior year to be eligible for this plaque.

#### **STUDENT IDENTIFICATION**

A card containing each student's name is issued free of charge to every student for the purpose of identifying him or her at all the various school activities at home and away. These cards, known as "I.D." cards, permit the student to purchase tickets to plays, athletic contests, etc.

#### **FCHS DISTRICT #225 TICKET POLICY**

All Season Athletic Passes and Student Activity Passes will be available at the beginning of the school year.

#### **Adults - All Season Athletic Ticket**

- \* non-transferable - acceptable for current school year
- \* priority status for tournament and playoff tickets
- \* no reserved seating
- \* acceptable for all regular scheduled home athletic events

#### **Student Activity Pass** (through High School Age)

- \* non-transferable - acceptable for current school year
- \* acceptable for all regular scheduled home activities

#### **FAIRFIELD COMMUNITY HIGH SCHOOL EXTRACURRICULAR POLICY**

Fairfield Community High School's extracurricular policy has been approved and developed by the administration, coaches/sponsors, and Board of Education of District #225. The Illinois High School Association's bylaws and policies shall be enforced. The extracurricular program at FCHS is considered to be an integral part of the educational system. However, participation in such activities is considered a privilege, NOT A RIGHT.

FCHS students must remember that their first priority is academics. The main goal of extracurricular activities is to teach fundamentals, discipline, good sportsmanship and

proper techniques to compete at the high school level. Hopefully, through the extracurricular program, students will develop into productive members of society. Therefore, we expect the students to conduct themselves properly in school and in the community according to the specific rules of this policy.

Each student will be given a copy of this policy. A parent or legal guardian and the student must sign the form indicating that they know the rules and pledge to abide by them. Students may not practice nor participate in any IHSA sponsored activities, FFA - non graded, Music - non-graded, Play/Musical, Math Team, Science Fair, WYSE, FBLA, Triple AAA Troubleshooting, Student Council, Academic Challenge, Sportsman Club, National Honor Society, and Class Officers until this form is on file in the Athletic Director's office.

#### **FEATURES OF THIS EXTRACURRICULAR POLICY**

This extracurricular policy will be in effect 365 days from the date of signature by the student and parent/guardian.

If a student breaks a rule listed he/she will be given a hearing which will consist of the student, the athletic director, the principal, and the coach/sponsor of the team/activity involved. Parents will be informed of the hearing and given the option of attending.

If a suspension is involved, it will take effect following the hearing and continue for the duration of the time specified in this policy. The student may not be eligible for any contests/activities that take place between the infraction and the hearing.

If a student is involved in both athletics and other extracurricular activities at the same time, he/she will be ineligible for each activity he/she is involved in as well as the athletic activity. If not enough activities remain for the penalty, the participant will be declared ineligible for the next scheduled activity, contest, or performance in which he/she elects to participate. Note: It can be carried over to the next school year if that is his/her next activity. (This would be the next athletic activity and the next other extracurricular activity.) For the consequence to be considered served, the student must start the activity on the original starting date of that activity.

A student on suspension is expected to practice with the team/activity, but he/she forfeits the right to participate in any scheduled contest(s)/activity for the duration of the suspension. A student cannot serve an athletic suspension while they are academically ineligible.

Every coach/sponsor has the right to establish rules which students in that activity must follow. Those rules are not included in this extracurricular policy, but will be given to the students by the coach/sponsor.

FCHS staff/faculty members and law enforcement officials are the responsible parties for reporting any rule infraction(s) to the coach/sponsor, athletic director, and/or principal.

#### **INFRACTIONS**

The following infractions will result in disciplinary action. Conviction is not a prerequisite for discipline.

- To use, buy, sell or possess any alcoholic beverage, tobacco, narcotic, illegal drug, controlled substance or look-alike drug
- To steal or vandalize personal or public property. This includes possession of stolen property.
- To be arrested, charged or have reasonable suspicion for a misdemeanor or felony (excluding traffic violations or curfew)
- To commit extreme act or acts of unsportsmanlike conduct during the season in which the student is involved
- To repeat instances of disciplinary referrals from FCHS faculty as listed in the FCHS Mules Rules
- To repeat or to continue any other conduct which the coach/sponsor has tried to remediate

#### **PENALTIES FOR ATHLETICS/EXTRACURRICULAR ACTIVITIES**

##### First Offense

The student shall be declared ineligible for four consecutive interscholastic contests (IHSA) or four consecutive weeks (all other activities), at the player's participation level, in a schedule of 15 contests or less or declared ineligible for eight consecutive interscholastic contests (IHSA) or eight consecutive weeks (all other activities), at the player's participation level, in a schedule of more than 15 contests.

Either of these consequences may be reduced by one-half if the student attends counseling or performs community service approved by FCHS. A minimum of five sessions is required for the student to be eligible for a reduction in the consequences. These sessions will be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in a return to the higher penalty of the regularly scheduled contests.

*During the suspension, the student will be expected to continue to practice in the activities but will not be allowed to participate in any of the competitions.*

#### Second Offense

The student shall be declared ineligible for one calendar year (365 days).

This consequence may be reduced to 180 days if the student attends counseling or performs community service approved by FCHS. A minimum of five sessions is required for the student to be eligible for a reduction in the consequences. This number may be increased if the counselor deems necessary. These sessions will be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in a return to the higher penalty of the regularly scheduled contests.

#### Third Offense

The student will be declared ineligible for his/her career, with the right to appeal after serving one year of ineligibility.

#### Fourth Offense

The student will be declared ineligible for his/her career.

#### **APPEAL PROCESS FOR REINSTATEMENT**

A student who has committed a third offense may appeal his/her ineligibility for his/her career if the following conditions are met:

- The student completes an approved counseling program or community service.
- The student receives a recommendation to reinstate from his/her counselor.
- The appeal will be heard by an Appeals Committee consisting of the coach/sponsor involved, the Athletic Director and the Administration.
- The committee's decision is final
- An athlete is allowed this appeal process one time in his/her career. Another violation will result in an immediate dismissal from all extracurricular activities.
- All previous suspensions must be served in full before an appeal can be considered.



The primary purpose of the program is not punitive. It is designed to prevent drug, tobacco, and alcohol usage, to educate students to the physical, mental, and emotional harm caused by drug and alcohol abuse, to create and maintain a safe, drug free environment for students and to assist them in getting help when needed.

The extracurricular drug testing program will be in compliance with the Fairfield Community High School Dist. #225 Student Parent Handbook. The procedures established under this document apply only to circumstances involving testing for drugs, alcohol, and tobacco. All other misconduct described shall be covered by the consequences as outlined in the current "Student-Parent Handbook".

#### CONSENT

The parent and/or guardian and the student are required to sign a written consent for drug, tobacco, and alcohol testing, in the form attached hereto, as a condition precedent to the student's participation in the program. Any student who refuses to sign a written consent for drug testing will not be allowed to participate in specified extracurricular activities until the student signs such consent. Any student who refuses to be tested will be subject to the consequences of the Second Offense of the Extracurricular Policy.

#### MEDICATION

Students who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested. Students who refuse to provide verification and test positive will be subjects to the actions specified below for "positive tests."

#### STUDENT SELECTION

All students participating in specified extracurricular activities may be tested at the beginning of each activity season. During each activity, fall, winter, and spring, students may be randomly tested. At intervals of the activity, testing may be conducted at random unannounced times. Each student participating in specified extracurricular activities will be assigned a number. The Athletic Director shall make a list of all such students cross-referencing the students and his/her respective number. Such list shall be maintained by the Athletic director and the contents of the same shall remain confidential. When a selection is to be made, the numbers of all team members shall be placed in a box and the Athletic Director and Principal will blindly draw the numbers of the appropriate number of students randomly from the box. After testing, a student's number will be returned to the testing population and subject to

reselection. The District specifically reserves the right to test any student participating in specified extracurricular activities at any time where reasonable suspicion of drug use is found to exist.

