

**ORANGEVILLE JR. - SR. HIGH SCHOOL  
DISTRICT #203  
HOME OF THE "BRONCOS"  
201 S. ORANGE ST.  
ORANGEVILLE, IL 61060  
(815) 789-4289  
FAX (815) 789-4709  
www.orangevillecusd.com**

**Student Handbook  
2016-17**

**This book belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/ST** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Grade** \_\_\_\_\_

**In case of emergency notify:**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

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# ORANGEVILLE JR. – SR. HIGH STAFF DIRECTORY

If there are any questions or concerns, please feel free to contact the appropriate staff member at the email or phone extension listed below. The high school office is open from 7:30 a.m. – 4:00 p.m. and the phone number is 815- 789-4289.

E-mail addresses are followed by @orangevillecusd.com

<b>NAME</b>	<b>E-MAIL</b>	<b>VOICE #</b>	<b>POSITION</b>
Mr. Andrew Janecke	ajanecke	Ext. 304	Principal
Ms. Rachel Heck	rheck	Ext. 300	Secretary
Mr. Chris Moore	cmoore	Ext. 309	Guidance
Mr. William Guy	wguy	Ext. 305	Athletic Director
Mrs. Kary Friedenauer	kfriedenauer		Nurse
Ms. Vanessa Dinderman	vdinderman	Ext. 339	JH Special Education
Mr. Eric Dobner	edobner	Ext. 317	HS English
Mr. Josef Edler	jedler	Ext. 325	JH Science/Math
Mr. Toby Golembiewski	tgolembiewski	Ext. 338	Physical Education
Ms. Laura Heath	lheath	Ext. 308	LMC
Mr. David Hoshaw	dhoshaw	Ext. 316	HS Science, NHS advisor
Mrs. Elizabeth MacKenzie	emackenzie	Ext. 331	Spanish, JH English
Mrs. Sharon McDivitt	smcdivitt	Ext. 319	Math
Mr. Bill Meier	bmeier	Ext. 321	Social Studies, Driver Ed.
Mr. Steve Picavet	spicavet	Ext. 340	Health
Mr. Joe Piscioti	jpiscioti	Ext. 322	Business/Computers
Mrs. Kelly Scheuerell	kscheuerell	Ext. 336	English/Reading, Yearbook
Mr. Lon Scheuerell	lscheuerell	Ext. 335	Social Studies
Mr. Steve Snider	ssnider	Ext. 324	Agriculture
Mrs. Melissa Stepanek	mstepanek	Ext. 315	HS Special Education
Mrs. Sara Swart	sswart	Ext. 310	Band, Choir
Mr. Wade Zuberbuhler	wzuberbuhler	Ext. 320	JH English/Reading
TBA		Ext. 341	Math

**The most up-to-date information can be found on the school website at  
[www.orangevillecusd.com](http://www.orangevillecusd.com)**

# EVERYDAY BELL SCHEDULE

<b>1<sup>st</sup></b>	<b>8:00 – 8:47</b>
<b>2<sup>nd</sup></b>	<b>8:50 – 9:37</b>
<b>3<sup>rd</sup></b>	<b>9:40 – 10:27</b>
<b>4<sup>th</sup></b>	<b>10:30 – 11:17</b>
<b>5<sup>th</sup></b>	<b>A: 11:20 – 11:45</b>
	<b>B: 11:48 – 12:13</b>
	<b>C: 12:16 – 12:41</b>
<b>6<sup>th</sup></b>	<b>12:44 – 1:31</b>
<b>7<sup>th</sup></b>	<b>1:34 – 2:21</b>
<b>8<sup>th</sup></b>	<b>2:26 – 3:11</b>

# SIP DAY BELL SCHEDULE

<b>1<sup>st</sup></b>	<b>8:00 – 8:27</b>
<b>2<sup>nd</sup></b>	<b>8:30 – 8:54</b>
<b>3<sup>rd</sup></b>	<b>8:57 – 9:21</b>
<b>4<sup>th</sup></b>	<b>9:24 – 9:48</b>
<b>5<sup>th</sup></b>	<b>9:51 – 10:15</b>
<b>6<sup>th</sup></b>	<b>10:18 – 10:42</b>
<b>7<sup>th</sup></b>	<b>10:45 – 11:09</b>

## MISSION STATEMENT

Orangeville Community Unit School District #203, in joint effort with the entire school community, will provide an education which will enable each child to achieve his/her full potential and which will inspire each child to value life-long learning.

Orangeville School Board

## SCHOOL/PARENT COMPACT

Orangeville Junior - Senior High School and its parent community agree that this compact outlines how parents/guardians, teachers, support staff, and the students will share in the responsibility for improved student academic performance. Together, we will build and develop a partnership designed to assist our students in developing and maintaining high standards and levels of achievement that will sustain them during and beyond high school.

SCHOOL RESPONSIBILITIES	PARENT/GUARDIAN RESPONSIBILITIES	STUDENT RESPONSIBILITIES
Orangeville Jr. – Sr. High School will:	Parents/guardians will:	Students will:
<ul style="list-style-type: none"><li>• Hold parent/teacher conferences bi-annually to discuss individual student's achievement</li><li>• Provide parents/guardians and students with frequent reports on student academic status</li><li>• Provide parents/guardians with opportunities to communicate with instructional and support staff</li><li>• Promote a positive classroom atmosphere conducive for learning that will enable students to meet academic achievement standards</li><li>• Deliver quality, rigorous instruction to support Illinois Common Core State Standards (CCSS)</li><li>• Provide opportunities for differentiation within instruction</li><li>• Provide a safe, caring atmosphere that develops and reinforces honest, respectful, and responsible students</li><li>• Provide positive role models within the classroom and at extracurricular activities</li></ul>	<ul style="list-style-type: none"><li>• See that my child is well rested, arrives on time, and attends school daily</li><li>• Provide a positive and healthy learning environment at home and a proper place to do homework</li><li>• Monitoring my child's progress and completion of assignments</li><li>• Be a positive role model for my child</li><li>• Help my child learn to resolve conflicts in positive ways</li><li>• Promote positive use of my child's extracurricular time</li><li>• Be a positive role model at extracurricular activities</li><li>• Work respectfully with teachers and administration to achieve the best possible learning experience and environment for my child(ren)</li></ul>	<ul style="list-style-type: none"><li>• Come to school prepared, on time, well rested and abiding by the dress code</li><li>• Completing all assignments/activities daily and submitting all assigned homework on time</li><li>• Work cooperatively and productively with my classmates, teachers, and administration</li><li>• Seek extra help from teachers whenever having difficulties in a class</li><li>• Respect myself, others, and school property</li><li>• Make good choices by thinking before I react</li><li>• Make positive choices during extracurricular time</li><li>• Take pride in my school</li></ul>

## TO THE PARENT/GUARDIAN

This handbook has been prepared to explain and clarify the procedures, policies and regulations at Orangeville Jr. – Sr. High School. You are urged to contact the principal or superintendent if you have any questions.

## TO THE STUDENT

On behalf of the faculty, we would like to welcome you to Orangeville Jr. - Sr. High School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Orangeville has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals, which have been set, and to carry on the tradition and make this a better place. You can benefit from everything Orangeville has to offer by being actively involved in the learning process in your classes and the programs offered. We are here to make your years in school as successful, yet as educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your Jr. – Sr. High School career.

Orangeville School Administration

## **RULES AND PROCEDURES**

Rules and procedures contained in this handbook are guidelines for students, parents, teachers and the counselor. Should there be a necessity to deviate from the guidelines; the approval of the principal must be obtained. In such cases, the principal may waive the rules and regulations based upon emergencies or conditions requiring his/her judgment. Unless waived by the principal, the conditions of this handbook are to be regarded as a contract between the student and the school. The principal/school administration reserves the right to handle any misconduct by a student not covered in this handbook. This may result in suspension or other disciplinary action depending on the circumstances.

## **GENERAL/DISTRICT INFO**

### **EQUAL EDUCATION OPPORTUNITIES**

Orangeville Community Unit School District #203 insures that equal education and extracurricular opportunities are offered to a student without regard to their sex, race, color, national origin, age, religion, or handicap. Questions in reference to equal opportunities may be directed to the administration.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities are welcome to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **RESIDENCY**

Students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student. Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency. Residency can be established by providing school officials with the following:

#### Category I (one document required)

1. Most recent property tax bill and proof of payment
2. Mortgage papers
3. Signed and dated lease with proof of the last month's payment
4. Letter from manager and proof of last month's payment
5. Letter of residence from landlord

#### Category II (two documents required)

1. Driver's license
2. Vehicle registration
3. Voter registration

### **STUDENT INFORMATION NOW**

Orangeville School District utilizes the *Information Now* student management software. This is a web based service that allows staff, students and parents to access important information. A link to this service is located on the school district web page at [www.orangevillecusd.com](http://www.orangevillecusd.com). Parent usernames and passwords remain in place from one school year to the next. If a parent needs to have a password reset, it may be done by calling the main office.

### **MEALS PLUS**

*Meals Plus* is the school lunch account program. Money to be entered into the student's account should be brought to the office in the morning. At lunch time, the student scans his/her fingerprint to charge lunch, pizza, or milk only (snacks must be paid for with cash). When the account falls below \$10, the parent will be contacted by the school, and will be expected to pay before the account reaches zero. If a student account reaches a negative amount, the parent will be contacted by the secretary and the student will not be allowed to charge lunch until the debt is paid. A parent may call at any time to inquire about their child's balance.

### **SCHOOL MESSENGER**

*School Messenger* is an automated broadcast system that Orangeville C.U.S.D. #203 uses to contact parents for weather-related emergency announcements, extra-curricular activities updates, and updates on the school *Meals Plus* program. **Parents/Guardians should keep the district informed of any changes in phone numbers so that the system remains current.**

### **EMERGENCY CLOSING OF SCHOOL**

An attempt is made to make decisions early on any matter which might alter the regular school day time schedule. The *School Messenger* program will be used to notify parents via telephone of cancellations and changes to the school day. Parents/guardians should assure telephone numbers are current with the school. Local radio and television stations will

also be informed as early as possible. When weather conditions are questionable, tune into local radio stations WFPS (92.1 FM), WXXQ (98.5 FM), WFRL (1570 AM) or WEKZ (93.7 FM and 1260 AM) and television stations WREX, WIFR, and WTOV. Parents are asked to please refrain from calling the school during these occasions to ask about changes to the day so that school staff is available to meet student needs and get information to all families in a timely manner.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held twice a year. The first conference is in the fall, shortly after the end of the first grading period. The second conference is in the spring. These conferences are held in an effort to keep parents/guardians aware of their child's progress and activities. This is a time, also, for parents to ask any questions they might have concerning grades, behavior, academic work, etc.

### **HIGHLY QUALIFIED AND CERTIFIED**

Orangeville Jr. – Sr. High School staff is made up of highly qualified individuals who are fully certified by the State of Illinois and the State Board of Education in the fields that they teach.

