



**Auburn High School**  
2015-2016

**Mr. Nathan Essex**  
**Principal**

This book belongs to:

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Class of \_\_\_\_\_

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**AUBURN COMMUNITY UNIT DISTRICT # 10**  
**2015/16 SCHOOL YEAR CALENDAR**  
 updated 5/5/2015



**AUGUST**

Mon	Tue	Wed	Thu	Fri
TI	TI	(##)	20	21
24	25	26	27	28
31				

**SEPTEMBER**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
HOL	8	9	10	11
14	15	16	17	18
21	22	23	24	##
28	29	30		

**OCTOBER**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	FPT	FPT
HOL	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**NOVEMBER**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	XHS
9	10	HOL	12	13
16	17	18	19	20
23	24	##	HOL	NIA
30				

**DECEMBER**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	XHS
14	15	16	##	##
NIA	NIA	NIA	N/A	HOL
NIA	NIA	NIA		

**JANUARY**

Mon	Tue	Wed	Thu	Fri
				HOL
TI	5	6	7	8
11	12	13	14	15
HOL	19	20	21	22
25	26	27	28	29

**FEBRUARY**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	XHS
NIA	16	17	18	19
22	23	24	25	26
29				

**MARCH**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	##	NIA
NIA	NIA	30	31	

**APRIL**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	XHS

**MAY**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	##	##	TI
XED	XED	XED	XED	XED

Proposed Emergency Day  
 May 23,24,25,26,27

Progress Reports Sept 18  
 Nov 20, Feb 5, April 22

Report Cards - Oct 23  
 Jan 8, March 18, May 19

End of school year subject to  
 change depending on number  
 of emergency days used

**Legal Public Holidays**

Labor Day - Sept 7  
 Columbus Day - Oct 12  
 Veterans Day - Nov 11  
 Thanksgiving - Nov 28  
 Christmas Day - Dec 25  
 New Year's Day - Jan. 1  
 ML King Day - Jan 18

School Begins/Teacher - Aug 17  
 1st Student Day - Aug 19  
 1st Qtr Ends - Oct 16  
 2nd Qtr Ends - Dec 18  
 3rd Qtr Ends - March 11  
 4th Qtr Ends - May 20  
 HS Graduation - May 27

## = 2:00 pm Dismissal  
 (= School Begins  
 ) = School Ends  
 \* = End of 9 weeks  
 \*\* = End of semester  
 NIA = Not in Attendance  
 FPT = Full Day P/T Conf. - No School for Students  
 HOL = Legal Public School Holiday  
 TI = Teachers Institute - No School for Students  
 XED = Proposed Emergency Days  
 XHS = Half-Day School Improvement Dismiss 11:20 am

## AUBURN HIGH SCHOOL STUDENT HANDBOOK

The purpose of this book is to make known to faculty, students, parents/guardians, and the residents of Auburn Unit District #10 the rules, regulations, and policies by which Auburn High School will be governed. Also, much information is contained in this book which will help all who read it to have a better understanding of the purpose and mission of our schools.

This book has been compiled by the administrators, school board, faculty and citizens committee of the Auburn community. It has been adopted as official policy by the Auburn Community Unit #10 School Board.

The Auburn school administration is charged with the execution of this policy and is given reasonable leeway in making decisions when performing their duties. All situations and circumstances cannot be covered by this book. Therefore, many times they must use their professional judgment to do what in their opinion is best for the students, faculty, school, and community.

If students, parents, or community residents have a question concerning decisions made in our school buildings, it is best to first contact the faculty person or building principal who was directly involved in making the decision. If your questions are not satisfactorily answered at this level, arrangements will be made for a conference with the superintendent and/or the school board.

Patrons of this school are cordially invited to visit our schools at any time. We ask that visitors report to the office so that your presence is known, and a visitor's pass can be issued to you.

It is important that faculty, students, and parents are especially familiar with the contents of this policy handbook. In order to facilitate this, most of this booklet is reviewed with the students by the principal early in the school year, and the students are given a copy to read and take home. Students must return to the school office a slip signed by their parent/guardian signifying that a copy has been received in their home.

In addition, copies of this policy book are readily available in the principal's and counselor's office for students to use and review at any time.