#### **TESTING**

Once a student is selected, the student will be accompanied by a school official of the same sex to a bathroom, where the student athlete shall provide a sample of his/her urine in a verifiable manner. The student will not be under direct visual observation while providing the sample, unless there is reason to believe that the student will alter or substitute the specimen to be provided. The sample will be labeled with the date and the student athlete's number. Any sample which tests positive is then retested. The sample will not be tested for pregnancy or birth control or for prescription medication. The District and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure accuracy and anonymity of the testing procedure. The only school personnel who will know of a selection shall be the Athletic Director, Principal, and School Nurse.

#### **FALSIFYING TEST**

If a student alters or substitutes a specimen in an attempt to falsify results the student and his or her parents or guardians shall be notified of the infraction and shall meet with the Athletic Director and Principal. The student shall be subject to the consequences of the **Second Offense of the Extracurricular Policy.**

#### **"POSITIVE" TEST**

If a student's sample tests positive, the student and his or her parents or guardians shall be notified of the results and shall meet with the Athletic Director, Principal, and Coach and/or Sponsor. In all instances, counseling and rehabilitation will be a consideration.

*The student shall be subject to the following discipline:*

#### **FIRST OFFENSE**

The student shall be declared ineligible for four consecutive interscholastic contests (IHSA) or four consecutive weeks (all other activities), at the player's participation level, in a schedule of 15 contests or less or declared ineligible for eight consecutive interscholastic contests (IHSA) or eight consecutive weeks (all other activities), at the player's participation level, in a schedule of more than 15 contests.

Either of these consequences may be reduced by one-half if the student attends counseling approved by FCHS. A minimum of five sessions is required for the student to be eligible for a reduction in the consequences. These sessions will

be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in a return to the higher penalty of the regularly scheduled contests.

*During the suspension, the student will be expected to continue to practice in the activities but will not be allowed to participate in any of the competitions.*

#### **SECOND OFFENSE**

The student shall be declared ineligible for one calendar year (365 days).

This consequence may be reduced to 180 days if the student attends counseling approved by FCHS. A minimum of five sessions is required for the student to be eligible for a reduction in the consequences. This number may be increased if the counselor deems necessary. These sessions will be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in a return to the higher penalty of the regularly scheduled contests.

#### **THIRD OFFENSE**

The student will be declared ineligible for his/her career, with the right to appeal after serving one year of ineligibility.

#### **FOURTH OFFENSE**

The student will be declared ineligible for his/her career.

#### **APPEAL PROCESS FOR REINSTATEMENT**

A student who has committed a third offense may appeal his/her eligibility for his/her career if the following conditions are met:

- The student completes an approved counseling program.
- The student receives a recommendation to reinstate from his/her counselor.
- The appeal will be heard by an Appeals Committee consisting of the coach/sponsor involved, the Athletic Director and the Administration.
- The committee's decision is final.

- An athlete is allowed this appeal process one time in his/her career. Another violation will result in an immediate dismissal from all extracurricular activities.
- All previous suspensions must be served in full before an appeal can be considered.

**Definitions:**

A. Extracurricular Program

Extracurricular activities include any IHSA sponsored activities, FFA- non graded, Music-non graded, Play/Musical, Math Team, Science Fair, WYSE, FBLA, Troubleshooting, Student Council, Academic Challenge, Sportsman Club, National Honor Society, and Class Officers.

B. Student

Student is any student who participates in any specified extracurricular activities sponsored by District #225.

C. Participation

Participation is the taking part in or being a member of specified extracurricular activities. For purposes of this policy, a student will be considered a "Participant" from the time student first attends a meeting or the start of a season until the end of the season or the student ceases participation.

D. Prohibited Substances

Controlled substances are those substances prohibited by the Illinois Controlled Substances Act and the Illinois Cannabis Control Act.

**CONSENT FORM FOR DRUG TESTING**

I/We have received a copy of the Fairfield Community High School District #225 Extracurricular Drug Testing Policy and have read and understand the policy.

I/We desire that \_\_\_\_\_ (student) be permitted to participate in the extracurricular program and hereby voluntarily agree to the terms of this program.

I/We accept the method of obtaining urine samples, testing of such specimen, and all other aspects of the program as explained in the policy. I/We agree that the above named student will cooperate in furnishing urine specimens whenever requested within the specifications of this policy. Refusal to comply with the testing program will result in ineligibility in all athletic activities for the remainder of the school year.

I/We further consent to the disclosure of sampling, testing, and results as explained in this policy.

This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures in the program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Custodial Parent or Guardian Signature

\_\_\_\_\_  
Date

**EXTRACURRICULAR DRUG TESTING PROGRAM  
REFUSAL STATEMENT**

STUDENT:

**I HEREBY ACKNOWLEDGE** that I refused to be tested on \_\_\_\_\_  
\_\_\_\_\_. (Date)

**I UNDERSTAND** that I am ineligible for all athletic activities for one calendar year (365 days).

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

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**CHEERLEADING POLICY**

**Tryouts** will be in the spring of the year for the next cheering season. Students will try out in front of a panel of impartial and experienced adult cheerleading judges that are chosen by the sponsor and approved by the principal.

**Criteria** - Students will be judged after a minimum of six practice sessions. Eighth grade students from the five "feeder" schools and freshmen, sophomores, and juniors are eligible to try out for the twelve-member Varsity Squad. Students must be residents of FCHS District #225 in order to try out. Tryout requirements and procedures will be discussed at the initial registration informational meeting each spring. The 12 students obtaining the highest points will become the FCHS cheerleading squad.

**Squad Duties**

Varsity Cheerleaders will cheer for all Varsity Football games and all JV and Varsity Basketball games and tournaments. The squad will be expected to attend the cheerleading camp chosen by the coach and squad. Cheerleaders are responsible for camp fees. Basic uniforms are furnished by FCHS but the cheerleader must furnish shoes, socks, tights, and other accessories.

**GRADES AND CLASS REQUIREMENTS**

In order for a student to take part in **any** athletic program, the student must maintain a passing grade in 25 credit hours a week.

**TRANSPORTATION TO AND FROM GAMES**

All athletes and cheerleaders are required to ride school provided transportation to and from games. Parents/guardians who find it necessary to take their child home after a game/contest must sign a release form and talk directly with the coach.

**DAILY SPORT PARTICIPATION AND SCHOOL ATTENDANCE**

Athletes and other participants in extracurricular activities must be in attendance for afternoon classes to be eligible to participate in after-school or evening activities and events. Exceptions may be granted with prior administrative approval.

**VISITORS**

It is the policy of FCHS to encourage parents to come and visit the school at any time. We request that all visitors stop in the principal's office. Visitors will not be allowed to attend classes with FCHS students during school hours.

**EXTRA-CURRICULAR ACTIVITIES**

Below is a partial listing of extra-curricular activities available to students at Fairfield Community High School. Each activity is governed by a constitution or set of rules. Sponsors should be contacted concerning rules and regulations. A list of sponsors is available in the main office. All clubs and athletic teams can have one (1) solicitation-type fundraiser and one (1) service-type fundraiser per year. All sponsors or coaches must get administrative approval for any fundraising activity.

- |                                |                 |
|--------------------------------|-----------------|
| ALPHA                          | Reflector       |
| Homecoming Court               | Jets            |
| Auto Mechanics Troubleshooting | Math Club       |
| Band                           | Science Club    |
| Choir                          | Student Council |
| Class Officers                 | Scholastic Bowl |

Math Team  
National Honor Society  
Future Farmers of America (FFA)  
Future Business Leaders of America (FBLA)  
Family Consumer & Career Leaders of America (FCCLA)

Spanish Club  
Sportsman Club

#### **EXTRACURRICULAR ELIGIBILITY**

All athletes and students participating in any and all extra-curricular activities must be passing at least twenty-five (25) credit hours of high school work per week. This is an equivalent of five (5) "full credit" courses. Grades are submitted by the teachers weekly and the eligibility of the student will be from Monday to Monday each week.