### **STUDENT RECORDS**

School records of students are confidential and will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

#### *Rights Regarding Records*

State and Federal law gives parents and eligible students certain rights with respect to their student records.

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee may be waived for special circumstances.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **SECURITY CAMERAS**

In order to assist the school's administration in maintaining a safe and secure environment, security cameras have been placed in various locations in and around the building. These cameras may be viewed only by school administration and law enforcement personnel if appropriate.

### **CRISIS PLAN**

Each school within C.U.S.D. #203 has developed a crisis plan. This plan is on file in case of a dangerous circumstance or situation. The staff reviews this plan frequently, ensuring understanding and revisions, if necessary.

### **SEX OFFENDER REGISTRY**

Schools are required by law to inform parents how they may access information regarding registered sex offenders. The legislation is intended to increase awareness of the registry and to encourage parents to review the information available to them. Parents can search the database by name, zip code, city or county. Access to the database is free and can be accessed in Illinois at the following address <http://www.isp.state.il.us/>.

### **SMOKING AND USING TOBACCO**

The Board of Education prohibits smoking and using tobacco on school property and during any school related activity. Tobacco shall mean cigarette, cigar, pipe, electronic cigarettes, or tobacco in any form, including smokeless tobacco,



which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be smoked, ingested, or inhaled.

## **DRUG & ALCOHOL TESTING POLICY**

In accordance with Board of Education Policy 7:240, an extracurricular drug and alcohol testing program has been put into place for high school students involved in extracurricular activities, including but not limited to all interscholastic sports, dramatic and musical productions, FFA, hockey, speech, and musical ensembles which meet throughout the school year. Any high school student who intends to participate in any of the above activities must agree to submit to random testing for the use of prohibited substances in order to be eligible to participate in the extracurricular activities. A copy of the full District #203 Extra-Curricular Random Drug and Alcohol Testing Program is available in the high school office or on the school website.

## **BULLYING POLICY**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Teen dating violence is a specific type of bullying/harassment. Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the guidance counselor or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any staff member. Anonymous reports are also accepted.

A reprisal or retaliation against any person who reports an act of bullying is **prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

## **CHAIN OF COMMAND**

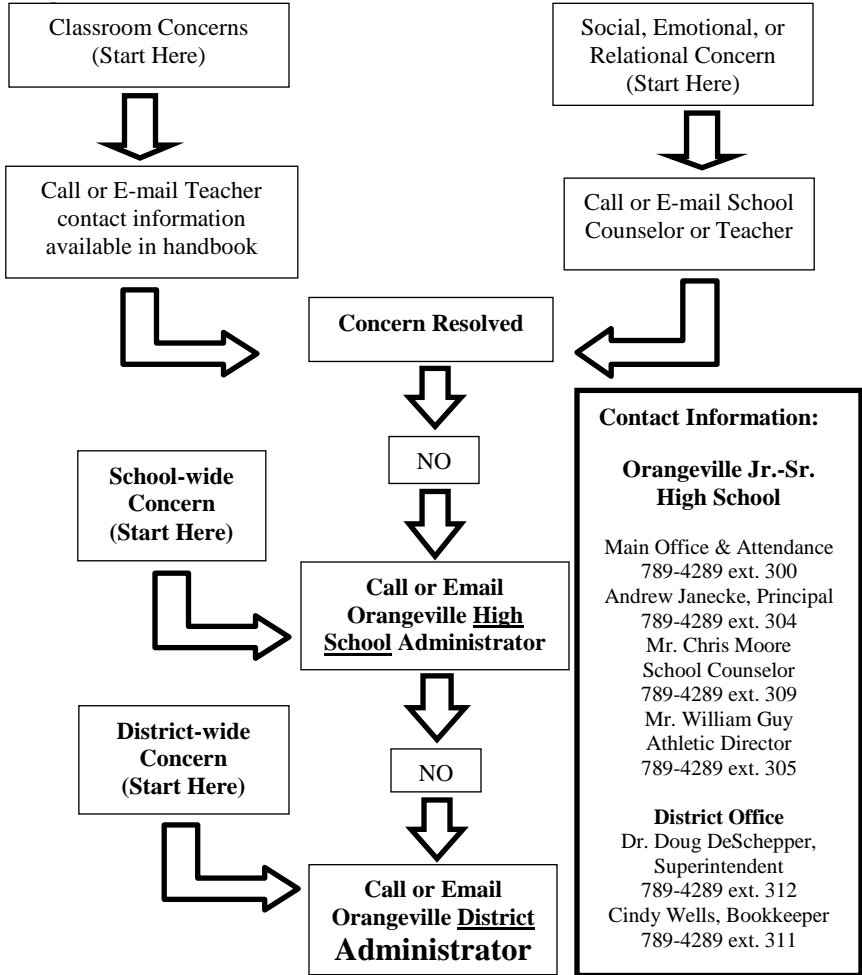
The Orangeville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns

- Step 1)** In the event of a concern, a parent or community member should contact the teacher, supervisor, coach or staff member who is directly involved with the concern or situation
- Step 2)** If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director
- Step 3)** If a parent or community member has completed Steps 1 and 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the District Office

**Step 4)** If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. If steps are skipped The Board of Education and Superintendent reserve the right to re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.  
**See Flow Chart below.**

**Concerns: (How to get help)**

- Current contact information for Teachers and Administrators, including E-mail and telephone numbers are on the district website ([www.orangevillevic.usd.com](http://www.orangevillevic.usd.com))



**FACILITY USAGE**

Any individual, group or organization wishing to use any facility in Orangeville Jr. – Sr. High School or on the school’s property should contact the principal for a Use of School Facilities application. Restrictions on usage as well as certain rates and fees may apply as detailed in School Board policy.

## STUDENTS WITH DISABILITIES

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. This identification process includes the RTI growth model.

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION; EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Parental permission will be sought in the event of an observation.

In order to hold instructional time sacred, this access can be granted only after an appointment has been scheduled and cleared with a building administrator. Once access has been granted, professionals and adults will be reminded of student confidentiality rights and consult with instructors only during conference and planning times. For further information, please contact the school principal.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **MEDICAID DATA RELEASE CONSENT-Special Education Students Only**

If your child receives special education services and is also Medicaid eligible, *District 203* can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Dr. Douglas DeSchepper, Superintendent.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

## HEALTH

### **HEALTH SERVICES**

Orangeville has a full time health aide who is available to help with any health related questions students or parents may have.

## **PHYSICALS AND EYE EXAMS**

Physical and dental exams are required by the State of Illinois for students entering 6th grade. Physical exams are required for students entering 9<sup>th</sup> grade. A physical exam and an eye exam performed by an optometrist will be required for any student entering an Illinois school for the first time.

## **VISION AND HEARING SCREENING**

Throughout the school year, students in 6<sup>th</sup> through 8<sup>th</sup> grade, as well as special education students, new students, and students with teacher referrals will be given vision and hearing tests. As time and schedule permit, students in other grades may also be included in the screenings. The purpose of the screening is to identify those students who may have a vision or hearing problem. If a student is found to have a problem, their parent/guardian will be notified and the child will need to be seen by their doctor or eye specialist for further evaluation. Contact the school nurse with any questions or concerns.

## **MEDICATION**

Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such medication to students during the school day, or when it is medically necessary to address the health needs of students during normal school hours, school personnel will address such problems. The School Board further recognizes that it has a duty to treat student's medical emergencies which occur during the school day or during school sponsored activities and hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

Any family which sends medication to school assumes complete legal responsibility for the medication sent to school. Necessary medications must be brought to the school office in the original container appropriately labeled by the physician/pharmacy. The container label must contain complete instructions for dosage and times. Non-prescription medications must have parent authorization prior to consumption during the regular school day or school related activity. Parents may write a permission form at the beginning of the school year or a daily note, and provide the school with non-prescription medication, to be kept in the office. This medication may be used throughout the school year. Prescription and non-prescription medications **must** be kept in the office. **Students who require the use of inhalers for asthma or epinephrine auto-injector (Epi-pen) for allergies may be permitted to carry and self-administer medication as long as the parents provide written authorization and the student's doctor provides information about the medication and its use to the office.**

## **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school health aide or building principal and the child is determined to be free of the head lice and eggs (nits).

## **EMERGENCIES**

In order to handle any and all emergencies quickly it is necessary for parents to provide the following information to be kept on file in the school office.

1. Telephone - home and work numbers for both parents.
2. A neighbor or relative with telephone numbers to be used if parents/guardians cannot be reached.
3. Physician - the name of a doctor to be consulted in case of an emergency.

**Parents: Please keep the office up-to-date on this information.** If any of this information changes, the office should be notified as soon as possible.

In the case a student is involved in an accident or becomes ill, every attempt will be made to notify parents/guardians or an emergency contact. If the situation appears to demand medical attention the health aide will be notified and the student may be transferred to a doctor or hospital if it is deemed critical.

## **TRANSPORTATION**

### **BUS TRANSPORTATION PRIVILEGES**

Bus transportation will be provided for all students that qualify by state law. Riding the bus is a privilege, not a right, and therefore riding privileges may be revoked. Students who do not abide by the rules will be removed from the bus and/or disciplined by the administration.

A few of the bus rules to follow:

- The driver is in full charge of the bus and bus riders.
- No eating or drinking on the bus.
- Hands, arms and/or heads stay inside the bus at all times.
- Do not throw pencils, pens, paper or other items in the bus.
- Do not litter the bus or damage/deface the seats or sidewalls of the bus.

- Emergency exits are for emergency use only. Do not tamper with the exits.
- Remain seated at all times when the bus is moving.
- Talk at a normal volume level with students nearby.
- A child should always cross the road in front of the stopped bus, where the driver can see him/her.
- All school/classroom rules apply on the bus for all student riders.

### **STUDENT DRIVING AND PARKING**

Orangeville High School permits driving/parking at school as part of a privilege extended to students. There are limited student parking spaces available. Students may park in any parking slot striped in yellow paint, which includes lots to the west, north, and east of the building. Students must enter through the main high school entrance. Any violation of these regulations may lead to the loss of driving/parking privileges in addition to other fines, tickets, towing charges, etc.

- Students are expected to drive and park at all times in a manner appropriate for conditions.
- Vehicles must be parked in authorized and lined student parking spaces.
- Students are expected to follow all Rules of the Road while on school property.
- Students are not to be in their vehicles or in the parking lot during the school day.
- All vehicles should be locked and secured. Orangeville School District is not responsible for theft from a vehicle, damage to vehicles, or personal injury.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, or stolen property might be present in the vehicle.
- The speed limit is 15 mph. Accidents, damage to vehicles or personal injury must be reported to the principal's office immediately.
- No recreational vehicles or trailers
- It is against the law to pass a school bus when the stop arm is extended. This includes the buses in the parking lot.
- To help with traffic and safety, we will use the following traffic pattern when school is released: Vehicles parked to the west will exit north on Orange Street. Vehicles parked to the north and east will exit east on School Street. Parents picking up students will park down the hill (to the west) on the north side of Orange Street (white striped parking spaces) and exit to the west. **See diagram page 32.**

### **STUDENT DRIVING FOR CAREERTEC**

School transportation is always available for those students enrolled in CareerTec. However, there may be circumstances when a student must drive to/from CareerTec. Before a student will be allowed to drive to CareerTec, he/she must have a driving waiver, signed by the student and parent/guardian, on file in the high school office. On days when student will not be taking the school transportation, the student must let the bus driver and the principal know prior to driving him/herself. Failure to follow these procedures may result in disciplinary action.