## **HIGH SCHOOL MISSION STATEMENT**

The goal of Auburn High School is to help all students develop the knowledge, understanding, skills and positive attitudes that will assist them in becoming productive citizens.

### **AUBURN SCHOOL DISTRICT #10**

Auburn High School is located in the Auburn Community Unit School District #10. Other schools in the district are Auburn Junior High School (6-8), Auburn Middle School (3-5) and Auburn Elementary School (K-2).

### **RESPECT FOR TEACHERS AND FELLOW STUDENTS**

The teachers have been employed by the Board of Education after careful investigation, interviews, and consultation. They all have completed four or more years of college preparation in order to teach. They are fully experienced and better informed than most students. They deserve, and we shall require, proper **respect** and courtesy to them by all students. They shall be addressed as Mr., Miss, or Mrs. as the case may be. Students should also respect the rights and privileges of fellow students. Your experience in this school should prepare you to live a good life. In fact, this school is life itself. Therefore, we should recognize and respect the abilities and achievements of our fellow students. We should never ridicule mistakes or shortcomings because none of us are without some of our own. Kindness, thoughtfulness and consideration of others will make all our lives enjoyable here in the Auburn schools.

### **HIGH SCHOOL OPENING AND CLOSING**

For students attending early-bird classes, the building will be open at 7:20 a.m. for a 7:30 start. For all other students, the building will be open from 7:55 a.m. until 3:40 p.m. Students are requested not to come earlier or stay later than these hours unless gaining specific permission from a member of the faculty. In case of bad weather, these hours may be altered for the convenience of the students and faculty.

Students should make themselves totally aware of the class schedule as it is printed each year especially noting their own schedule, room assignments, and class period time for beginning and ending. There will be a warning bell at five minutes before a tardy bell in the morning and afternoon. Those students who stay for practices after 3:40 p.m. or arrive prior to 8:00 a.m. must be with their coach or sponsor. If no sponsor is present, students may not remain in the building. Teachers will stay until 3:40 p.m. to help students and/or meet with parents. Teachers shall be in their rooms by 8:05 a.m.

### **EMERGENCY SCHOOL CLOSING OR EARLY RELEASE OF STUDENTS**

In case of emergency closing, delayed starting time, or early release of students because of bad weather, water problems, furnace problems, etc., announcements will be made as soon as a decision has been made on several Springfield radio and television stations. If no report about the Auburn School is heard, school will be in session. Do not call the school office if no announcement is heard.

Announcements for early school closing for seminars, faculty meetings, institutes, in-service meetings for teachers, etc. will be made usually several days in advance of the meeting via the P.A. system, daily bulletins or notes to students.

### **STUDENT INFORMATION SHEET**

All students must complete the information sheet which will be provided early in the school year. It is absolutely necessary that we have this information in the Principal's office so that it can be used when a student requests early dismissal or becomes ill or injured. New students are to complete this form upon registration for attendance at Auburn High School.

### **CHANGE OF ADDRESS - INFORMATION SHEET**

All changes of address and telephone numbers must be reported to the high school office immediately. If you did not fill out a personal information sheet at the beginning of the school year during registration, please do so soon after school starts prior to the second full week of school.

### **ADMISSIONS TO AUBURN HIGH SCHOOL/LEGAL GUARDIANSHIP**

In order to be admitted to Auburn High School, a student must be able to show graduation/completion of the eighth grade or a transcript verifying attendance in a high school and prove residence in the district.

Students must live with a parent or legal guardian in order to attend Auburn Schools. The definition of a legal guardian as far as Auburn Schools are concerned is as follows: "Only a person appointed as Guardian of a resident student by Order of the Seventh Judicial Circuit Court, Sangamon

County, Illinois, is the legal guardian described in the Board Policy Book. A school district resident shall not be recognized as guardian of a resident student until a certified copy of Letters of Guardianship Issued by the Clerk of said Court is delivered to the School Office."

Note: Guardianship papers legally consummated in any legal court system will also be accepted as evidence of legal guardianship when such legal papers are delivered to the school office. All other students will be charged tuition to attend Auburn Schools unless special dispensation is made by the school board and administration.

### **TRANSFER STUDENT--GOOD STANDING POLICY**

A transfer student from any public or private school, in this or any other state, who is currently out of school due to a suspension or expulsion, must complete the entire term of the suspension or expulsion imposed by the school from which the student is transferring before being admitted into the Auburn Community Unit District #10 schools.