Students must be passing 25 hours (5 classes) at the semester to be eligible to participate in extracurricular activities for the next semester. During the weekly checks, if a student is only passing 20 hours (4 classes), they will be placed on probation for the following week. If a student goes two consecutive weeks of only passing twenty hours, they will be ineligible for the following week. If a student is NOT passing 20 hours (4 classes), they will be ineligible for the next week.

#### **STUDENT ACTIVITY REGULATIONS**

##### **STUDENT COUNCIL RULES**

Election is held during the 4th nine-week grading period for seniors, juniors and sophomores. Freshmen will elect their representatives during the first two weeks of the fall semester. (If a student has been elected as an officer in the State Student Council, then he/she will be an automatic FCHS Student Council member for the following year.) Membership shall consist of six members per class.

**Qualifications:** Representatives shall be members of the class they are representing. Tenth-twelfth graders shall have a cumulative G.P.A. of 2.0 or above for their school career. Petitions must contain 50 class membership signatures to be eligible for the ballot.

##### **CLASS ELECTIONS**

Same procedure as for Student Council.

##### **HOME COMING**

This annual day and night of festivities is sponsored by the Student Council. Approximately one month before homecoming, the freshman, sophomore and junior classes elect two attendants for the Royal Court. The senior class elects three candidates. The senior candidate with the most votes from the student body will reign as Queen while

the other two will serve as attendants. Students who have served as attendants in the freshman, sophomore or junior year will not be eligible for nomination again until they are seniors.

#### **INITIATION**

No initiation or hazing of students is allowed. Only formal initiation of students into membership in school clubs is allowed. (This should be approved by the administration.)

#### **GANG ACTIVITIES**

Any public school fraternities, sororities, secret societies and gangs are prohibited. Any of these organizations are detrimental to the best interests of Fairfield Community High School. This includes wearing or displaying at school or any school-related activity clothing, badges, adornment, or other insignia (including physical gestures) intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

#### **ASSEMBLY PROGRAMS**

Assembly programs are provided for cultural enrichment, for educational development, and for the student's enjoyment. Students are to behave in an orderly manner while attending such meetings. Students should always keep in mind that the people presenting the programs are our guests and here at our request. (Please extend all courtesies to these guests.) Proper behavior, therefore, is mandatory.

#### **CLASS PARTIES**

The primary purpose of FCHS is to provide an educational experience for all students. Therefore, class parties during the instructional day will not be permitted.

#### **ANNOUNCEMENTS**

All articles for any media--local and otherwise--should be approved by the principal prior to publication.

Announcements are made each day over the public address system. Announcements are then typed and a copy is made available for each teacher. For an announcement to be included, it should be submitted to the office no later than 7:45 a.m. and must be initialed by a teacher or group sponsor.

#### **BUS TRANSPORTATION**

Bus transportation is provided for students at Fairfield Community High School who reside 1 1/2 miles or more from school. If a student is privileged to ride the bus to and from school or to and from school-sponsored activities, he or she is expected to abide by the rules and regulations

set by the school. When a faculty member is not present on the bus, the driver is responsible for setting reasonable rules of conduct. Students getting on or off the bus other than at home need permission from both parents and the school.

#### **SCHOOL NURSE**

Students who are ill and need to see the nurse or use the nurse's room must get permission **and** a pass from their teacher. If the nurse is not available, the student should go to the main office for assistance.

#### **PHYSICAL EXAMINATIONS**

State Law requires that all freshmen and out-of-state transfer students receive a physical exam. Physical examinations will be due at registration. A student will not be permitted to register until the examination form or an appointment card has been submitted.

#### **IMMUNIZATIONS**

Students entering ninth grade and transfer students are required to provide evidence of the State of Illinois requirements for immunizations. Students entering FCHS for the first time must submit evidence of immunizations by October 15, or within 30 days after entrance to the school.

#### **HEARING AND VISION SCREENING**

Students in the ninth grade and all transfer students are required to have vision and hearing screenings. The nurse will administer the screenings throughout the year.

#### **MEDICATION IN SCHOOL**

The purpose of supervision of medications in school is to provide opportunity for a student to take medications that are necessary to maintain the student in school and that can only be given during school hours as prescribed by the student's physician.

A student with asthma is permitted to self administer asthma medication provided or a student with allergies is permitted to use an epinephrine auto-injector provided (1) the parents of the student provide written authorization for such use and waive liability and (2) the student's doctor provides written certification that the student has asthma or allergies and is capable of self-medicating.

#### **DAMAGED OR LOST BOOKS**

If a student loses or damages a textbook, a fine will be assessed based on the condition of the book, and the number of years the book has been in use. A textbook is considered to go through the cycle of new to poor in the

normal everyday use over a period of semesters. If books are damaged beyond normal wear and tear, a fine will be assessed. Students are issued books at the beginning of a semester/year and are expected to return the same book at the end of the semester/year. If the same book is not returned, the student is expected to pay for the lost book depending on age and condition of the textbook.

#### **STUDENT INSURANCE**

Parents are encouraged to have adequate accident insurance coverage for their high school students. Many parents presently have sufficient coverage through their employment insurance program. For those who feel their insurance is lacking, two types of policies are available:

**School-time:** This coverage is for the student during the school day over a nine-month period;

**Twenty-four Hour Coverage:** This coverage is for a twelve-month period throughout the entire twenty-four hour day.

Each policy does have limitations as to the amount and type of coverage. All claims are paid on a non-duplicating basis where other insurance is involved. Information on these insurance programs is given to each student at the beginning of each school year (available at registration time). Parents should read this information and become familiar with the coverage of both types of policies. The student insurance plan does **not** cover inter-scholastic football.

Fairfield Community High School does not provide medical or accidental insurance coverage for students. Any students enrolled in regular, vocational, or extra-curricular activities are encouraged to have adequate insurance coverage. Students involved in any school related accident, where student negligence or carelessness is a factor, will be responsible for their own medical/hospital expenses. All accidents must be reported immediately to the main office. If negligence on the part of school personnel is a possible factor, the accident will be reported to the school district's liability insurance agent.

#### **REPORT OF INJURIES**

A student who receives an injury at school or at any of the school sponsored activities must report the accident immediately to the teacher, coach, or supervisor in charge. This is important for insurance purposes if medical treatment is necessary. The accident should also be reported to the principal's office, where arrangements will be made for treatment and the necessary forms will be completed.

#### SCHOOL LUNCH PROGRAM

In order to keep bookkeeping to a minimum and thus help keep the cost of meals to a minimum, FCHS will continue to follow these basic cafeteria rules:

1. Meals are to be paid for on a day-to-day basis, or weekly basis;
  2. Those students who receive free or reduced-priced lunches will receive a number that must be given to the cafeteria cashier each day.
  3. All eating and drinking (sodas, included) is to be confined to the cafeteria;
  4. Tables are available for those students who choose to bring a sack lunch;
  5. Trays are to be returned and litter picked up;
  6. FCHS has an open-campus policy for students that qualify. This allows students to leave school during his or her lunch hour.
  7. Students are to remain in the cafeteria, breezeway or outside the building during lunch.
  8. Once a student leaves the cafeteria they must go to the breezeway or outside the building. Students are not permitted to go back and forth.
- Free and Reduced Lunch forms are given to each student at registration. The form must be completely filled out, submitted to the Main Office, and then a notification letter will be mailed to the parent/guardian.
9. Prices are subject to change by the Board of Education.

#### LOCKERS

**Hall Lockers:** These lockers are provided for students' books and personal items which are brought to school. It is strongly recommended that students purchase either key or combination locks for their hall lockers and keep the lockers locked at all times!

**P.E. Locker:** These lockers are provided for girls' P.E. and boys' P.E. Locks for P.E. are not provided. It is strongly recommended that students purchase either key or combination locks for their P.E. lockers and keep the lockers locked at all times!

**Both P.E. and hall lockers are the property of the school** and are subject to reasonable search at any time. Students are responsible for keeping lockers clean and neat. The Administration reserves the right to search all lockers at anytime in a random, general manner to insure no illegal drugs, weapons, alcohol, contraband, etc. are kept in the lockers.