### **CELL PHONES IN SCHOOL ZONES**

Illinois law prohibits any driver from using a cell phone while operating a motor vehicle on a roadway in a school zone. There are limited exceptions, most notably for law enforcement purposes and for people using hands-free wireless devices.

### **STUDENT DRIVER'S LICENSE CANCELLATION**

Students under the age of 18 who drop out of school are no longer eligible for a graduated driver's license. No student under the age of 18 who is a chronic or habitual truant will be issued an instruction permit. If a student under the age of 18 already possesses a driver's license at the time he or she drops out of school, the Secretary of State shall cancel the student's license.

## **ATTENDANCE**

### **ATTENDANCE SYSTEM**

Regular school attendance is vital to the learning process and is an integral part of academic growth. Student effort, as indicated in part by regular attendance, is an essential element of course credit. Excessive absence, even when excused, may cause the student to fail. A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day.

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes,

have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In the event of any absence, a student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note **within 24 hours** of the recorded absence. The note should include the student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

In the 6th-12th grade setting attendance is taken at the beginning of the day as well as each period/class of the day.

Students are allowed to accumulate a combination of excused/unexcused full-day absences during the school year before consequences are issued (see Discipline Procedures). All absences after the 10 day mark are recorded as unexcused unless a resolution is established between the school and the family. Parents/Guardians will be sent a warning letter informing them of their child's absences after 7 occurrences.

#### *Attendance Definitions*

There are two types of absences: excused and unexcused.

- **Excused absences include:** Illness, observance of a religious holiday, death in the family, extreme family emergency, medical/dental visits with accompanying doctor excuse, court/probation with accompanying note, or other valid unavoidable reason as approved by the principal.  
**\*Any time a student misses school for a medical/dental appointment, he/she must present a note signed by the doctor/dentist to the office when he/she returns to school.**
- **Unexcused absences include:** All other absences that do not fall under the definition of excused. Examples of unexcused absences include, but are not limited to: Oversleeping, running errands, staying at home to provide daycare for siblings, shopping, minor aches and pains, ordinary weather conditions, medical/dental visits without accompanying doctor excuse, going out of town, hunting, any business that could be held outside of regular school hours, and unsecured transportation.

**\*\*\*Students who are absent for family vacations are considered unexcused according to Illinois School Code Section 26-2a.\*\*\***

#### *Pre-arranged Absences Procedure*

Pre-arranged absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. Parents must call the high school office or send a signed note at least 48 hours in advance of the planned absence. Students will receive a pre-arranged absence form ("yellow slip") from the office for each of their teachers to sign, which notifies the teacher of the student's upcoming absence. Teachers will sign the yellow slip to acknowledge notification of absence and assign work. Work is due on original due date or the day after the student returns, whichever is later. Yellow slips may be turned in to the office at any time before the absence. If a yellow slip is not turned in, the absence will be considered unexcused.

#### *Special Absence Reasons*

The following absence reasons will NOT count toward a student's 10-day total.

1. Medical and dental visits ONLY if a medical excuse signed by the doctor is turned in to the school office.
2. Court appearances with appropriate documentation.
3. College visits for information gathering, placement tests and registration for juniors and seniors, though for no reason are more than two visits permitted each year. Most colleges have scheduled days for high school students to visit during common high school vacation and holiday times. Students taking advantage of this opportunity will also need to document the visit through the guidance office ahead of time and complete a reporting form to remain excused.
4. Job Shadowing for career interest for sophomores, juniors and seniors, though for no reason are more than two days permitted each year. Students taking advantage of this opportunity will also need to document the visit through the guidance office ahead of time and complete a reporting form to remain excused.

#### *Truancy*

- By law, the school is required to report excessive absenteeism (students who have 20% absences at any time during the year, whether excused or unexcused) to the Truants Alternative Program.

## STUDENT DISCIPLINE PROCEDURES

### GENERAL

Students committing acts of gross disobedience or misconduct may be placed on probation, detained at school, suspended from school, expelled from school, or otherwise disciplined. The principal is authorized to place on probation, to detain at school, or to suspend or otherwise discipline a student. Only the Board of Education, on recommendation of the superintendent, may expel a student.

At the discretion of the superintendent or the Board of Education upon review, any student suspended or expelled may or may not be denied the right to make up school work missed as a result of such suspension or expulsion. Students committing acts of misconduct may be denied privileges of participation in any school-sponsored extra-curricular activities, including field trips, class trips, sporting events, music contests or trips, academic events, or any other activity where the student is a representative of the school district.

### DEFINITIONS

- **Detention** is the keeping of a student before, at lunch, or after regular school hours for a reasonable period of time.
- **Probation** is a conditioned enrollment in school or a particular privileged activity or class for a restricted period.
- A **privileged activity** is any activity that is sponsored by the school or any school club or organization.
- **Suspension** is a temporary exclusion of a student from school, from a school activity, or from riding the school bus for a period of time not to exceed ten (10) school days.
- **Expulsion** is the exclusion of a student from school, from a class, from a school activity, or from riding the school bus for a period of time greater than ten (10) school days but not to exceed two calendar years.
- **Saturday detention** is a three hour detention on Saturday mornings from 8:00 – 11:00 a.m.
- **School personnel** includes all teachers, administrators, school board members, school bus drivers, and other school district employees, including cooks, secretaries, custodians, and aides.
- **Students may be subject to discipline** if their misconduct occurs on school grounds, on a school bus, at a school function, or outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's function.

### SUSPENSION

- For all in-school suspensions, school work must be turned in the first day the student resumes regular attendance to receive full credit. For all out-of-school suspensions, the student, upon returning to school, will have the number of days equivalent to the length of the suspension to turn in school work to receive full credit.
- Whenever possible, suspensions shall not be imposed during final examination periods, or, in the alternative, the student should be permitted to make up missed exams. During suspension, the student shall be required to perform schoolwork.
- For any suspension, all privileged activity will be lost until the student resumes regular attendance.

### DETENTION SYSTEM

- Students may receive consequences from school personnel in the form of student conferences, written warnings, parent contact, detentions before school, after school or over lunch, office referrals, or other consequence deemed appropriate for the offense. A minimum of 24 hour notice must be given to arrange for transportation.
- Students may be assigned detentions to be served before or after school for not doing schoolwork, not following school personnel's directives, and misbehavior. Detentions will usually be served with the person who issued them and will be served within two (2) school days of when the detention has been assigned. **NO EXCEPTIONS.** Students will be expected to do school work, but may choose to do labor (with parental permission), during their detention time.
- Saturday detentions will be held two times per month. Students will be required to attend the first available Saturday date after the offense. Saturday detentions must be served within 30 days.
  - Students must show up by 8:00 a.m. and have school work or a book to read. All school rules apply. If a student is a behavior issue, he/she may be scheduled for another Saturday detention.
  - Skipping a Saturday Detention
    - If a student skips a Saturday detention, they cannot participate in any extra-curricular and social activities until the detention is served.
    - If a student skips for a 2<sup>nd</sup> time, the student will automatically be disqualified from extra-curricular and social activities for 30 days starting from the date of the second skipped detention. They must still serve the original Saturday detention.

- If the same detention is skipped a 3<sup>rd</sup> time, the student will automatically be disqualified from extra-curricular and social activities for the remainder of the school year.
- The first five (5) infractions of any nature that merit a before or after school detention may be handled by the teacher with the consequence set by the teacher. Additional offenses that could merit a detention may be referred to the office at the school personnel's discretion.

**DISCIPLINARY CONSEQUENCES**

- Step 1 May result in a written warning
- Step 2 May result in a **before/after school** detention: 45 minutes
- Step 3 May result in 2 days of **before/after school** detention: 45 minutes
- Step 4 May result in Saturday detention
- Step 5 May result in 1 day in-school suspension & Saturday detention
- Step 6 May result in 2-day in-school suspension & Saturday detention
- Step 7 May result in 1-3 days out-of-school suspension & 2 Saturday detentions.
- Step 8 May result in 4-10 days out-of-school suspension & possible loss of extracurricular and/or social activities; Possible referral for expulsion

Tables with the various offenses, descriptions and disciplinary action follow through page 19.

<b>Offense</b>	<b>Description</b>	<b>Action</b>
**possible notification of police/arrest	The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.	Defines the action an administrator may take.
Absence Unexcused (Skip School)	Absent from any or all of the academic day <b>without</b> parental consent.	Receive zero credit for the day or those classes missed.
Absence Unexcused <b>after 10</b> occurrences	Absent from any or all of the academic day without doctor's note (with parental consent.).	Receive 50% credit for the day or those classes missed.
Academic Dishonesty/ Plagiarism/ Forgery**	Academic Dishonesty on tests or assignments, copying papers or other projects, duplicating copyrighted materials, using translation software, forging a school document or a signature of a teacher, administrator or parent.	Always loss of credit 1. Step 2 2. Follow steps to Step 5 Remains at Step 5
Arson **	Malicious or intentional attempt to burn any property.	1. Step 8
Assault/Battery**	Attempting to cause and/or causing injury to another student or staff member.	1. Step 8
Away From Assigned Area/ Unauthorized Area	Being in any location other than where assigned.	1. Step 2 2. Follow steps to Step 5 Remains at Step 5
Bomb Threat**	Making a bomb threat.	1. Step 8
Bullying/Cyber bullying**	Can include physical violence, verbal taunts and attacks, name-calling, put-downs, or exclusion from a peer group.	1. Discretion of administration
Bus Behavior/ Bus Stops**	Any violation of bus or school rules that warrants a referral.	1. Step 2 2. Follow Steps; additional bus suspension begins with Step 4
Computer Misuse**	Tampering with any school computer or program or violation of the District 203 Acceptable Use Policy.	1. Step 2 2. Follow steps to Step 5 & remain: All Subsequent Violations Include Loss of Computer privileges