### **EXCUSED ABSENCES**

In order for a student to obtain an "excused" absence to re-enter class after having been absent, the following steps must be followed:

1. A parent or guardian must call the high school office on the day of the tardiness or absence to report the reason for the student missing school. Parents (guardians) are encouraged to call the office prior to 8:10 A.M. on the day of the absence or tardy.
  2. Parents (guardians) should contact the office between 7:30 a.m. and 12 noon. Absences not cleared within a 24-hour period may result in unexcused absences or tardies.
  3. If the telephone explanation falls within the guidelines for which tardiness or absences are excused, the T/A will be an "excused" one. If it does not fall within the guidelines or the proper procedure is not followed, the T/A will be "unexcused". If no phone call is received, the absence will be unexcused. It is the student's responsibility to see that parents call the school office when the student is absent or tardy.
  4. If your family doesn't have a phone, please see the principal or attendance officer to make arrangements for reporting absences/tardies.
  5. For a student to be excused from a single class period or study hall period after being in school, his name must be on the sign-out sheet in the office or on a properly authorized school trip list. If a student misses a class or study hall without following proper procedure, the time missed must be made up before or after school in the study hall or in the classroom. The student will receive I's (Incomplete) on their grade reports until the time is "made-up".
  6. It is mandatory that teachers keep attendance records in their grade book for all classes and study halls. These will be collected and filed at the end of the school year for auditing reference.
  7. Once a student has accumulated **nine (9)** absences for the year they must have a written doctor's note for any additional absences and turned in to the office within 24 hours or absences will be declared unexcused. Extenuating circumstances should be discussed with the principal.
- (105 ILCS 5/26-2a School Code)**

### **ABSENT FROM SCHOOL**

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the pupil. Absences from school may be excused for the following reasons:

1. Illness of the student or illness of a parent or guardian.
2. Doctor or dental appointment which has been approved in advance by the principal. Parents must call requesting early dismissal on the day needed or prior to the day needed. A signed slip from the doctor's office should be turned in upon returning.
3. Required attendance at a religious service or funeral.
4. Taking a driver's examination if it cannot be done at any other time than when school is in session.
5. Required appearance in court as evidenced by a court summons or court order/attorney request.
6. Participation in a school sponsored/approved event, including field trips, college visits, and job shadowing opportunities.

Any question as to an absence being excused or unexcused is determined by school administration.



NOTE: Working, oversleeping, on a family trip without prior arrangements, studying at home, running out of gas, and shopping are examples of unacceptable reasons for an excused absence. All requests for an excused absence are not necessarily accepted by the school as a good reason for an excused absence.

All requests for early dismissal should be made in the morning before school starts. Before leaving for any appointment, the student must be signed out of the office by an adult office supervisor.

The word "principal" in this section also means "authorized office personnel".

### **TRUANCY OR UNEXCUSED ABSENCES**

A student whose absence from school for even a class period or Advisory period does not apply within the "excused" absence statements and will be considered truant. When a student returns to school after a truancy or unexcused absence, the time missed must be made up before or after school. The student will receive I's (Incompletes) on the grade card until the time is made up. If truancy continues, the parents will be contacted by the Regional Superintendent's Office who will take further action against the parents and student in order to bring about regular attendance.

### **STUDENTS LEAVING SCHOOL GROUNDS DURING SCHOOL DAY (TRUANCY)**

Any student who leaves the school grounds without checking out in the office and being granted permission is subject to discipline. The student will receive I's (incompletes) on the grade card until the time is made up. If this type of truancy continues, additional discipline may be given.

**Permission to allow a student to drive away from school will not be given unless a parent is contacted and gives permission. Faculty cannot give permission for a student to drive away from school. This takes effect when students arrive at school and is effective until students are dismissed at the end of the school day.**

Leaving school without following proper procedures is a very serious offense. Attendance and student accountability will be strictly monitored and enforced. Any student who walks out of class or school before the end of the school day is subject to discipline. This includes Advisory Hour for all students except those with Early-Bird / Early-Out. Any student who is not accounted for during Advisory is subject to a more severe disciplinary action. In-School Detentions or Suspensions may result from a first-time offense. Since Advisory Period is at the end of the day, the integrity and the purpose of the Advisory must be maintained to make this period productive and accomplish what it is intended to accomplish; Individual and Group Tutoring, Class / Organizational Meetings, Focusing on Assessments, etc. Teachers may give a grade or a rating which reflects a student's productivity. Any grade or rating given to a student for their Advisory Period merely documents student productivity and will not reflect a credit or figure into a grade point average.