FCHS is not liable for any items that are stolen on school property. This includes items in locked and/or unlocked lockers.

#### **ELECTRONIC GAMES, MUSIC & ENTERTAINMENT**

Students are not allowed to possess or use, for entertainment purposes of any kind portable radios, CD players, MP3 players, I-pods, Gameboys, PSP players, and computers during the school day. Use or display of such devices, including but not limited, to the ones listed above will result in disciplinary action.

#### **STUDENT MOTOR VEHICLES AND PARKING AREAS**

Students who drive to school are reminded that the gravel and paved parking lots are school property.

All cars parked on school property can be searched at any time with reasonable suspicion at the discretion of the administration. Assistance from law enforcement officers will be obtained at the discretion of the administration.

To alleviate congestion in parking and concerns over safety, FCHS has instituted the following rules:

1. A student must have a valid driver's license to register for a parking sticker.
2. Students who park in school parking lots must purchase a parking tag.
3. Students will register for the tags in the spring for the following year. A lottery will then be held for parking spaces with seniors who registered during the spring registration period with first choice, then juniors.
4. Students who receive their driver's license after the spring registration period may apply for a parking sticker on a first-come first-serve basis, if stickers are available.
5. A student who parks in another student's assigned space will be subject to detention, losing their parking privileges or having their car towed.
6. Littering can result in detention or loss of parking privileges.
7. Students are not permitted to enter cars during the school day except when leaving for lunch or permission from an administrator.
8. Reckless driving, driving at excessive speeds and playing music at excessive volume can result in loss of driving privileges or detention.
9. All cars parked on school property can be searched at any time with reasonable suspicion at the discretion of the administration.

#### **ALTERNATIVE SCHOOL STUDENTS**

FCHS senior students who are currently attending an alternative school will have their request to attend senior activities and the graduation program reviewed by the principal on a case-by-case basis. Consideration will be given to the discipline record of each student making the request.

#### **DANCES**

All rules and regulations regarding student behavior during the school day will be in effect for school dances. This includes normal penalties for consumption of alcohol and/or use of drugs before and anytime during the dance. Students are encouraged to remain for the entire dance. However, if a student leaves the dance, he or she will not be readmitted.

Dances at FCHS are for current students and their dates only. A guest permission form must be filled out for all dance attendees who are not FCHS students. The form is available in the office. The minimum age for a dance is 9<sup>th</sup> grade and the maximum age is 20.

#### **DRESS CODE**

Dress sets the mode for the occasion and should reflect positively on the person, the school, and the home. When you come to school, you must use good judgment in selecting appropriate clothing. Clothes with vulgar, distracting or suggestive writing, pictures or images, tobacco, drug and/or alcohol related themes may not be worn to school or to school functions.

Short shorts, boxers and short trunks are not appropriate for school wear. Also pajama tops, bottoms, house slippers, and bath robes are not appropriate. Shorts and pants must be worn around the waist. Bare midriff clothing, "see-through" attire, tank tops, undershirts, half shirts or split-side shirts, cannot be worn by students. All shirts must have sleeves. Halter tops will not be acceptable. Caps, hats, visors, bandannas and sunglasses may not be worn by any student. Shoes must be worn at all times. Students shall wear no wallet chains, studded bracelets and studded necklaces.

Students who are in violation of the dress standards will not be allowed in the hallway or classroom without the appropriate dress.

#### **ELECTRONIC COMMUNICATION DEVICES**

Students are permitted to carry a pager or cell phone. However, FCHS prohibits the use or display of these devices during the school day, except in the event of an emergency that threatens the safety of students, staff or other individuals. Use or display of a device during the school day will result in disciplinary action. FCHS is not responsible for loss or theft of an electronic communication device.

#### **TELEPHONE**

Telephone calls to and by the students are limited to emergencies. A student will not be called out of class unless the call is an emergency and the caller identifies himself or herself.

#### **LOST AND FOUND**

This service to students has its headquarters in the principal's office where students should turn in items they happen to find. Unclaimed items are kept there for a reasonable length of time. Found textbooks and library books will be returned to the respective teacher.

#### **SIGNS AND PUBLICATIONS**

All signs or publications should first be approved by the principal before they are displayed in the halls or distributed to students.

Also, no signs, banners, and/or noisemakers are allowed at ballgames. (Homecoming banners will be exempt.)

#### **ENTERPRISING STUDENTS**

No student will be allowed to sell an item or items for personal profit, or for non-school organizational profit, during the school day or at school-sponsored activities.

#### **LIBRARY**

The mission of the library is to ensure that students and staff are effective users of information and ideas. To fulfill the needs of patrons is approximately 8,500 volumes of books, periodicals in print and microfiche, and other equipment and materials needed in the learning process.

As a member of the Shawnee Library System, the library has access to books and other resources through the interlibrary loan delivery service. Library patrons can search the collection using computers equipped with Follett automation software. Computer workstations allow access to information and full-text journal articles through electronic resources like First Search, Big Chalk, and PDR Online.

The library is open from 7:45 am to 3:10 pm, and whenever the librarian is present. Hours can be flexible upon student request. Most items may be checked out for three weeks, and a fine may be calculated for overdue items.

More information about the library's objectives, selection policies, and collection maintenance is available in the Library Policies and Procedures Manual housed in the library.

**MULES' RULES:**  
**GENERAL CONDUCT AND ATTENDANCE**

**GENERAL CONDUCT REQUIRED**

In order to provide a desirable learning environment, reasonable rules and regulations concerning student discipline must be established and maintained. When breeches of school disciplinary rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, all mitigating circumstances, the seriousness of the disciplinary infraction, and the affect of his or her actions on the welfare of the school community. Please keep in mind, the provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, these provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. So the following disciplinary responses may include but are not limited to the following options and no progressive order is intended regarding the disciplinary responses.

It is believed these policies will deal with the majority of the discipline cases. It should be remembered there are times when the principal and/or other administrators must deviate from the rigid policies to meet the needs of the individual situations. This right is reserved.

The Board of Education of Fairfield Community High School #225 has established the specific rules and regulations to govern the conduct of the student body. These rules and regulations shall cover student infractions that occur during the school day, anytime on school grounds, during the lunch periods, within 1000 feet of school property and/or school sponsored activities. Suspensions and expulsions will be enforced when a student is involved in behavior which is considered gross disobedience and/or misconduct. The student violations of misconduct shall be classified into three (3) separate categories. In all instances parent contact will be made with all disciplinary infractions either by telephone, in person, or by written notification. Also, contact will be made with law enforcement personnel, when needed.

**Classification I**

Students committing this type of violation shall be subject to immediate suspension and/or expulsion. Infractions of this type of behavior shall include but not be limited to:

- A. Actions considered to be life threatening, including physical assault of district employees and/or other students
- B. Possession, transfer, sale, use, or being under the influence of any alcohol, intoxicant, narcotic, marijuana, prescription drugs, any other controlled substance, and/or "look-a-like" drugs, while on school grounds or attending school sponsored activities. This includes students who have consumed any of these substances prior to entering or while attending school or any school sponsored event
- C. Possession of drug related paraphernalia
- D. Setting fires or willful damage to school property
- E. Setting off the fire alarm without justification
- F. Participating in a Bomb Threat
- G. Any threatening actions which may endanger the well-being of the student body and/or jeopardize the educational process
- H. Possession of a weapon or explosive  
(Refer to the State Mandate regarding weapons at school)
- I. Fighting or aggressive behavior

**Disciplinary Options:**

- Denial of classroom privileges or removal from class
- 3-5 days out of school suspension
- 6-10 days out of school suspension with possible recommendation for expulsion

**Classification II**

Infractions of this type of behavior shall include but not be limited to:

- A. Use of tobacco on school grounds, including parking lots, and within 1000 feet of school property
- B. Repeated truancy
- C. Profanity - written or verbal
- D. Flagrant insubordination, disrespect, and in general uncooperativeness directed toward any district employee
- E. Gambling
- F. Vandalism
- G. Excessive tardiness
- H. Theft
- I. Failure to serve assigned detention
- J. Misconduct committed off school property by a student toward a district employee