Offense	Description	Action
**possible notification of police/arrest	The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.	Defines the action an administrator may take.
Controlled Substance**	Use, possession, attempt to sell, purchase, or distribute, or be under the influence of any alcoholic substance, illicit drug or look-alike drug, prescription medication, or mind-altering substance. Possession of drug-related paraphernalia is prohibited.	1. Step 8
Defiance/ Disrespect/ Insubordination/ Disruption	Refusal to cooperate with school personnel or display of rudeness or discourteous attitude or language toward others. Causes a disturbance of the education environment either in or out of the classroom/a breakdown in the orderly process of instruction and/or school activities such as field trips, assemblies, or athletic events.	1. Step 2 2. Follow Steps
Disorderly Conduct**	Serious disruption of the educational environment to such an extent that there is police involvement.	1. Step 8
Dress Code Violation	Any violation of the Dress Code presented in building handbook.	Always required to change clothing immediately & may not go home to do so. 1. Step 1 2. Follow steps to Step 4 Remains at Step 4
Electronic Devices**	Inappropriate use of cell phones or electronic devices.	1. Step 1 2. Step 2 3. Follow steps + parent pickup of device to Step 4 Remains at Step 4
Failure to Identify Self**	Failure to give name or giving a false name to district personnel. Making a fake call in an attempt to mislead staff or give false information.	1. Step 4 2. Follow Steps
Failure to Report	Not reporting to the assigned location when directed to do so by school personnel. Abuse or misuses of any student pass.	1. Step 2 2. Follow Steps
Failure to Serve	Not serving assigned disciplinary consequence.	Serve Skipped Consequence AND Next Step Consequence
Physical Contact/Fighting**	Any physical confrontation that is aggressive in nature.	1. Min. Step 5, and Discretion of Administration
Fire and Safety Equipment**	Intentional tampering with any fire or safety equipment.	1. Step 8
Food/Drink	Possession of open food or drink in unauthorized areas such as gyms, media centers, and bathrooms.	1. Step 1 2. Follow steps to Step 4 Remains at Step 4
Gambling**	To play a game for money or other stakes.	1. Step 5 2. Follow Steps
Gangs/ Secret Societies/ Related Activities**	Possessing, displaying or using gang/cult emblems, symbols, language; inciting other students to intimidate, threaten or act with physical violence upon any other person; recruiting for gang/cult membership or hazing.	1. Step 5 2. Follow Steps

<b>Offense</b>	<b>Description</b>	<b>Action</b>
**possible notification of police/arrest	The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.	Defines the action an administrator may take.
Harassment**	To annoy continually. Systematic attacks of others by an individual or group. It can include physical violence, attacks, verbal taunts, derogatory comments, racial slurs, stalking, name-calling, put-downs, or exclusion from the peer group.	1. Step 2 2. Follow Steps
Inappropriate Behavior	Any behavior not defined in this list that is deemed unacceptable by administration.	Discretion of administration
Intimidation/Threat/Extortion**	Obtaining money, property or services, or intending to instill fear through verbal or nonverbal threats, force, power, actions, or deceit. Threatening to harm another person.	1. Step 8
Loitering	Failure to leave school or any school-sponsored event after its conclusion without permission of school personnel.	1. Step 1 2. Follow Steps
Lunch Behavior	Participating in or planning of a food fight, littering, leaving trash or trays, throwing things during lunch.	1. Step 2 2. Follow Steps
Mob Action**	The use of force or violence disturbing the educational setting by two or more persons acting together.	1. Step 8
Parking Lot Conduct	Any misbehavior in the school parking lot.	1. Step 1 2. Follow Steps: subsequent violations may include loss of parking privilege.
Pornography**	Intentional viewing, display, distribution, or possession of sexually explicit or suggestive material in any form.	Item always confiscated 1. Step 5 2. Follow Steps
Profanity/Vulgarity/Public Indecency	Use of vulgar, repulsive, derogatory, profane, obscene, lewd or indecent language, gestures or clothing. Any interaction or behavior that is vulgar or lewd in nature.	1. Step 2 2. Follow Steps
Provoking a Confrontation/Inciting/Coercion	Provoking or pressuring others to engage in a confrontation or do something against their will.	1. Step 5 2. Follow Steps
Public Display of Affection (PDA)	Any interaction that is deemed by staff as too intimate for a school setting.	1. Step 1 2. Follow steps to Step 5 Remains at Step 5
Sexual Harassment**	Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance, or creates an intimidating, hostile, or ineffective learning/working climate. To annoy, beleaguer, bother, molest, persecute, or tease.	1. Step 6 2. Follow Steps
Tardiness	Being late to any class/school.	1. Step 1 2. Follow steps to Step 5 Remains at Step 5 Steps reset at semester
Theft**	Taking or possessing property that belongs to someone else without their permission.	Return or restitution will always be required 1. Step 5 2. Follow steps

<b>Offense</b>	<b>Description</b>	<b>Action</b>
**possible notification of police/arrest	The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.	Defines the action an administrator may take.
Tobacco Products/ Lighters/ Smoking/ Chewing Tobacco/Electronic cigarettes	Use or possession of tobacco products or lighters on school grounds, buses, or at school/district sponsored events.	1. Step 5 2. Follow Steps
Trespassing**	Being on school/district grounds without permission or failing to exit school grounds when directed to do so by school personnel.	1. Step 5 2. Follow Steps
Unauthorized Solicitation	Sale of merchandise and/or services without prior approval of school administration.	1. Step 1 2. Follow Steps
Vandalism**	Damage of any kind to materials or objects belonging to the school or other persons.	Repair or Restitution will always be required 1. Step 5 2. Follow Steps
Weapons/ Non-explosives **	Possession of any object which could be used with the intent to do harm or destruction, ammunition, or look-alike weapons.	1. Step 8
Weapons/Fireworks/ Explosives/ Chemical Devices**	Possessing, setting off fireworks, any chemical device or any device or material that may explode on or adjacent to school grounds, buses, or at school sponsored events.	1. Step 8

## **GUIDANCE/ACADEMIC INFORMATION**

### **GUIDANCE**

Students are encouraged to seek the help of their counselor in discussing career choices, choosing courses, developing good study habits, and selecting a college or trade school. Information regarding scholarships for college may also be found in his/her office. The guidance staff provides services for students and their parents who may need help in dealing with personal problems, life in the school and community, or decision-making.

### **RESPONSE TO INTERVENTION (RtI)**

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

When a student begins to have some area of concern affecting his or her school progress, the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, and consider other interventions. If the student makes acceptable progress the interventions may be discontinued or continued if the team feels the interventions are needed to help the student succeed. If the child continues to struggle, then more intensive interventions may be tried.

Parents provide insight into a child's learning and development to help understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior.

RtI will be determined through MAP test results and teacher input. Students will receive interventions during 8<sup>th</sup> period enrichment.

### **ACADEMIC POLICIES**

The teacher at the beginning of each course gives an explanation of the method used to determine grades. Grades may consist of daily work, quizzes, tests, projects, and individual benchmarks. Each teacher will determine if the student has mastered the material based on the student's overall grade and number of benchmark assessments passed for that semester or year.

The grading scale is as follows:

A	93-100	A-	90-92
B+	88-89	B	83-87
B-	80-82	C+	78-79
C	73-77	C-	70-72
D+	68-69	D	63-67
D-	60-62	F	59 or below

Report cards will be distributed the week following the close of each grading period. They need not be returned to school. (Warning letters will be sent to the parents of students who are in danger of failing at any time during the grading period, but particularly during or after the fifth week of the grading period.) As a considerable variance in a student's performance may occur between the fifth and final week of a grading period, students and their parents should be aware that although a failure notice may not have been received, it is possible to fail for the grading period. Parents should feel free to make an appointment with the student's teachers to discuss grades at any time during the school year.

### **HOMEWORK POLICY**

School work is expected to be turned in on the due date given, with the exception of absence reasons which are spelled out under ATTENDANCE SYSTEM (Pgs. 13-14). If work is not turned in on due date, the following applies:

#### Junior High

- A zero will be entered in the grade book until the work is turned in.
- A 10% deduction per day will be given for each day late, with a maximum of three days. After three days, the zero in the grade book will be permanent.
- 8<sup>th</sup> grade students taking Algebra I will follow high school policy for that class only.

#### High School

- A zero will be entered in the grade book until the work is turned in.
  - Daily work that is late will be accepted one day late at a deduction of 20%. The zero grade will remain for daily work turned in more than one day late.
  - Major projects that are late will be accepted with the grade given dependent on the number of days late:
    - 1 day late – 10% deduction in grade
    - 2 days – 30% deduction in grade
    - 3 days – 50% deduction in grade
    - 4 or more days – 0% grade remains
- All late work (JH and HS) must be turned in to teachers by the end of the day on Thursday in order to be credited toward eligibility for the following week.

### **MINIMUM LOAD**

A minimum load is considered to be five courses plus P.E., with the exception of CareerTEC students who must have five academic classes to be eligible for the honor roll.

A student may drop a class during the first 5 days of the course only if the course is not required and another suitable course exists for the student to transfer into. Students may not drop a year-long class at semester without the approval of the guidance counselor and administration.

### **GRADE POINT AVERAGE**

Grade point averages (GPA) will be computed using the following values:

Courses designated (A) will be awarded the following grade values:

A	= 5.00	A-	= 4.67
B+	= 4.33	B	= 4.00
B-	= 3.67	C+	= 3.33
C	= 3.00	C-	= 2.67
D+	= 2.33	D	= 2.00
D-	= 1.67	F	= 0

All other courses will be awarded the following grade values:

A	= 4.00	A-	= 3.67
B+	= 3.33	B	= 3.00
B-	= 2.67	C+	= 2.33
C	= 2.00	C-	= 1.67
D+	= 1.33	D	= 1.00
D-	= 0.67	F	= 0

No variance in point values will be assigned for courses received by the transcript from another school unless so designated on that transcript.

## HONOR ROLL

Honor roll will be published twice a year, in January and June, after the semester end. To qualify for the honor roll, students must be taking at least five academic classes in the semester

### Junior High Honor Roll

- A Honor Roll: All A's and no grade below A-
- B Honor Roll: No grade lower than a B-

### High School Honor Roll

- High Honor Roll: 3.80 semester grade point average, with no D's or F's
- Honor Roll: At least 3.00 semester grade point average, with no D's or F's

## CLASSIFICATION OF HIGH SCHOOL STUDENTS

High School students shall be classified as follows:

- Freshman - Students who have earned less than 5 credits.
- Sophomores - Students who have earned 5 or more credits.
- Juniors - Students who have earned 11 or more credits.
- Seniors - Students who have earned 16 or more credits.

Placement of students in each grade level will be made according to these guidelines at the beginning of each school year and remain in force until the following school year. **Deficiencies must be made up by the first day of school unless granted permission otherwise.**

## JUNIOR HIGH RETENTION

Any junior high student who meets one of the following criteria may be retained at their present grade level unless they have made up their deficiencies during summer school. Junior high students are limited to taking two summer school classes.

- Any sixth or seventh grade student who fails three classes may be retained at their present grade level for the following year.
- Any eighth grade student who fails any two subjects may be retained at their present grade level for the following year.

## GRADUATION REQUIREMENTS

The State of Illinois and the Orangeville Board of Education set these subject requirements.

English	4 credits
Math [Must include Alg. 1 or equivalent]	3 credits
Science, Physical and Biological	3 credits
Social Studies [Must include World Hist., Am. Gov't, U.S. Hist.]	3 credits
Foreign Language, Music, Art, Vocational Education	1 credit
Driver Education*	1/2 credit
Health	1/2 credit
Consumer Education [Students may test out of class but will not receive credit]	1/2 credit
Physical Education**	1/4 credit per sem.