### **EFFECTIVE JULY 1, 2007**

**State Law – An unmarried person under 18 years of age may have their driver's license cancelled or the Secretary of State's office may refuse to issue a driver's license or permit to an individual who fails to maintain school attendance.**

### **MAKE-UP WORK**

The Teacher will designate the make-up work for which the student will be given a grade. Failure to turn in completed assigned work within the designated time limit will result in a "0" for the absence(s).

### **COLLEGE VISIT**

Students planning to visit a college must complete a Student Absentee Permission Form and turn it in 24-hours prior to the college visit. Students must also bring back proof of the college visit provided by the college in order for the absence to be excused. Juniors will be granted 1 college visit. Seniors will be granted 3 college visits.

### **PRE-PLANNED ABSENCES/FAMILY VACATION**

If a student plans to be absent from school due to a school approved function, such as a field trip, college visit, job shadowing opportunity, academic/athletic competition, etc., students will need to fill out a pre-planned absence form and return it to the office for administrative approval no later than 24 hours prior to the date of absence. If a family is leaving on vacation during a time when school is in session, and the parents require that their students go with them, special arrangements must be made with the principal at least one week in advance of the date the student will be leaving with family in order that the students' absences will not be unexcused. Students should get assignments from teachers prior to leaving, and turn in all assignments no later than the second school day after returning. The Student Absentee Permission Form is available in the office or on the district

website and must be completed and returned no later than 24 hours prior to absence. Students will be limited to one pre-planned absence per semester. Please refer to the school calendar when planning these events.

Make-up exams can be allowed if proper procedures are followed when exceptional circumstances exist. This policy and procedure shall also apply when parents give permission for their student to be absent from school for an activity or special event for which they think is worthwhile to be absent from school. See procedures above. Students must obtain the proper form and have it completed as per above procedure and returned to the office three days before the absence.

### **TARDINESS TO CLASS**

Tardies to class, including first hour, will be handled by the office. If the student does not arrive to their assigned classroom before the tardy bell rings they are to report immediately to the office to receive a "Tardy Pass" to enter their assigned class. Upon coming to the office the student will sign in and be issued the tardy pass needed to enter your assigned class.

Discipline for tardies is as follows:

A detention will be issued after the **first 3** accumulated tardies, then **each 2** tardies thereafter.

An In-School Suspension may be issued (or an Alternative Learning Environment may be assigned) after a student receives 3 detentions for being tardy to class.

An Out-of-School Suspension may be issued after a student receives 3 In School Suspensions for being tardy to class.

### **TARDY/LATE TO SCHOOL**

**Students arriving to school after first hour due to an unexcused absence will result in an In-School Suspension for the remainder of that day. Failing to check into the office when arriving to school will result in an In-School Suspension the following day of attendance.**

If a student continually misses the start of the school day discipline may escalate as the administration deems fit.

### **STUDENT PASSES**

All students in the hallways during class time must be in possession of a written pass or a special made pass.

Students are not to be given passes from any classroom **unless an emergency exists.**

Students may not be given a pass by a teacher to miss another teacher's class, or to use the telephone unless an emergency exists.

A student coming late for a class must have a pass from the teacher they are leaving or be given an unexcused tardy. If a student is leaving the office or the counselor, they should obtain a pass before leaving.

### **ADVISORY HOUR PASSES**

Students seeking academic assistance from a teacher during Advisory must report to that teacher's classroom prior to the start of the Advisory hour. Any student not accounted for is subject to discipline. All students must come to their Advisory class prepared so locker trips are limited to emergencies only.

### **VISITORS**

Student visitors from other schools must make prior arrangements before their visit. In most cases, students from other schools will not be allowed to visit. Of course, this does not include student council exchanges.

Noontime visitors are not welcome and prohibited whether in the building, school grounds, or street surrounding the school area. Parents are welcome visitors at any time, but please report to the office upon entering the building. If a person is arriving at school to pick up a student, they must report to the office or wait outside in their vehicle for the student. All visitors other than those who stop in the office for a brief errand or message will be issued a visitors pass to carry while in the building.