- K. Verbal or written harassment and/or intimidating remarks
- L. Failing to cooperate with school officials.
- M. Forgery and cheating

**Disciplinary Options:**

- Saturday detention and for lunch detention
- Denial of classroom privileges or removal from class
- 1-5 days out of school suspension
- 6-10 days out of school suspension with possible recommendation for expulsion

**Classification III**

Infractions of this type of behavior shall include but not be limited to:

- A. Class and/or school truancy
- B. Class tardiness
- C. Unauthorized use of school property
- D. Littering and general disregard for school grounds and property
- E. Disrespect to employees and other students which includes inflammatory speech
- F. Misconduct in class, at school sponsored activities, and/or on the school bus
- G. Display of affection
- H. Possession of tobacco products
- I. Failure to follow the teachers' individual classroom rules
- J. Violations of the rules and regulations contained in the student handbook not otherwise covered in this disciplinary section
- K. No head coverings are allowed to be worn in the classroom or in the school during the regular school day
- L. No music related electronic devices or headphones in the classroom
- M. No eating or drinking in the halls or in the classrooms
- N. Any device(s) that may be psychologically or physically harmful to another student or district employee is not allowed on school property and/or at school sponsored events

**Disciplinary Options:**

- Verbal warning
- Saturday detention and/or lunch detention
- Denial of classroom privileges or removal from class
- 1-5 days out of school suspension
- 6-10 days out of school suspension with possible recommendation for expulsion

### **AGGRESSIVE BEHAVIOR**

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

Physical (hitting, kicking, grabbing, spitting, etc.)  
Verbal (name calling, racist remarks, etc.) Indirect  
(spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

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

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to the principal or superintendent.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

**\*\*The State Mandate regarding weapons is as follows:**

**ILLINOIS SCHOOL CODE 10-22.6**

The board may expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckle, or billy clubs, or (3) "look alikes" of any weapon as defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code. The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34.

**WEAPONS NOTICE**

A school staff member shall immediately notify the Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Principal or designee shall immediately notify a local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s).

**NOTIFICATION FOR DISCIPLINE**

When a student is placed in Saturday School (detention), suspended, or expelled, the parents of the student will be notified by mail stating the reason for the detention, suspension or expulsion. In the case of out of school suspension, the parent/guardian will be notified by telephone if possible, followed by notification by mail.

In Saturday School, students must follow these rules:

1. Bring assignments, books, paper, pencils, etc. Students cannot go to their locker or wander in the school building.
2. Work on your assignments.
3. Remain in your seat and be quiet.
4. No eating or drinking in detention.
5. Enter the building through the main front door (#3)
6. Do not bring any toys, hand-held games, etc.
7. Cell phones must be turned off.

#### **DETENTION/ALTERNATIVE PLACEMENT**

Detention will be assigned as Saturday School. Failure to serve detention will result in an In-School Suspension plus the detention will be reassigned. Failure to serve detention the second time will result in another in-school suspension plus the detention will be reassigned. Failure to serve succeeding detention times will result in a three day out-of-school suspension. Student(s) with an individualized educational plan (IEP) may receive an alternative placement in school for one or more periods. Saturday School will be assigned from 8:00 - 10:00 AM.

#### **SUSPENSION**

Only the superintendent or the principal may suspend a student. Suspensions out-of-school may last from one to ten days. Any out-of-school suspension counts against a student's three-day exam policy each semester. Out-of-school suspensions are unexcused; therefore, no make-up work is permitted (unless the student has an individualized education plan) during the length of the suspension. Students suspended from school are not allowed to attend any school activities during the time of suspension. Also, students are not allowed on school property at any time during the suspension.

#### **EXPULSION**

Only the Board of Education may expel a student. They have the authority to expel for up to two years. The length of the expulsion will be at the discretion of the board. Students are not allowed on school property during the expulsion time period. Students will be recommended for expulsion by the principal for repeated, accumulated, or severe offenses.

#### **APPEAL PROCEDURE**

The principal has been authorized to handle all discipline and attendance matters. In the event a student feels he or she has been treated unfairly in regard a disciplinary matter, he or she may ask for a hearing with the superintendent, with those involved present at the hearing. If the student is still not satisfied with the findings, he or she may proceed from this point to the Board of

Education by having the superintendent place the matter on the board's agenda. If not satisfied at the point, the student may proceed to the Superintendent of the Regional Office of Education.

#### **ACCUMULATION OF DISCIPLINARY REFERRALS**

When a student accumulates a total of 10 disciplinary referrals for behavior, he/she will receive five (5) days out-of-school suspension. Once 15 disciplinary referrals are accumulated, then 10 days out-of-school suspension will be assigned, and 20 accumulated disciplinary referrals will result in 10 days out-of-school suspension with a recommendation for expulsion. (Tardy referrals will be excluded from this accumulation policy.)

#### **CORPORAL PUNISHMENT**

In all matters relating to the discipline of students while in the conduct of the school, the teachers shall stand in the relation of parents and guardians. This relationship shall extend to all activities with the school program and may be exercised for the safety and supervision of students in the absence of their parents or guardians. Teachers and non-certified personnel may use reasonable force as needed to maintain safety for the other students, school personnel or persons for the purpose of self-defense or the defense of property. A staff member shall not slap, paddle, maintain a student in a physically painful position, or intentionally inflict bodily harm.

#### **SEARCH AND SEIZURE**

The School Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects as well as the property of the district, in accordance with this policy. Any and all means may be utilized in assisting the school district in search and seizure procedures, if necessary to include but not limited to police agencies and police dogs. The school district will not be responsible for any damage incurred by these animals.

#### **STUDENTS AND THEIR PERSONAL EFFECTS**

School authorities (certified employees and administrators) may search a student and/or the student's personal effects (i.e. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

outside of view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same sex.

#### **SCHOOL PROPERTY**

School property, including but not limited to lockers and the parking lot, is owned and controlled by the district. The school district may make reasonable regulations regarding its use and searches. School authorities are authorized to conduct area-wide general administrative inspections of school property (i.e. searches of all student lockers) as a means of protecting the health, safety, or welfare of the district, its employees, and its students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that a student has violated either the law or the district's rules. An individual locker will be assigned to each student. Students will be responsible for the contents of their lockers.

#### **RELATIONS WITH LAW ENFORCEMENT AGENCIES**

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents.

**Interviews:** Interviews of students by law enforcement officers, who show proper identification, will be permitted during the school day only when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts should be made to notify the parent, guardian, or other adult person having custody of the child.

**Arrest:** Custody and/or arrest can occur by a police officer after he or she has shown proper identification and credentials.

#### **RECIPROCAL REPORTING POLICY WITH LAW ENFORCEMENT**

Information communicated to law enforcement professionals remains confidential. Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but also will result in the school taking any disciplinary steps deemed necessary and/or appropriate.

#### **OPEN/CLOSED CAMPUS**

Open campus at FCHS is a privilege and not a right. To qualify for open campus, students must be passing five classes. Grades will be checked on a weekly basis in conjunction with the athletic eligibility and begin each Monday. Students who do not qualify for open campus must report to Room 117 for their lunch period.

#### **ATTENDANCE POLICY**

Fairfield Community High School is committed to the philosophy that all students must attend their classes in order to receive the maximum benefit of a complete education. Regular attendance and promptness are expected of each student and are essential for the development of responsible behavior which will be useful throughout life.

Fairfield Community High School will enforce the laws of the State of Illinois concerning compulsory school attendance. This law basically states that it is the parent's or other guardian's duty to make sure that his or her child attends school. Failure to do so can result in legalities against the parents, guardians and (or) the student.

#### **ABSENCES**

Each day a student is absent, the parent/guardian should call the school office (842-2649) by 10:00 AM. If no phone call was made, a note from the parent/guardian is required explaining the reason for the absence.