\* State law requires that all students enrolling in Driver Education must have passed eight (8) classes, excluding P.E. during the previous two semesters.

\* A minor is required to complete 50 hours (10 hours must be at night) of driver's education instruction certified by parents.

\*\*Each semester of attendance in P.E. must be passed or waived. Juniors and seniors may elect to substitute another class in place of physical education in the following circumstances:

1. Participation in interscholastic sports as a Junior or Senior.
2. Enrollment in academic classes which are required for admission to an institution of higher learning.

Students must earn a total of 22.5 credits to graduate, including credits for physical education for each semester enrolled.

## COMMUNITY SERVICE GRADUATION REQUIREMENT

Community service is a graduation requirement for all students. All high school students will need 36 hours of community service total. Students must turn in graduation community service hours within 30 days of the date the service was done.

Community service must be completed prior to final exams of the senior year. Students cannot be paid for any service performed, nor will services for family members count toward hours for graduation community service. A maximum of 12 hours for in-school service will be granted. The purpose and intent of community service is to get students into

the community and to learn the value of giving one's time and talents. Students must have prior approval before credit will be given for service hours. Approval forms are available in the high school office, or on the school website. The student, for his/her own records, should make duplicate copies. Students completing 60 or more hours of community service will receive special recognition at graduation.

Exclusions: Work study and family obligations

Each year students will be provided with a list of approved service organizations. Organizations/activities not listed need prior approval from the guidance counselor. A point of contact supervisor for each location will be required to sign the service form.

### **GRADUATION WITH HONORS**

Orangeville has three distinct honor groups:

1. Highest Honors - Students with a 4.0 or higher grade point average with all A's in semester classes.
2. High Honors - Students with a 3.75 grade point average and with no semester grade lower than a B.
3. Honors - Students who earn above a 3.5 grade point average.

### **SELECTION OF NUMBER ONE IN CLASS**

The selection of the top senior(s) of a graduating class by the faculty of Orangeville High School will take place following the eighth semester of their high school career using the following criteria:

1. Any students who have had straight A's throughout their high school career and have taken at least six (6) advanced courses. If no student fits this criteria, then:
2. The student with the highest cumulative GPA.

In the case an institution of higher learning needs only one student to be named top of the class, the following tie-breaking criteria will be used:

- Highest number of advanced courses taken.
- Highest number of total courses taken.
- Highest ACT Composite score.

### **OTHER TYPES OF CREDIT**

Students may receive high school credit from sources other than Orangeville High School curricular offerings.

1. Correspondence courses: Students may gain up to **2** credits towards high school graduation by taking courses through correspondence. These courses must be pre-approved by the guidance counselor or principal. Credit for these courses will be granted only as make-up for courses previously failed.
2. Summer school: Students may gain up to **2** credits towards high school graduation by taking courses during the summer. These courses do not have to be pre-approved by the school, but can only be taken as make-up work for courses previously failed.
3. On-line courses: Students may gain up to **3** credits towards high school graduation by taking courses on-line through the Illinois Virtual School. These courses must be pre-approved by the guidance counselor or principal and scheduled during agreed upon times. Courses which can be taken at Orangeville High School will not be approved unless there is an unavoidable conflict in scheduling. **One** credit can be earned during the junior year in high school and up to the remaining **two** credits can be earned the senior year or upon pre-approval by the guidance counselor or principal. Students are responsible for paying the cost of any course taken.
4. Independent study courses must be pre-approved by the supervising teacher.
5. Highland Community College Dual Credit: Juniors and seniors may receive dual credit through HCC for Keyboarding I and II, Accounting I and II, Web Design I and II, and Computer Concepts. Dual credit may also be earned through courses taken on the HCC campus. These courses must be approved by the counselor and principal and occur at a time that allows the student to remain a full time student.

### **FINAL EXAMS/SEMESTER EXAMS**

Senior High final exams will be weighted between 10-20% of total grade for that semester. Projects or presentations may take the place of a final exam.

A senior may opt out of the semester final of a full year course (for 2<sup>nd</sup> semester only) if the following criteria are met during that semester:

- If the student has an A in a full year class and has four or fewer absences in the semester.
- If the student has a B in a full year class and three or fewer absences in the semester.
- If the student has a C in a full year class and has no absences in the semester.

Note: For this use alone, an absence consists of each occurrence, not each day. For example, if a student misses three days in a row with the flu, that is treated as one absence. A teacher can require a senior who meets any of the above criteria to take the semester exam for that particular class.

## **NATIONAL HONOR SOCIETY**

National Honor Society will consist of no more than 20 members - 12 seniors and 8 juniors. In conjunction with the National Honor Society Guidelines, Orangeville has established a formal selection process for prospective members. Students become eligible for Orangeville's chapter of NHS by maintaining a minimum of 3.0 Grade Point Average. After students have completed 12 credits, students identified as attaining the mandatory level of leadership receive a Student Activity Information Form. These forms must be completed and returned to the chapter advisor by the assigned date. Any information forms received after the due date will not be considered. Once eligible students have been identified, the category of Scholarship is no longer evaluated. A five-member faculty council, selected by the principal, will independently review the student activity forms. This information will help support candidacy for membership. Membership is granted only to those members selected by the faculty council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll. Therefore, the selection process investigates all components (scholarship, leadership, service and character) of each candidate. After the faculty council has independently reviewed and made recommendations for each candidate, the chapter advisor will collect the information and notify each student, via letter, of their selection. Students will be notified at least two weeks prior to the induction ceremony. All information presented to the chapter advisor is confidential. The advisor in conjunction with school administration has the right to remove any student from National Honor Society if they do not demonstrate qualities of scholarship, character, leadership and service.

## **JR.-SR. HIGH BUILDING INFORMATION & PROCEDURES**

### **HANDBOOK**

This handbook is a very important learning tool at Orangeville Junior-Senior High. It is used for recording assignments, hall passes, and teacher to parent communication. Students should have it with them at all times, as not having it will prevent them from receiving passes. Students who have lost their handbook should report it to the office. A limited number of replacement handbooks are available in the main office for \$5.00. If no replacement handbooks are available, a new planner can be purchased from a retail store and officially stamped with the school seal for \$5.00.

### **SCHOOL HOURS**

The school will open to students and visitors at 7:45 a.m. Classes begin at 8:00 a.m. and run through 3:11 p.m. The school office closes at 4:00 p.m.

### **CLOSED CAMPUS**

Orangeville Jr. - Sr. High School is a closed campus. Once a student arrives and/or is delivered to the campus, the student may NOT leave the school grounds without the permission of the principal. Permission will only be granted if parental contact has been made. Any time a student enters or leaves the building, he/she must sign in/out in the office.

### **ARRIVAL AND DEPARTURE**

All students should enter the building through the main entrance on the west side of the building. If a student has any reason to leave or enter the building during the instructional day, they must check in and out through the main office and use the west doors. At dismissal, all students should exit through the west doors except bus riders who should exit through the south doors.

### **LOITERING**

Students should take care of school business and quickly move to where they belong. School ends at 3:11 p.m. on a regular attendance day. Students not participating in after school activities should leave school grounds at the end of the instructional day. Rides should arrive no later than 3:20 p.m.

### **RELEASE PERIODS**

Should a student who is a senior have "special circumstances" which require him/her to be released from school early in the morning or late in the afternoon, the principal may grant a release period. In most cases, a late arrival/early release is granted only to students who are needed at home or who have a job. Only one period of early release or one period of late arrival may be approved. An early release period will not be granted to those students who must return to school for extracurricular activities.

If a student needs to call home for permission to leave school (this must take place in the office), and the parent/guardian must speak to school personnel to give permission.

### **VISITORS**

Visitors are always welcome, especially parents. Student guests, however, are discouraged. Accommodations will be made for parents/guardians with disabilities. Please contact the office prior to visit. If a parent plans on visiting a classroom, the parent needs to contact the office a minimum of 24-hours in advance of the visit, for consideration.

- All visitors, including parents and siblings, are required to enter through the designated door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

- Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.
- Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **DRESS CODE**

Students are expected to be clean and neat in appearance and the clothing worn is expected to be appropriate to the school situation. The administration reserves the right to send home any student wearing clothing or accessories deemed inappropriate for the educational environment; Time missed will be unexcused.

*What to wear to school:*

- **Tops:** Wear tops that cover the shoulder with at least two finger width, cover undergarments, extend over the waist of the wearer's pants or skirt, are not ripped, and do not expose the back, side, or chest.
- **Bottoms/dresses:** Wear pants and shorts that have a minimum out seam of 10 inches, skirts & dresses that are no less than finger-tip length, have no holes or rips higher than the above stated lengths, and stay at the waist when worn. Wearing leggings or other clothing underneath does not impact the length or rip requirements.

*What not to wear (or bring) to school:*

This list is to be used as a guide and is not intended to be all inclusive.

#### Accessories

- Chains; necklaces with large links, pendants, or beads; excessively large or distracting earrings; studded necklaces or bracelets; sweatbands and wristbands.
- Purses, backpacks, and gym bags; these are to be kept in lockers.
- Head coverings of any kind; hats, combs, hair picks, rollers, bandanas, sunglasses; these are to be kept in lockers.

#### General Concern

- Tops that are see-through, mesh, too tight or provocative.
- Exposed undergarments.
- Clothing or body art with sexual/drug/alcohol/racial/gang/dual meaning or otherwise inappropriate design.
- Body or clothing graffiti.
- Clothing that has holes in inappropriate places.
- Coats, hats and outerwear; these are to be kept in lockers during the school day.
- Other items not named on this list may also be restricted if they interrupt the educational process or pose a safety concern.

### **LOCKERS**

Lockers are assigned for the storage of books and equipment. Locker issues should be reported to the office. It is the student's responsibility to see that the locker is kept locked at all times and the combination is not given to others. The school is not responsible for loss or theft of items from lockers. Hallway lockers and locker room lockers are the property of the school and are under the control of school personnel. Any locker may be searched by school personnel on suspicion of a threat to the health or safety of students. Students observed using unassigned lockers will face disciplinary action.

### **PERSONAL PROPERTY**

Students and parents should consider carefully the decision to bring any non-instructional supplies to school. The school will not accept responsibility for any non-instructional items that are lost, broken or stolen. Any item brought to school that causes a disruption to the educational environment, distraction to other students or potential threat to safety will be deemed to be inappropriate and may be confiscated by the school. Confiscated items will be placed in the safe in the school's main office. The school may require a parent or guardian to sign for return of the item in the main office.

#### **Cell Phones & Electronic Devices**

Cell phones and electronic devices may be brought to school but must be turned off and placed in hallway lockers between the hours of 7:57 a.m. - 3:11 p.m.. Any cell phone or electronic device that is out or on during the instructional day will be confiscated and discipline administered. If you are found to be using an electronic device in a restroom or locker room, it will be a zero tolerance policy, which means the electronic device will be confiscated and taken to the office, and may be turned over to the authorities.