### **PARENTAL REQUESTS FOR EARLY STUDENT RELEASE**

When you have a note which requests early dismissal, no matter what reason, you must present the note to the principal for approval or disapproval when you arrive at school in the morning. If your request is approved, you then show the approved request to your teacher when it is time to leave. Before leaving school, you must come to the office and have the secretary or office help sign you out at the proper time. If your name is not on the sign-out sheet, you will be considered truant and

automatically be assigned detention time, in addition to receiving an unexcused absence. We can accept phone calls in case of emergency.

If it can be determined that the student did not do what the early release note requested, the student will be given an unexcused absence. (See also section entitled "Absences/Tardy/Truancy/Leaving School").

### **STATE SERIES ATTENDANCE (Sports and other AYAHs Activities)**

The following regulations will apply for students if they desire to attend a state play-off, tourney, meet, etc. when school is in session. Attendance as a spectator at any state sponsored series below the state finals level will not be permitted during school time for a student.

Students may attend state finals with an excused absence, which would count as a regular excused absence, with parent permission and arrangements made three days in advance. This will not be a school related absence and students must pay all their own expenses and provide their own transportation. If you are a contestant, all absences are excused and count as school related, and the school will provide transportation and pay expenses as per principal/A.D./coach arrangements. The students making such requests must use the pre-planned absence form and follow pre-planned absence procedures/regulations.

The student and parent assume all responsibility for the student and the students' actions while traveling to and from and in attendance at the event. Student attendance at these activities is not a school or coach sponsored event unless you are an official contestant representing our school.

### **FUNERALS**

No student will be dismissed for funeral attendance unless we have request/approval from a parent or guardian prior to 8:10 a.m. on the day of the funeral. This will not apply when unusual circumstances exist which the office is aware of or it is a funeral of a family member or relative.

### **EXTRA CURRICULAR PARTICIPATION (IF ABSENT)**

Any student who is absent from school the day of an extracurricular event will not be allowed to ATTEND that event, or any other school event that day. The student must attend a day of school before being able to participate in the next scheduled event. However, under certain unusual circumstances, and with an explanation by the parents to the school administrator, the administrators may allow the student to participate if, in his best judgment, it is the fair and/or proper thing to do. Hence, if a student is absent for the day before a vacation day or a "No School" day and wants to participate on that (those) days, a parent/doctor must call the principal/A.D. to explain the absence.

### **AGGRESSIVE BEHAVIOR POLICY**

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

Aggressive behavior is defined as:

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

The main types of aggressive behavior are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, person to person or through use of social media, etc.)

Indirect (spreading of rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

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

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or an activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or

an attempted intimidation of a student, a visitor, or staff member or an interference with school purposes or an educational function.

Students who are victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building administrator.

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

### **Auburn CUSD #10 District Bullying Policy**

Bullying of students and employees is against Federal, State, and Local policy and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying. This policy is in effect while students or employees are on property within the jurisdiction of the board.

How to Report Bullying:

1. Report to teacher, counselor, or Principal
2. Fill out Report of Bullying Form located in office or can be found on District Web site and turn into office. [www.auburn.k12.il.us](http://www.auburn.k12.il.us)
3. Call the Bully-Free Hotline, Text the Bully-Free Hotline, or send an e-mail to the Bully-Free e-mail address:

stopbullyingaes@gmail.com – 626-607-4213  
stopbullyingams@gmail.com – 626-921-6571  
stopbullyingajh@gmail.com – 626-921-6739  
stopbullyingahs@gmail.com – 626-709-6481

Auburn Elementary School  
Auburn Middle School  
Auburn Junior High School at Divernon  
Auburn High School

### **SMOKING/USE OF TOBACCO**

The student use of tobacco or electronic smoking device, having it on their person, having it in a locker, or carrying it in any form is prohibited at all school activities, or on school property at any time. The violation of this policy could result in a three (3) or more day suspension. If the violation is repeated, more severe measures will be taken.

### **INTOXICATING LIQUOR AND DRUGS**

No person shall bring upon the school premises, or premises under school jurisdiction, or have in his or her possession upon the school premises under school jurisdiction, or drink, regardless of quantity, any intoxicating liquor while in or upon the school premises under school jurisdiction.