**A student whose parent/guardian fails to call in their absence or a student who fails to bring a note from home will have 48 hours in which to clear the absence or it will be considered an unexcused absence.**

The following absentee policy will be observed:

1. A student who exceeds ten days absence in a semester will be required to have a medical slip for the absence to be excused.
2. Students who exceed three days absence in a class per semester will be required to take semester exams. Any student who does not exceed three days absence in a class will have the option of whether to take semester exams.
3. Any type of absence will count against a student's three-day limit with the exception of school-sponsored activities and college/military days, death in the immediate family (which is defined as mother, father, legal guardians and siblings) and some type of natural catastrophe (i.e. tornado, flood or fire).
4. Semester exams may be required in some classes at the discretion of the instructor, and with administrative approval.

#### **TYPES OF ABSENCES**

Absences considered excused are illness, medical appointments, when both are confirmed by a doctor or dentist, observance of a religious holiday, death in the immediate family, etc. For an absence to be excused, parents need to contact the school regarding their child's absence within 48 hours.

Absences considered unexcused are situations in which the parents/guardians are knowledgeable of a student's absence but not allowed by FCHS. Examples include hunting, shopping, oversleeping, and those absences in which the parents don't contact the school within 48 hours of a student not being present. If a student is considered unexcused, there are no make-up privileges for schoolwork missed and grades are recorded as zeros.

Absences considered truancy are absences without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code. The parent may be unaware that the student is absent. If a student is considered truant, there are no make-up privileges for schoolwork missed and grades are recorded as zeros. Detention and/or suspension will result from truancy. FCHS reserves the right to determine whether an absence is classified as excused, as unexcused, or as truant. FCHS considers a student to be a chronic truant, who is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

FCHS will refer and/or provide services to a student experiencing attendance problems. Referral may be made to the Truant Alternative Program and/or the County Truant Officer through the established procedures outlined with the Regional Office of Education.

#### **COLLEGE VISITATION**

Seniors and juniors are encouraged to attend the college visitation days on the weekend and/or school holidays that all colleges conduct. Seniors and juniors with a good academic standing and a good attendance record will be allowed a total of two college/military days for the two years. These two days can be taken any time during their junior or senior year. These days will not count against their number of absences regarding semester exams, or the ten (10) day limit, if the absence is prearranged and upon returning to school a signed letter from the admissions office of the college is presented. No college days will be granted after April 1 unless requested by the university, college, or military.

The number of students allowed in one day to use a college/military day will be limited per the discretion of the administration.

#### **PREARRANGED ABSENCES**

It is recognized that all requests for prearranged absences are different. Therefore, the attendance office reserves the right to classify a prearranged absence as excused, as or unexcused depending on the nature of the request, the

academic record of the student, and the student's attendance record. These absences are counted against a student's three-day semester exam policy and the ten absence days per semester policy. Students are expected to prearrange an absence at least one day in advance, and no more than two days maximum per semester will be granted as excused for a prearranged absence. Students will be allowed one prearranged excused absence for hunting.

#### **SIGNING OUT AND LEAVING SCHOOL**

Any student who needs to leave the school during the school day must sign out in the main office. Any student who will not return to school after the lunch period must have a parent or guardian notify the school on the day of the absence and explain the reason for the student's absence. Any student who does not follow these procedures will be considered truant.

Valid reasons for signing out include illness verified by the school nurse or for medical appointments. If a student feels ill during the day he or she should go to the nurse's office. If the nurse is not in, students are to go to the main office and contact will be made with the home in order for the student to be picked up at school. If no contact can be made with the home, the student will not be allowed to leave school.

Fairfield Community High School operates under the open campus system in that students are able to leave the campus during the lunch periods. If a student is away from the school grounds during his/her lunch period, and for some reason, is not going to return to school, he/she must have a parent/guardian notify the school and explain the reason for the absence. Any student leaving the school ground must obtain permission from the attendance office.

#### **TARDINESS**

A student is considered tardy when he/she is late without a legitimate pass. The decision on what constitutes tardiness to class rests with the teacher. However, a student who is more than ten minutes late to class without a pass will be counted absent. Teachers shall fill out referrals upon the third tardy to class. Tardies are recorded per class by the teacher. The accumulation of tardies is kept on a semester basis. The penalties for tardiness include the following:

1. 1st three tardies=one absence per that specific class, plus Saturday School
2. 2nd three tardies=one absence per specific class, plus an in-school suspension
3. 3rd three tardies=one absence per specific class, plus Saturday School and an in-school suspension
4. Additional sets of tardies=out-of-school suspension along with additional absences per that specific class.

Absences accrued because of tardies will count toward the three (3) day semester exam policy **and** the ten (10) day attendance semester policy.

#### **WORK PERMITS**

Juniors and seniors who find it necessary to work during the school year with the exceptions of the Co-op or Vocational Work-Study programs, need to make arrangements with the guidance department and principal prior to registration in August.

Work permits will be issued for one period per day, either morning or afternoon, if a student has no truanancies, maintain at least a 2.0 average in his/her classes with no more than one F, and has not received more than two units of detention an in-school suspension or an out-of-school suspension. Work permits are a privilege and must be renewed after the first semester and may be revoked for violation of the above reasons.

Students issued work permits are not to be anywhere on school grounds when they are scheduled for work.

#### **STUDY HALLS**

All students are required to attend study halls unless they are enrolled in a work situation that has been approved by the principal.

#### **PASSES**

Students must have a PASS from a teacher before they are in the halls. Before leaving a classroom or gym **for any reason**, the student must obtain a pass from the supervising teacher.

#### **CLOSING OF SCHOOL**

In case of school closing due to inclement weather or for any other reason, the local radio station, WFIW, will carry such information.

#### **TRANSFER OR WITHDRAWAL FROM SCHOOL**

All students who transfer or who withdraw from school must follow this procedure:

1. Obtain a withdrawal form from the guidance office.
2. Return all textbooks to teachers and pay all outstanding fees
3. Make sure all necessary signatures are on the form, including parent's or guardian's signature
4. Return the withdrawal form to the Guidance office

After a student has completed withdrawal procedures, a prorated refund of book fees may be requested by the student's parent or guardian. No refund can be made on insurance.

Students enrolled and not in attendance for ten (10) consecutive days, with no explanations to the high school, will be dropped from the attendance rolls and class lists. To re-enroll, a student must be given permission by the school administration.

#### **STUDENT RECORDS**

Both permanent and temporary records are kept on all students. A student's permanent record includes basic information such as name, birth date and birthplace, gender, plus academic transcript, attendance record, health record, honors, awards, participation in school-sponsored activities and test scores. All student information not included in the permanent record is filed in the temporary or cumulative record. This includes all disciplinary infractions involving drugs, weapons or bodily harm. All temporary files are destroyed five (5) years after the student leaves school. Approval from the Illinois State Board of Education is secured.

Also, the guidelines for the Family Educational Rights and Privacy Act (FERPA) will be followed. FERPA affords the students certain rights with respect to their education records. They are: 1) The right to inspect and review their records within 45 days of the day the District receives a request for access, 2) The right to request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. The request must be submitted in written form to the District Superintendent, 3) The right to consent to disclosures of personally identifiable information contained in the student's education records. Except, FERPA does allow for disclosure of the student's educational records to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agency); or a person serving on the Board of Education. Also, upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll, 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office of the administrators FERPA is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave, S.W., Washington, D.C. 20202-4605,

Parents or students wishing to inspect the records prior to signing a release form may do so. The principal or guidance counselor will be present at such inspections to insure correct interpretation of all information. Forms granting permission for release of records are available in the Guidance Office.

Disclosure of your Social Security Number is voluntary. No legal right, benefit or privilege will be denied as a result of any failure to disclose your Social Security Number.

Social Security Numbers collected will be used for educational research purposes only and will primarily be used for employment tracking of vocational education program completers in accordance with the Carl D. Perkins Vocational Education Law, 20 U.S.C. Sec 2301 et seq., and State law, Ill. Rev. Stat. 1987. Ch. 122, par. 697.