## **SEARCH AND SEIZURE**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### *School Property and Equipment as well as Personal Effects Left There by Students*

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal or designated school authority may request the assistance of law enforcement officials to conduct inspections, breathalyzers, and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### *Students*

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, cars within 1000 ft. of the school, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law, the school's rules/policies, or the district's student rules/policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### *Seizure of Property*

If a search produces evidence that the student has violated or is violating the law, the school policies/rules or the district's policies/rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Parental contact prior to or after a search will be based on the urgency, intensity, and immediacy of the situation. A student's refusal to submit to a search would be deemed a violation of an administrative directive.

## **MORNING ANNOUNCEMENTS**

In compliance with Illinois School Code, students will recite the Pledge of Allegiance and have a moment of silence every morning. General school announcements are read each morning over the intercom and are also distributed to all teachers to be posted in classrooms. Students are responsible for information provided through the announcements on a daily basis.

## **FOOD AND WELLNESS**

Food may be eaten in the classroom only for educational purposes and by teacher permission, and never in the Media Center, computer labs or hallways. Energy drinks should not be brought to school. No pop, candy, bottled water, sports drinks, or food is allowed in the hallways at any time. All food must be kept in the cafeteria. Students can place drinks in their lockers as long as the seal is not broken. Any misuse will result in confiscation of the item.

## **CAFETERIA**

Students may buy hot lunch utilizing the Lunch Box program or bring a sack lunch from home. Lunches must be eaten in the cafeteria except with teacher or principal approval. Students must ask permission to leave and log out and in of the cafeteria.

## **POP AND JUICE MACHINES**

Pop and juice machines are located in the hallway by the cafeteria. These machines can only be used before school, during lunch or after school. All students in 6<sup>th</sup> - 8<sup>th</sup> grades have restricted access to pop and juice vending machines during the school day based on the Illinois State Board of Education School Service Rules. (23 Illinois Administrative Code 305)

## **HALL PASSES**

As time in the classroom correlates directly with student learning, students should be out of the classroom as infrequently and for as little time as possible. Students should be sure to bring all materials to class and plan for restroom use and drinks during passing and non-academic times. Students may ask for up to two passes per day, but passes do not have to be granted if there is reason the student needs to be in the classroom, the student is overusing the pass privilege, the student's behavior has not been consistent with hallway expectations, or the student is not on level. As per Bronco Program guidelines (Pg. 33), off level students do not have pass privileges. When asking for a hall pass, students must show ID to prove they are on level. However, one emergency pass will be granted per day for any student, and to use the emergency pass, an ID does not have to be produced.

## **PHYSICAL EDUCATION**

All students are required to participate in physical education unless exempted by a doctor. Excuse from physical education in excess of three consecutive days requires a doctor's verification. All students are required to dress in appropriate gym attire for P.E., and only gym tennis shoes (not street shoes) will be allowed on the gym floor. P.E. clothes are subject to the student dress code. All belongings should be securely locked in P.E. lockers in the locker rooms. The school is not responsible for loss or damage of unsecured items.

## **STUDY HALL GUIDELINES**

Study halls are provided to allow students additional time during the day for studying and learning. Study halls are not required. Students choosing to take a study hall are expected to make appropriate use of that time and meet the same behavioral expectations as in an academic classroom.

## **CLASSROOM DISCIPLINE**

Appropriate behavior in the classroom is essential for learning. Teachers establish classroom procedures to create an atmosphere that is conducive to student learning. Any student who is disruptive to the learning process is subject to discipline by the classroom teacher. Should a teacher assign a consequence, students are required to serve that consequence. Should the consequence involve time beyond the instructional day, the teacher will contact the family and give at least one day's notice.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is an initiative that is consistent with the principles of Response to Intervention. Through this initiative it is our goal to provide a system of supports for students who are identified as at-risk through objective criteria. Students will be awarded privileges for meeting specific expectations established by the school based on data collected over previous school years. Expectations are established for student behavior, attendance and academic performance.

### *Orangeville Bronco program*

The Orangeville Bronco program is a component of PBIS. Students will be taught the Orangeville Bronco expectations of Respect for Self and Others, Property and Time throughout the school year. The Orangeville Bronco expectations are aligned with the Illinois State Board of Education's Social Emotional Learning Standards. Students who successfully meet those expectations will be rewarded through a variety of planned activities and opportunities and as well as be awarded a level which includes privileges that are unique to each level.

The Orangeville Bronco program and matrix are located on pages 33-34.

### *Student Identification*

Students will be issued ID cards during the early part of the year and will be expected to be able to produce the ID card upon request. Throughout the year, as students earn privileges they will need to show the ID card to access those privileges. Privileges may include opportunities during the school day as well as attendance at special activities. Failure to produce a valid ID card may prohibit a student's access to an earned privilege.

## **TECHNOLOGY**

Orangeville Jr. - Sr. High School has a growing number of instructional technologies available to students, including a network system that allows students to access both the district's intranet and the Internet. Students are expected to make appropriate use of all school technology for educational purposes and to comply with the "Computer Usage Contract"/ "Internet/Computer Network Policy." Both documents are contained in this handbook.

## **TELEPHONE**

Students may use the school office phones as determined by school personnel. Parents should use the main school number, 789-4289, if it is necessary to leave messages for their student. To avoid chronic use of the school telephone, students need to make prior arrangements to be picked up by parents after school and extracurricular events. Students will need a note from the teacher to make a phone call regarding staying after school.

## **SAFE SCHOOL DRILLS**

Tornado, fire and bus safety drills at regular intervals are required by law and are important safety precautions. It is essential that when the signal is given, everyone promptly and quietly follows instructions and the prescribed route.

## **SCHOOL TRIPS**

Field trips are an extension of the classroom. When educational field trips are taken during school, permission slips will be provided by the teacher in charge of the trip. A permission slip must be signed by a parent or guardian and then returned to the teacher. Please remember that students must ride the bus to and from the field trip or event. All school policies and expectations apply when on a field trip.

Students are required to attend all class field trips unless excused by parents and/or administration at least 24 hours in advance of the trip. In this case, students may be given an alternate assignment for full credit.

Students who attend school field trips must also have a student Pre-arranged Absence Form (yellow slip) signed by all regular teachers, NOT substitutes, and turned into the office by 3:30 the day before the field trip. Failure to comply may result in denial to go on said field trip. An improperly filled out or forged yellow slip will result in possible denial of the trip and/or disciplinary action.

A student may be denied any field trip if his/her behavior or attendance has not been up to standard, as determined by the principal, or if the student fails to turn in the Pre-arranged Absence Form (yellow slip). There are some things that can only be conceptualized by seeing them in person and participating in hands-on activities, and therefore grades/eligibility should not affect a class field trip if such trip is required for the class.

### **JUNIOR HIGH ACTIVITY PRIVILEGES**

Students in the junior high will be denied the privilege of attending dances, field trips and class trips if a student has two or more days of suspension during the semester the activity takes place.

These privileges will be denied on a per semester basis. Required class field trips do not fall under these restrictions.

Any 8th grader who, at the time of midterms of the 4th quarter, is meeting the criteria to be retained as listed on page 21 will not be allowed to attend the 8th grade class trip.

### **SCHOOL DANCES**

High school sponsored dances are open to Orangeville High School students, and their guests. Prom is open only to members of the junior and senior classes, and their guests. Students wishing to bring a guest from another school must complete a guest approval form showing that the guest is a high school student in good standing and/or a person under the age of 21 on the date of the dance. No junior high students may attend a high school dance.

#### **General Guidelines:**

- All student code of conduct rules apply.
- Girls' dresses must be of finger-tip length, backs of dresses should not be open below the waist, and chest and midriff must be covered.
- Boys must wear apparel at all times that does not expose the back, side, or chest.
- No pulling up dresses or grabbing at the bottom of dresses.
- No kissing or touching other students in a sexually explicit manner.
- Students will not be allowed to re-enter the dance once they have left.

#### **Dance Guidelines:**

- The following are NOT acceptable forms of dancing: Front to front/back grinding, any dancing that imitates a sexual act, moshing, body surfing, or slam dancing.

#### **Dance Procedure:**

- ALL students may be subject to a property search prior to entering (or during) the dance, if their behavior/condition warrants it.
- When students pay their admission to the dance a wrist band will be placed around their wrist.
- If a student is confronted by a supervisor for dancing inappropriately or acting inappropriately, the wrist band will be cut off and thrown away.
- If a student is confronted a second time by a supervisor for dancing inappropriately the student will be removed from the dance floor and a parent/guardian will be contacted. Parents will be required to pick-up their child or grant them permission to drive home.
- Other potential disciplinary actions: Loss of privileges to attend future dances and other sponsored events, or other discipline action based on School Board Policy.

Junior High sponsored dances are open only to Orangeville Junior High students who are on level.

### **SCHOOL FUNDRAISERS**

This policy is established to create clear guidelines for all organizations to follow.

1. All school organizations will be allowed to hold two fundraisers during a school year.
2. For each fundraiser, an organization must submit the Application and Procedures to Solicit Students for Fund-Raising form to the principal for approval. This must include organization, dates, product being sold, and person in charge.
  - The fundraiser must be included on the master schedule before the fundraiser will be allowed.
  - Failure to follow these guidelines will result in forfeiting of any money collected and all merchandise and money will be returned to their original owner.
3. Each organization, in order to conduct its fundraiser at a school sponsored event, must receive permission from the sponsoring organization, in writing, to conduct a fundraiser. (Example: Only boys basketball can hold a fundraiser at boys basketball games.)
4. No organizations may hold fundraisers at the same time and at the same location without written agreement

that it is acceptable to each group. (Example: Boys basketball and football can hold a fundraiser at a boys basketball game only if boys basketball agrees.)

5. Any groups who do not sign up at the beginning of the year will be put at the end of the list and can conduct a fundraiser that will fit in the schedule.

Such organizations shall include ALL junior and senior high school classes, all athletics, academic bowl, Laredo Taft, junior and senior high school student councils, National Honor Society, FFA, band and choir.



## **EXTRA-CURRICULAR RULES AND REGULATIONS**

### **FEES**

There will be a \$50.00 participation fee per sport, which is non-refundable unless the athlete is cut from the team. The participation fee and an additional transportation fee, depending on the sport, must be paid in the school office before the first game. If the fees are not paid the student may not participate until all fees are paid.

### **POLICY REGARDING EXTRA-CURRICULAR TRAINING RULES**

1. Any student observed by an Orangeville coach, certified teacher and/or administrator using, possessing, buying, or selling alcohol, tobacco, e-cigarettes, or illegal controlled substances shall be in violation. This rule is to be in effect and enforced for twelve months of the year.