No person shall bring to nor upon the school premises or premises under school jurisdiction or be in possession of, or under the influence of, any drug or narcotic substance, or be in possession of any utensil or article or any look alike substance intended to be used for, but not limited to, the preparation for use of any drug or narcotic substance, with the exception of drugs or substances prescribed by a physician in the treatment of a disease or condition.

Any violation of this rule by non-school personnel shall be sufficient for calling the police for the immediate removal of such person from the school premises or premises under the jurisdiction of the school. Any violation of this rule by a student shall be sufficient cause for school action which could result in suspension, expulsion or both, removal from positions of leadership, athletic squads, cheerleader squads, etc.

Procedures to be followed:

1. If any school personnel feel that he/she has evidence that a student is violating the above statements, it should be reported to the building principal.
2. Following proper, lawful procedures as outlined for suspension from school in effect at that time, the student may be suspended from school for a period to be decided by the principal, and a parent-administrative conference held. The minimum suspension shall be three (3) days.
3. In due course, the principal should inform the guidance counselor and Superintendent of his actions.
4. If suspension does not solve the problem, expulsion, following proper lawful procedures in

effect can result.

5. In the case where a student is found to be in possession of a suspicious substance, and the student cannot satisfactorily explain its content, the student and the substance shall be taken to the principal. If the student cannot satisfactorily explain the content to the principal, the principal shall notify the parents/guardians, and he may notify the Superintendent and guidance counselor. The substance may be turned over to the police for analysis. Once the content has been determined, proper and appropriate action shall be taken.

#### **EARLY INTERVENTION PROGRAM**

Students under the influence or possession of alcohol, drugs, or drug paraphernalia while in school, on school district property, or at any school sponsored activity shall be subject to disciplinary action.

Students using a controlled substance, alcohol or tobacco may request help from school authorities. Service by the school staff and/or referral to outside agencies is always available.

A student may elect to enroll in an early intervention or other school approved counseling program for the first offense to reduce time suspended from school.

If the student elects to enroll in the program, the student will be allowed to return to school after the assessed suspension as long as he/she continues in the early intervention program.

If a student fails to complete the assessment and any additional recommendations, the remaining days of suspension shall be invoked.

NOTE: The principal shall require that each teacher have a set of classroom rules by which they run their classroom. These rules shall be posted in the classroom and clearly made known to the students at the beginning of the school year. New students should also be made aware of these procedures. The principal shall be given a copy of each classroom teacher's rules by the end of the first week of school. Teacher classroom rules must not invalidate any part of this handbook.

#### **SUBSTANCE ABUSE POLICY SUSPENSION FROM EXTRA CURRICULAR ACTIVITIES FOR USE OF TOBACCO, ALCOHOL, CHEMICAL SUBSTANCES**

1. It has been proven that the use of drugs (tobacco in any form, alcohol, and other chemical substances) are physically and psychologically harmful. These deterrents retard a student's development and performance. Also, they affect a student's health and well-being, and in addition, the reputation of the community, school, and that of the student is adversely affected. Therefore, the use of drugs, alcohol, and tobacco is prohibited during the entire school year, regardless of whether the activity is "in season" or "out of season". See 2-3-4 below for further clarification.
2. A violation may be made known through law enforcement officials, activity sponsor, faculty or the administration. The administrator or sponsor will notify the parents and student. The student is entitled to a hearing within two (2) school days.
3. If knowledge of the violation comes from a source other than the sources listed in #2, the information will be investigated by the administration. A hearing with the principal, sponsor and student will be held if a violation is reported by someone other than school district personnel.
4. Any student who is in possession of, or in attendance at any under-age drinking party, or has consumed alcohol, tobacco (in any form), or any other chemical substance not used as medically directed or prescribed, or possesses any drug paraphernalia, is in direct violation of this section and subject to the following:

First Offense: The student may be suspended from activities for two weeks. The student must enroll in and complete the drug/alcohol evaluation program at the Triangle Center in Springfield or school board approved program. (The Administration may waive the enrollment in the drug/alcohol evaluation program.) If the student drops the drug/alcohol program before completion, or refuses to enroll, he/she will become ineligible for extra-curricular activities and school leadership roles.