**NOTICE FOR DIRECTORY INFORMATION UNDER THE FAMILY  
EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Fairfield Community High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fairfield Community High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The purpose of directory information is to allow the Fairfield Community High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone

listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Fairfield Community High School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by December 2, 2004. Send necessary correspondence to Diana Zurliene, Principal, 300 West King Street, Fairfield, IL 62837. Fairfield Community High School has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date & place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

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<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by Section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**NOTICE FOR SURVEYS UNDER THE FEDERAL EDUCATION RIGHTS AND  
PRIVACY ACT**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. & 1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law which is referenced are available in the District office for inspection during regular business hours.

#### **TRANSCRIPTS**

Upon written request, FCHS will forward a student's educational records to a school in which that student seeks or intends to enroll, an employer or prospective employer. TRANSCRIPT REQUEST forms are available in the Guidance Office.

Incoming educational records will be evaluated according to State of Illinois School Standards, with no credit allowed for course work from non-accredited schools.

#### **ILLINOIS CHILD LABOR LAW**

FCHS acknowledges and abides by the Illinois Child Labor Law. Students under the age of 16 along with his/her guardian should obtain information at the Regional Superintendent of Education's Office prior to obtaining employment.

#### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act which became effective July 1, 1993, will be followed for the parent/guardian to take to his/her employer verification of his/her attendance at a conference or meeting at FCHS. The attendance form will be completed by school personnel when requested by the parent/guardian

#### **SEXUAL HARASSMENT POLICY**

Sexual harassment of students, as defined by the Board of Education, is prohibited on school district property at all times and away from school property during all district-sponsored activities. Please refer to the entire policy in the Board's Policy Manual, for more information.

Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are the victims of sexual harassment or have witnessed sexual harassment should discuss the matter with one of the individuals listed below.

Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good faith complaints will not be disciplined; however, any student making a knowingly false accusation will be subject to disciplinary action, up to and including expulsion.

Sexual harassment complaints should be directed to one of the following individuals at Fairfield Community High School, 300 W. King Street, Fairfield, IL (618) 842-2649: Superintendent, Principal and/or Administrative Assistant.

#### TEMPORARY STUDENT RECORDS

At the end of each school year, teachers will dispense of all individual student assessments, essays, and other examples of class work. If the parent/guardian wishes to review their student's work, they should make a formal request to do so with the individual teacher(s) before May 1 of the current school year.

#### GRADUATION AND ACADEMIC REGULATIONS

##### GRADUATION REQUIREMENTS

I. The requirement for graduation from Fairfield Community High School is twenty (20) credits. Of the twenty credits, sixteen must be in academic subjects and four must be in physical education. (One-half credit in resource management must be incorporated into the academic subjects.)

II. All students are required to successfully pass **four** years of English, including two years of intensive writing; **two** years of social studies (American History, Government and Geography); **two** years of science, including one year of biology; **three** years of math including one year of Algebra I and one year containing geometry content; **one** semester of Resource Management; and **four** years of Physical Education (Driver's Education and Health will meet the requirement for two semesters of Physical Education). At least one elective per year must be chosen from Fine Arts, Foreign Languages or Vocational Education classes (Business, Family & Consumer Science, Agriculture, Industrial Arts and Interrelated Cooperative Education).

A junior or senior student may request, through a counselor to be exempt from Physical Education for the following reasons:

A. To enroll in those academic classes which are required for college admission or graduation credit;

B. If the student is an ongoing participant in interscholastic athletics

C. Students in grades 9-12 who participate in marching band for the year may be excused from physical education for a semester with a band waiver. If the student fails to remain in band for the entire year, he or she will need to make up a semester of PE for that school year.

A waiver must be signed for this to be in effect.

III. According to the Illinois State Board of Higher Education, all students who plan to enter a college or university must have completed, in high school, four years

of English, three years of social studies, three years of natural sciences, three years of math, and a combination of two years of vocational classes, foreign language, art and/or music. Although these classes are not required for graduation from FCHS, they are required of students who wish to enter college.

IV. **Transfer Policy:** Any senior student who transfers to or re-enrolls in Fairfield Community High School and desires to graduate from FCHS, must be in attendance during the final semester and obtain the principal's approval to participate in commencement exercises.

V. FCHS reserves the right to academically place students in classes from a religious and/or home school situation based on the student's achievement levels on a standardized test administered by FCHS personnel. All FCHS's required courses and number of credits must be completed before the student is eligible for graduation.

VI. All FCHS students are required to enroll in at least six classes per semester by the ruling of the Board of Education. IEP requirements will be enforced.

VII. **Recommended/Required Courses, By Class Units of Credit**

<b>Freshman (Grade 9)</b>	<b>Total 6 Units</b>
English 9	1 unit
Science (Biology)	1 unit
Mathematics	1 unit
Driver's Education (Classroom)	1/4 unit
Keyboarding	1/4 unit
Health	1/2 unit
Electives (2)	2 units
<b>Sophomore (Grade 10)</b>	<b>Total 6 Units</b>
English 10 (writing intensive)	1 unit
Math	1 unit
Science (Biology)	1 unit
Physical Education	1/2 unit
Resource Management	1/2 unit
Electives (2 1/2)	2 units
<b>Junior (Grade 11)</b>	<b>Total 6 Units</b>
English 11 (writing intensive)	1 unit
Math	1 unit
American History	1 unit
Physical Education	1 unit
Electives (3)	3 units

<b>Senior (Grade 12)</b>	<b>Total 6 Units</b>
English 12	1 unit
American Government/Geography	1 unit
Physical Education	1 unit
Electives (3)	3 units

\*Driver's Ed will be assigned at the proper age level which is determined by the instructor (Fr, Soph, Jr) and the appropriate number of classes must be passed.

#### **HOME SCHOOL STUDENTS**

Upon enrollment on a full-time basis, home-schooled students shall take a standardized achievement test administered by an FCHS guidance counselor. Grade level placement in FCHS courses will be determined by FCHS personnel based on the achievement test results and age appropriateness.

#### **HOMEBOUND INSTRUCTIONS**

Students who are unable to attend school for a period of more than two weeks may be eligible for homebound instruction. See the principal or guidance counselor for more information.

#### **HONOR ROLL**

To be on the Honor Roll, a student must have at least a 3.0 semester grade point average. High Honors requires at least a 3.5 semester grade point average.

High Honors	3.5 - 4.000	Honors	3.0 - 3.499
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To compute grade point average:

1. Each letter grade should be assigned the following points:

A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

2. In determining grade point averages all academic semester grades will be counted regardless of the number of times a course has been repeated and regardless of the grade, passing or failing. All subjects, including physical education classes and driver education, are considered academic subjects.

3. The points from all academic subject grades must be added.

4. Divide the total points by the total number of academic course credits attempted, then rounded off to the nearest 1000th (.000).

To compute grade point average for the weighted classes:

1. Additives (A= .2, B= .15, C= .1, D= .05) will be added to the calculated 4-point Scale each semester.

2. This change is retroactive and grade point averages for all students with weighted classes will be recalculated using the additive formula.

<u>Additives</u>	<u>Regular Classes (4-point Scale)</u>
A= 4 (+.2)	A= 4
B= 3 (+.15)	B= 3
C= 2 (+.1)	C= 2
D= 1 (+.05)	D= 1
F= 0	F= 0

Example:

<u>One Semester</u>	<u>Example</u>	<u>Additives</u>
AP Math IV	A=4	.2
AP Biology	B=3	.15
U.S. Gov.	A=4	
PE	A=4	
AP English	A=4	.2
Multimedia	A=4	
Band	<u>A=4</u>	

Cr Pts 27/7 (no. of courses)=3.857 calculated 4 pt. GPA  
 +.20 additive  
 +.15 additive  
 +.20 additive  
 4.407 Weighted GPA

Gifted Math 9-12 and all Advanced Placement courses for all grade levels will be weighted.

#### **CLASS RANK**

Class rank is calculated at the end of each semester. A student's grade point average is the basis of class rank. In ranking students, should two or more identical ranks occur, all persons will receive the highest rank as if the tie had not occurred. Grade point averages will be rounded off to the nearest 1000th (.000).