Penalties:

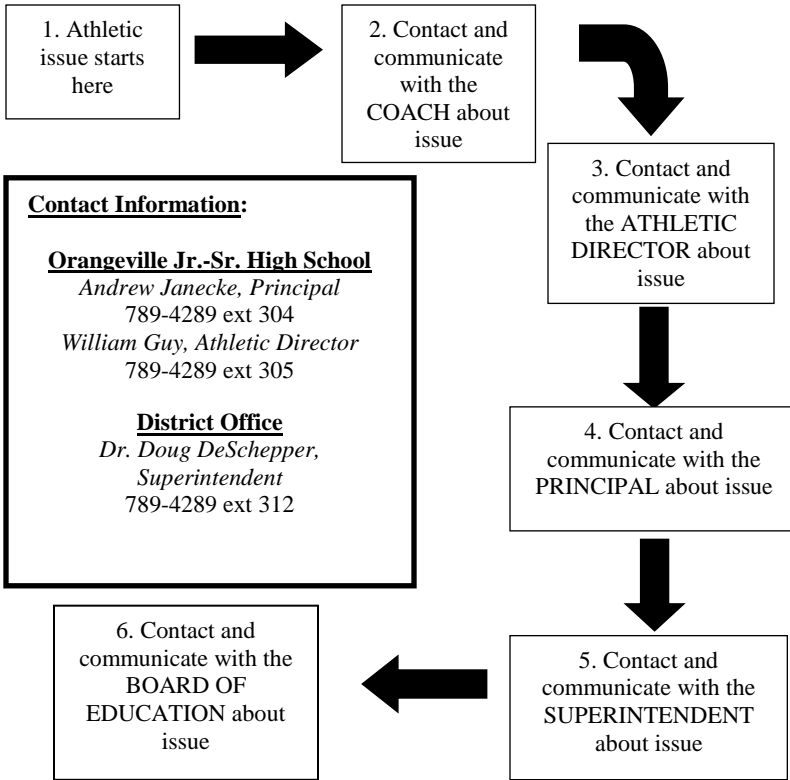
- First Violation: Restriction from extracurricular activities for 50 percent of the contests based on the regular season of that sport. However, if a student successfully completes an educational experience (at student's expense) approved by the administration regarding the effects of alcohol, tobacco, or drug usage, the suspension may be reduced to 20 percent of the contests. Restrictions are in place for one full calendar year.
- Second Violation: Restriction from extracurricular activities for one full calendar year. If a student is found in violation for the second time and he/she successfully completes an educational experience regarding the effects of such usage as determined by the administration, the suspension may be reduced to a minimum of 1 ½ seasons (A season equals fall, winter, or spring). While on suspension, a student must follow all team rules and complete the season. If an athlete is removed from a team, that season's participation will be nullified.
- Third Violation: Restriction from athletic participation (practice and competition) for one full calendar year, with no chance of reducing the suspension.

NOTE: A student serving a suspension must remain in good standing on the team and participate fully throughout the season's entirety. If the student does not remain in good standing, quits, or is removed from the team, the suspension is null/void, and the student will serve the suspension during the next sport.

2. Should an extra-curricular participant find him- or herself in a situation where illegal activities are taking place, that individual will be considered to be an active participant in those illegal activities if he/she fails to leave within 5 minutes of arrival.
3. Students convicted of a felony as an adult by a court of law for an offense, which has occurred at any time during the calendar year, may not participate in interscholastic competition for a period of one calendar year from the date of conviction.
4. Violation of civil and/or criminal laws:  
Laws that are not covered in preceding sections include, but are not limited to, fighting, group violence, threats, physical and/or sexual assault, weapons use/possession, extortion and false fire alarms/bomb threats. If an athlete is suspended from school as a result of an above violation, the school athletic director will be notified. The severity of the violation will determine the disciplinary action.
5. Illinois law prohibits the IHSA from allowing athletes to participate in athletic competition unless the student agrees not to use performance-enhancing drugs and submits to random drug testing.

## ATHLETIC CHAIN OF COMMAND (FLOW CHART)

Current contact information for Teachers and Administrators, including E-mail and telephone numbers are on the district website ([www.orangevillecusd.com](http://www.orangevillecusd.com))



**\*\*NOTE:** If steps are skipped the Board of Education, Superintendent, Principal, and Athletic Director reserve the right to re-direct the individual back to the appropriate level.

### ACTIVITY ELIGIBILITY

Participation in activities that represent the Orangeville School District is a privilege and honor for students. The school district has a long and proud tradition of academic excellence and as such stipulates the following requirements:

For the purpose of this policy, activity is defined as endeavors sponsored by the school district where students compete, endeavors sanctioned by the Illinois High School Association, or field trips directly related to academic performance.

1. Physical education is required for graduation; therefore, it should be a factor in eligibility. Being in proper uniform is similar to having supplies for the other classes a student takes.
2. The ineligibility list is to represent a student's numerical grade. Discipline and attitude may not enter into this.
3. To improve attendance, all students involved in activities must be in school all day on game days and practice days except with prior approval of the principal or pre-arranged appointments (Doctor or Dentist, which must be accompanied by a doctor note). Students who leave school for any unapproved reason will not be allowed to play or practice. All students who have performances, events, or games on Saturday or Sunday, must be in attendance one-half of the day on Friday to be eligible to participate in weekend activities. Also, if a student has morning practice, the student must attend school until their lunch period, or the student cannot attend the next scheduled practice.

Exceptions to this rule are excused absences for:

- The first time an individual is tardy (late arrival for school) on the day of the extra-curricular event. (Does not include extra-curricular practices; one time per school year).
  - "Acts of God" cleared by the principal.
4. This policy affects all students in grades 6-12.
  5. Teachers and coaches receive the weekly eligibility list.

- a. The school district will use two marks: an *F* and a *D*.
  - b. For weekly activities, in order for the students to be eligible to participate, students cannot have any *F* markings.
  - c. For the first two weeks of either semester, a student will be considered eligible with *one F* marking. During this time, a grade of *F* may not reflect the individual's learning, due to a limited number of assignments.
  - d. Students, unless entering high school for the first time, must have passed a minimum of five classes during the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.
    - Students will be allowed to gain reinstatement if they complete an approved correspondence course or summer school. (Students will be allowed this opportunity for a maximum of two times in their four year high school career).
    - Junior high students are not held to this component of the policy.
6. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again. The principal informs the coaches on Friday afternoon stating that the student is not passing their required work and is thus ineligible for one week, beginning the following Monday morning through Sunday.
  7. Only the principal may declare a student ineligible. Therefore, any change must go through that office for eligibility rule changes. The IHSA only grants the principal the power to make an ineligible athlete eligible - not the teacher.

## **COMPUTER USAGE CONTRACT**

### General Rules

1. The use of the computers, software and related items is a privilege and not a right and therefore privileges may be revoked.
2. It is the user's responsibility to treat the equipment with care and to report instances of abuse or misuse as soon as he/she becomes aware of them. Each student is expected to report any malfunction or problem, immediately upon discovery, to the teacher or lab supervisor.
3. If a user vandalizes or otherwise deliberately damages any of the hardware in the district the user and/or parent/guardian is responsible to pay for the repair or replacement of the damaged items up to \$2000.00 per unit.
4. If a user damages, destroys, alters, uses or copies another student's data, the offending student will be sent to the Principal for appropriate discipline and may be suspended or denied further computer access. Users who copy another student's data will be treated as having cheated and disciplined according to the student handbook.
5. If a user tampers with or tries to gain access to computer data to which he/she has no right (grade book or other confidential personal data), he/she will be disciplined according to the student handbook. The user will also be denied further access to any computers in the district.
6. No user may load software or download information without permission from the administration and/or technology coordinators.
7. Users are authorized to enter the network by using only their user ID.
8. Appropriate use of the computer at any time will be left to the discretion of the teacher in charge of that particular area.
9. Users that attempt to gain access to inappropriate websites, view blocked or filtered websites, or attempt to bypass Internet filtering will have computer use privileges revoked.

## **ORANGEVILLE CUSD #203 INTERNET/COMPUTER NETWORK POLICY**

Internet access is available to students and teachers in the Orangeville CUSD #203. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We are in compliance with Child Internet Protection Act (CIPA) to help in the prevention of cyber bullying, cyber stalking and access to My Space & Facebook. Students involved with the above listed should immediately notify the high school principal if this occurs.

Internet Safety Instruction: SB 2512 requires school districts to provide yearly instruction on Internet safety. The school board shall determine the scope and duration of the unit of instruction and the instruction will be incorporated into the current courses of study regularly taught in the schools, and via assembly on internet safety.

The smooth operation of the computer network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided, so that you are aware of the computer network resources. A violation

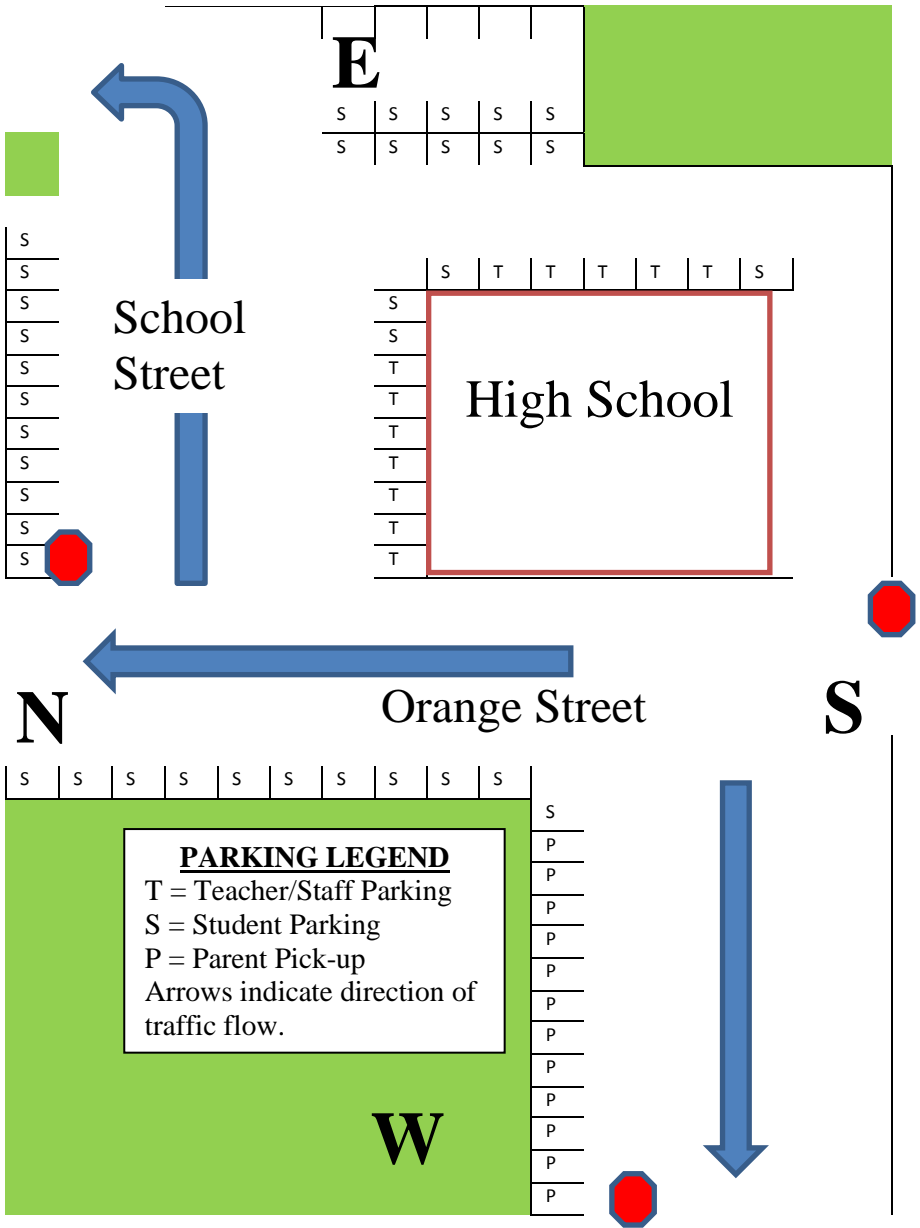
of any of these provisions will cause termination of a student's network account and future access could be denied. The user signature on the contract is legally binding and indicates that he/she has read the terms and conditions carefully and understands the significance.