Second Offense: The student may be suspended from all extra-curricular activities and leadership roles for 90 school days (1 semester) and must enroll again at

the Triangle Center or another board approved school.

Third Offense: The student may be suspended from all extra-curricular activities and leadership roles for one calendar year.

5. If a suspension does not end before the conclusion of the current school year, it will continue into the next school year.
6. Any student who is involved with civil or school authorities concerning theft, vandalism, or any other criminal activity will be disciplined as specified under Sections 1-2-3-4 as previously listed.

### **SEVERE MISCONDUCT**

SUBJECT: Student violation of School Board Policy  
Severe misconduct - Severe Action on First Offense  
3-Day Suspension minimum under this provision

The below printed form and procedure shall be used for any of the types of misconduct listed below. For these types of misconduct, action shall be taken on the first offense.

The student shall be brought to the office and the student will call a parent to inform the parent of the problem and ensuing action. The teacher will write a complete demerit report of the problem. If a parent cannot be contacted by phone, the student shall remain in "in school" suspension for the remainder of the day until contact is made, or a parent comes to school. Students involved in the misconduct checked below, may be suspended from classes for a minimum of three (3) days. If they are again involved in the misconduct checked below, they may be suspended for a minimum of five (5) days for the second offense. The third offense shall result in a ten (10) day suspension and an appearance before the school board with the parents. The school board may expel the student for the remainder of the school term after any of these offenses.

- Being in an unauthorized area
- Bullying, threatening or harassing another student or school employee
- Dangerous weapon (see Expulsion for Possession of a Weapon)
- Defiance of authority
- Destruction of school/personal property
- Disrespect for school employees
- Extortion or threatening acts
- Failure to abide by prior discipline
- False reports (fire, bomb threats, etc.)
- Fighting (The act of hitting, pushing or striking another person)
- Fire Related Offense: Starting a fire, setting off a fire extinguisher, bringing flammable type materials into the school, including firecrackers or firework type objects, or turning on a false fire alarm
- Forgery – including, but not limited to, a parent / guardian signature, an official document such as a transcript / report card or any student record
- Horseplay in Shop
- Inappropriate Physical Contact
- Inciting others to violence
- Initiation / Hazing
- Insubordination to teacher
- Intentional destruction or damage of school property
- Possession of beer or any alcoholic beverage on the school grounds, on the person in an automobile, locker, on the person's breath, etc.
- Possession of any drug or look-a-like drug or drug paraphernalia
- Possession of any weapon or look-a-like weapon
- Possession of tobacco or any look-a-like substance
- Repeated unexcused failure to report for detention.
- Swearing, cussing, vulgar talk, etc
- Theft
- Unauthorized student protest or petition
- Under the influence of any prohibited substance

### **EXPULSION FOR POSSESSION OF A WEAPON**

No student while on school property or while in attendance at any school activity shall possess a weapon which includes any article that would harm self, others, or physical property. Any student

who has on his/her person, in his/her locker, in his/her vehicle, or in his/her possession/or control in any manner while on school property any item which in the opinion of the school officials can be considered a dangerous weapon shall have the object/weapon taken from him/her and turned over to the police. Students violating this policy shall be subject to expulsion for up to two calendar years.

### **DISCIPLINE PROCEDURES**

**Detention:** Typically, this is teacher-issued discipline for students who have failed to comply with classroom rules or have violated the rights of other students or have impeded the educational process. Detentions are to be served either with the teacher or with the principal as indicated on the form. Detentions may be assigned between 20-40 minutes depending on the severity. Students are issued a copy of the detention that must be signed by the parent / guardian and returned to the staff member who is supervising the detention. No detention may be assigned on the same day that the student has been notified of their disciplinary obligation without parent approval. If the student does not return the signed copy or does not attend the detention as assigned, the disciplinary obligation has not been met (failure to abide by prior discipline) and the student will be assigned an in-school suspension. Detentions may be challenged by the student or parent by contacting the building administrator.

#### **Detention Time Assignments:**

Detentions are typically assigned 20-40 minutes prior to the start of school or 20-40 minutes after the dismissal of school. Detentions may be served with the teacher who assigned the detention or in the office as marked on the detention form. Students may also be required to serve a detention on a Saturday from 8:00 a.m. to 10:00 a.m. Parents are responsible for transportation of students serving detentions. Students will not be excused from a detention because of employment or extra-curricular obligations.