When a tie occurs with the class rank, valedictorian and salutatorian will be determined by calculating the highest percentage average from all academic classes.

#### **HONOR GRADUATES**

Honor graduates are determined by an accumulative grade point average of 3.5 or higher after 8 semesters at FCHS.

#### **HONORARY USHERS FOR GRADUATION**

Honorary ushers shall be determined based on the two highest GPA's in the junior class at the end of the 5th semester.

#### **GRADUATION CEREMONY**

Each student must complete all the graduation requirements before he/she will be allowed to participate in the graduation ceremony. Students will not be allowed to walk in graduation more than one time.

#### **COURSE REPETITION**

Individual course credit can be applied toward graduation only once. Courses repeated for any reason will not provide additional credit.

#### **SCHEDULE CHANGE**

Students may not initiate schedule changes after the end of the 4<sup>th</sup> school day of the semester. The principal or the guidance counselor may initiate schedule changes as deemed appropriate. If a student is permitted to withdraw from a course after the end of the 4<sup>th</sup> day of the semester, the student will receive a failing grade for the semester. This (F) will be recorded on the transcript.

#### **PROGRESS REPORTS**

A letter system of grading is used to indicate scholastic achievement.

Progress reports are distributed four times annually with each grade period consisting of nine weeks of school. **"Deficiency Reports"** are mailed to parents of failing or near-failing students following the fourth week of each nine-week grading period and/or as needed during the semester. Only semester grades are recorded on the student's permanent transcript.

#### **GRADING AND INSTRUCTION**

##### **Grading**

Teachers are to administer the marking, grading or other means of evaluating students as prescribed by the administration and/or Board of Education.

It shall also be the case that specific learning objectives be available for each course taught.

Semester grades given in each course shall be based on quantity by each student as follows:

<b>% of Learning Objectives Achieved</b>	<b>Grade</b>
94-100	A
86- 93	B
76- 85	C
68- 75	D
0- 67	F

Grades are based on the accumulation of **points**. **Total point accumulation** will determine **percentage**. Percentage will be arrived at by dividing each student's points by the total possible number of points which can be achieved for the semester to the nearest hundredth. The percentage, not the letter grade is used for determining class valedictorian and salutatorian.

At the close of the first quarter (nine weeks) each student's point totals will be reported as a percentage on the progress report. The semester exam must count 20% of the point total.

Semester grades are to be weighted as follows:

First and Second Quarter Accumulated Total	80% or 4/5
Semester Exam Grade	20% or 1/5

A student dropping a course after the first week of school will receive a failing grade (F) for the semester. This F will be recorded on the transcript.

At the end of each semester, two days are provided for semester exams. **All students are encouraged to take semester exams even though they may not be required to do so.** (Students with the option of taking the final exam cannot have their grade lowered.)

Students receiving an "Incomplete" for the quarter or semester will have a one-week period in which to complete their work. Failure to complete work will result in an "F" for the period involved.

Only letter grades will be recorded on student permanent records. No pluses or minuses will be recorded or used in determining grade point average or class rank. Only academic subjects' grades are to be used in determining the grade point average.

#### **FINAL EXAM EXEMPTIONS**

Seniors achieving a Meets/Exceeds on all four subjects of the PSAE, have no suspensions or unexcused absences from any classes are exempt from all final exams both semesters. Seniors achieving a Meets/Exceeds in fewer subjects are exempt from only that subject on final exams.

Students with three absences per semester (per class), with no F in that particular class and no unexcused absences (includes suspensions) from any classes are exempt from the final exam for that class. (Three tardies to a class equals one absence.)

Students with an A and no more than five excused absences per semester for that particular class and no unexcused absences (includes suspensions) from any classes are exempt from the final exam for that class.

#### **GIFTED AND ADVANCED PLACEMENT PROGRAM CRITERIA**

Students at Fairfield Community High School are evaluated for gifted placements by the following criteria:

1. Achievement Test Scores - Students must score in the 90th percentile on the PLAN or EXPLORE test to qualify for consideration for gifted placement in that learning area. If no achievement test is given, the student's ISAT score must fall into the "Exceeds" category. The individual feeder schools will provide these scores.
2. I.Q. Scores - A score of 120 or higher qualifies the student for consideration for gifted placement. The individual feeder schools will supply these scores.
3. Teacher's recommendation - The student's teacher(s) will complete a checklist to assist in identifying high achieving students.
4. A student must maintain a grade of C or better to remain in an honors class.

#### **COLLEGE CLASSES FOR HIGH SCHOOL STUDENTS**

Courses must be approved in advance by the high school guidance counselor and the high school principal. To obtain graduation credit, FCHS will only accept classes to compensate for failed required classes. The student is responsible for all expenses incurred.

#### **DUAL CREDIT WITH FRONTIER COLLEGE (IECC)**

Students may receive IECC credit for classes taken at FCHS. To obtain this dual credit, students are required to meet the same prerequisites as college students attending IECC, which includes obtaining a minimum test score on a nationally standardized test and having completed any prerequisite courses.

All dual credit classes taken at FCHS will give a final exam and use the high school scale for their HS and college credit. Students with three or fewer absences have the option of using the final exam grade for part of their HS grade.

### **CORRESPONDENCE COURSES**

Correspondence course credit, while enrolled at FCHS, may be applied toward graduation credit with the approval of the high school principal and the guidance counselor.

### **GUIDANCE SERVICES**

#### **Counseling Services**

At one time or another most students want to talk with someone who is interested in them and their problems. Parents and teachers also, at times, wish to talk with the counselor about a student's progress. The guidance department is for anyone who needs information or assistance.

Counseling is one service provided by the school to help the student understand himself or herself and his or her surroundings. This means that counseling will vary with each student because the counselor recognizes each as an individual with his or her own needs.

Students are free to decide what they will discuss with the counselor. Many students like to talk about such things as:

1. Choosing school subjects;
2. Planning four years of high school;
3. Getting along in a new school;
4. Getting along with others - friends, parents, teachers, etc.
5. Careers and continuing education.

There will be times when the counselor will send a pass or call a classroom requesting that a student be allowed to go to the Guidance Office. Students may be invited for reasons such as:

1. To get acquainted;
2. To discuss school progress and grades;
3. To discuss standardized test results;
4. To continue previous discussions.

Whether the student goes to see the counselor or the counselor requests the student, there are two important things to keep in mind. First, feel sure that the conversation will be kept in private. Secondly, the counselor is not a disciplinarian.

In addition to regular counseling services, other guidance services include:

1. Planning College and Career Fairs, Financial Aid Seminars, Freshman Orientation, Parents' Night (for parents of soon-to-be freshmen);

2. Scheduling Seniors, Juniors, Sophomores and Freshmen for the next school year;
3. Administering the ACT Assessments and other standardized tests;
4. Providing job placement, tutoring and referral services;
5. Scheduling visits of representatives from various colleges and vocational schools;
6. Maintaining a library of college catalogs and career information;
7. Enrolling all students.

**The student, not the counselor, has the ultimate responsibility to fulfill the requirements for graduation,** to check his or her own eligibility to take courses, to observe the academic rules governing his or her program, and to meet the specific requirements for admission to a selected school if he or she plans to continue his or her education after graduation from high school. The guidance counselor's role is to assist the student in making important decisions.

#### **Financial Aid Notes**

There are many scholarship, grant and loan funds available to graduating seniors who want to continue their education. Most scholarships and grants are given on the basis of academic average, rank in class, ACT and/or SAT scores and financial need. In addition, the college major of the student may be a requirement for consideration.

Usually, the whole amount of a student's financial need cannot be met with an outright grant or scholarship, and most colleges now make aid offers in the form of a "package"--some combination of grant, loan or job. Each college's director of financial aid is the best source of information about the various types of aid his or her institution has available.

Local organizations are the source of a variety of scholarships and low interest loans. Announcement of the availability of scholarships is made through the local news media and the daily announcements at school. Please check with the guidance office for more specific information.