#### TERMS AND CONDITIONS:

1. The Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the student network account must be in support of education and research, and consistent with the educational objectives of the Orangeville C.U.S.D. #203. Transmission of any material in violation of a Federal and/or State regulations is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in the document, the system administrators will deem what is inappropriate use and advise the building principal, who will decide the appropriate consequences associated with the infraction. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Do not at any time access e-mail of any kind, unless given permission by the administration to use for specific educational purposes, i.e. IVHS.
  - Do not reveal personal address or phone numbers of self, students or colleagues. Electronic mail (e-mail) is not guaranteed to be private. The System Administrator has access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Use of the Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages.)
  - All communications and information accessible via the network should be assumed to be property of Orangeville C.U.S.D. #203.
4. Security on any computer system is a high priority, especially when the system involves many users. If a user feels they can identify an existing or potential security problem on the network, they must notify a system administrator. They should not demonstrate the problem to other users. They may not use another individual's account. They should not give their password to any other individual. Attempts to login as any other user will result in cancellation of user privileges. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.
5. Vandalism will result in cancellation of privileges and restitution. Vandalism is defined as any malicious attempt to harm or destroy another user's data, the network, computers, or Internet. This includes, but is not limited to, the uploading or creation of computer viruses, damaging the hardware of a computer, keyboard, mouse, printer, LCD projector, monitor or any software.
6. All terms and conditions as stated in this document are applicable to the Orangeville C.U.S.D. #203. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois, United States of America.

**To user: After reading the Internet/Computer Network Application for Account, terms and conditions, please read and fill out the appropriate portions of the contract on page 35 completely and legibly. The signature of a parent or guardian is also required. Please return the contract to your teacher. Any questions should be addressed to your teacher as well.**

# PARKING DIAGRAM





ORANGEVILLE BRONCO PROGRAM

Purple	Blue	Orange
<p>Criteria</p> <ul style="list-style-type: none"> <li>➤ 1 or fewer tardies</li> <li>➤ 0 Detentions</li> <li>➤ 1 or fewer zero's for work completion</li> <li>➤ 0 suspensions/RE</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 or fewer tardies</li> <li>➤ 1 or fewer detentions</li> <li>➤ 3 or fewer zero's for work completion</li> <li>➤ 0 suspensions/RE</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 or fewer tardies</li> <li>➤ 2 or fewer detentions</li> <li>➤ 5 or fewer zero's for work completion</li> <li>➤ 0 suspensions/RE</li> </ul>
<p>Privileges</p> <ul style="list-style-type: none"> <li>➤ Pass privileges</li> <li>➤ Free admission to home sporting events</li> <li>➤ Eligible for RUFUS nomination</li> <li>➤ Special events/activities privileges*</li> <li>➤ First in lunch line</li> <li>➤ Open gym opportunities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pass privileges</li> <li>➤ Eligible for RUFUS nomination</li> <li>➤ Special events/activities privileges *</li> <li>➤ Second in lunch line</li> <li>➤ Open gym opportunities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pass privileges</li> <li>➤ Eligible for RUFUS nomination</li> <li>➤ Third in lunch line</li> </ul>

❖ **IF YOU DO NOT MEET ANY OF THE CRITERIA LISTED ABOVE THEN YOU WILL BE CONSIDERED OFF LEVEL. OFF LEVEL IS REPRESENTED BY A BLACK BRONCO STAMP.**

\*Includes the following: Homecoming activities (float building, girls comp., parade), all non-academic field trips, & school sponsored college visits

❖ The RUFUS committee will review and may refine the Bronco Program at the end of the first semester

ORANGEVILLE JUNIOR-SENIOR HIGH SCHOOL BEHAVIOR EXPECTATIONS

	All Settings	Hallways	Classroom/LMC	Cafeteria	Restroom	Activities & Events- Home & A way
Respect Self and Others	➤ Follow Directions	➤ Keep hands, feet & other objects to self	➤ Keep hands, feet & other objects to self	➤ Keep hands, feet & other objects to self	➤ Ask for permission before going	➤ Use respectful language
	➤ Accept responsibility	➤ Quiet on hall passes	➤ Follow directions	➤ Talk quietly	➤ Respect others' privacy	➤ Show good sportsmanship
	➤ Follow the handbook	➤ Use respectful language	➤ Speak at appropriate times	➤ Walk		
	➤ Keep hands, feet and other objects to self	➤ Walk quietly	➤ Be active in learning	➤ Limit seat movement		
	➤ Use appropriate language	➤ Do not disrupt classes	➤ Use respectful language	➤ Keep your own place in line		
	➤ Address all adults with Ms., Mrs., or Mr.					
	➤ Follow dress code					
Respect Property	➤ Keep food/drink in the cafeteria	➤ Keep Food/drink in the cafeteria	➤ Clean up area	➤ Keep food/drink on tray	➤ Keep facility clean	➤ Follow bus rules
	➤ Take pride in Orangeville Jr-Sr High School	➤ Be considerate of others space & time at lockers	➤ Keep drawing/ writing off desk, tables, chairs	➤ Clean up table after eating	➤ Flush	➤ Leave building/locker room in same or better condition than you found it
		➤ Secure hats, hoods, & cell phones in your locker	➤ Food/drink only in cafeteria	➤ Keep food on trays	➤ Correctly dispose of paper towel	
Respect Time	➤ Be in the appropriate place at the appropriate time	➤ Go directly to destination & return	➤ Be on time	➤ When it is your turn in line, get in line and stay in line	➤ Return to classroom area quickly	➤ Be on time/leave on time
			➤ Work until bell rings			➤ Arranged to be picked up promptly at end of event
			➤ Follow directions			

**STUDENT CONTRACT AGREEMENT and APPLICATION FOR**  
**ORANGEVILLE C.U.S.D. #203**  
**INTERNET/COMPUTER NETWORK ACCOUNT**

I have read the Internet/Computer Network terms and conditions. I understand and will abide by the stated terms and conditions for Internet/Computer Network. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

User's Name (print): \_\_\_\_\_

Grade Level in School: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
User's Signature

**Parent or Guardian (If the applicant is under the age of 18 a parent or guardian must also read and sign the agreement.)**

As the parent or Guardian of this student, I have read the Terms and Conditions for the Internet/Computer Network. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Orangeville C.U.S.D. #203 to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet/computer network. I hereby give my permission to issue an account for my child and certify that the information on this form is correct:

Parent or Guardian's Name (print): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\*Please remove this signed (both sides) page and return it to the office.**

**2016-17 HANDBOOK SIGNATURE PAGE**

I have read and agree to follow the above rules and procedures contained in this student handbook.

---

Student Signature

Date

I have read and fully understand the information and regulations contained in this student handbook.

---

Parent/Guardian Signature

Date

**\*Please remove this signed (both sides) page and return it to the office.**

ORANGEVILLE COMMUNITY UNIT SCHOOL DISTRICT #203  
2016 – 2017

SCHOOL HOLIDAYS AND INSTITUTES

2016

Aug. 30	Teacher's Institute - <b>NO SCHOOL</b>
Aug. 31	Teacher's Institute - <b>NO SCHOOL</b>
Sept. 1	School Starts
Sept. 5	Labor Day - <b>NO SCHOOL</b>
Sept. 7	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Sept. 16	School Improvement Day – ( <b>½ Day Dismissal @ 11:00</b> )
Oct. 5	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Oct. 10	Columbus Day - <b>NO SCHOOL</b>
Oct. 27	School Improvement Day – ( <b>½ Day Dismissal @ 11:00</b> ) Parent/Teacher Conferences – 4:00–7:00 P.M.
Oct. 28	Parent/Teacher Conferences– 8:00–11:00 A.M.– <b>NO SCHOOL</b>
Nov. 2	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Nov. 23	Dismiss at <b>1:15 P.M.</b>
Nov. 24	Thanksgiving Day Vacation - <b>NO SCHOOL</b>
Nov. 25	Thanksgiving Day Vacation - <b>NO SCHOOL</b>
Dec. 7	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Dec. 22	Dismiss at <b>1:15 P.M.</b>
Dec. 23 - Jan.2	Winter Break - <b>NO SCHOOL</b>

2017

Jan. 3	School resumes at regular time
Jan. 4	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Jan. 13	Teacher's Institute - <b>NO SCHOOL</b>
Jan 16	Martin Luther King Day - <b>NO SCHOOL</b> if not needed for an Emergency day*
Jan. 27	School Improvement Day ( <b>1/2 Day Dismissal @ 11:00</b> )
Feb. 1	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Feb. 23	School Improvement Day ( <b>1/2 Day Dismissal @ 11:00</b> ) Parent/Teacher Conferences – 4:00–7:00 P.M.
Feb. 24	Parent/Teacher Conferences – 8:00-11:00 A.M. – <b>NO SCHOOL</b>
Mar. 1	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
Mar. 17	School Improvement Day ( <b>1/2 Day Dismissal @ 11:00</b> )
Mar. 20– Mar. 24	Spring Break - <b>NO SCHOOL</b>
Mar. 27	School resumes at regular time
April 5	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
April 14	<b>NO SCHOOL</b>
May 3	RTI Improvement Day – ( <b>Dismissal @ 2:30</b> )
May 29	Memorial Day - <b>NO SCHOOL</b>
June 1	Tentative Teacher's Institute Day - <b>NO SCHOOL</b>
June 2	Tentative last day of school, <b>Dismiss at 1:15 P.M.</b>
June 5 - June 9	Emergency days (if needed)

\*If school is cancelled due to an emergency prior to Winter Break, school will be in session on Jan.16, 2017.

End of 1<sup>st</sup> Quarter – October 27, 2016  
End of 2<sup>nd</sup> Quarter – January 12, 2017  
End of 3<sup>rd</sup> Quarter – March 17, 2017  
End of 4<sup>th</sup> Quarter – Last day of school

**Note: Calendar is subject to State Approval.**