**Disciplinary Referral:** This form is used when a student has violated handbook guideline / policy. Discipline Referral forms are completed by a staff member and submitted to the principal for review. A Disciplinary Referral could result in the following:

#### **An Alternative Learning Environment**

A student may be placed in an alternative learning environment for a school day(s) or a portion of a school day in an attempt to help correct behavior that violates policy. An alternative learning environment allows for the student to have their schedule altered so the student can focus on solving behavioral or peer-relationship issues that may be identified as being connected to a particular class or individual. This student is not denied any educational services and is allowed to complete any graded work assigned or collected the day(s) they are assigned to serve in an alternative learning environment.

### **SUSPENSION PROCEDURE**

A suspension shall be reported immediately to the parents or guardian by the principal or designee. The initial report may be by telephone or personal message. A follow-up letter shall be mailed giving a full statement of the reasons for the suspension and length of suspension. The letter shall also contain a statement of the right of the parents/guardian to a review on cases of suspension.

- a. Requests for written review shall be made within five (5) days after receipt of notice of suspension and shall be made to the principal or his designee.
- b. The persons requesting the review shall appear and discuss the suspension with the hearing officer appointed by the school board. Hearings shall be within five (5) days after receipt of request for a review.
- c. Thereafter the hearing officer shall report to the board by written summary the evidence heard at the meeting.
- d. Upon receipt of the report, the board may take such action as it finds appropriate and any hearings thereupon shall be in executive session to protect the student.
- e. The board, by a majority vote, may recommend that the student suspension be upheld, or that the student be expelled, for any length of time that they may set (within a maximum being two calendar years). The board may rescind or reduce the suspension.

#### **In-School Suspension**

A student assigned to an In-School Suspension is isolated from peer interaction during the school day(s) and will not be allowed to move from class to class with the bells. This student will be allowed credit for any assignments, tests, quizzes, or activities so that the disciplinary action does not impact their grade, however, it must be completed within the same time frame expected of all other students in the class.

### **Out-Of-School Suspension**

A Student assigned an Out-Of-School Suspension is removed from the school grounds for no more than 10 consecutive school days. Typically, this action is taken when a student's actions have had an impact on the school climate or have been deemed severe or repetitive. This student is not given credit for assignments, tests, quizzes or activities collected on the days they have been suspended. A Student assigned this discipline is prohibited from attending any school activity or allowed on school grounds during the suspension period.

### **Expulsion**

Only the board of education has the power to expel a student. A student may be expelled for up to 2 years. A school administrator may recommend a student for expulsion for severe misconduct or repeated offenses which establish a pattern of behavior that has not been corrected. A student may be assigned an out-of-school suspension during the time prior to an expulsion hearing. If a student is expelled, all relationships with the school are severed during the duration of the expulsion period.

### **Due Process**

When a student is disciplined according to the terms of the policy, parents / guardians will be notified about the disciplinary action and the reason for it. Students and their parents are entitled to an appeal to the principal in regards to any disciplinary action. Suspension or expulsion may be appealed to the board of education by contacting the Superintendent of Schools.

### **DRESS AND APPEARANCE**

Students in the Auburn Schools are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process. The principal, assistant principal, or their designee reserves the right to ask students to change their attire if in the opinion of him or her it is necessary to maintain proper school decorum.

- 1. Dress and appearance must be such that all students are covered from shoulders to mid-thigh. Clothing which fails to adequately cover the body, exposes underwear, or which is torn or altered in an explicit or suggestive manner will not be permitted. There are to be no bare midriffs, shirts must have shoulders and sleeves and must have the ability to be tucked in all around the body and be able to remain tucked in when seated.**
2. Dress and grooming (including accessories) shall not be contrary to curriculum goals and/or educational objectives. Any clothing or jewelry with provocative or suggestive slogans or illustrations shall not be permitted. Clothing with lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols will not be permitted. If the clothing advertises or promotes drugs, cigarettes, beer, liquor, sex, obscene gestures, weapons, or illegal or violent behavior, the student will be asked to remove the apparel.
3. Hats, coats, bandannas, sweat bands and sun glasses shall not be worn in the building during the school day.
4. Backpacks or bags of any kind shall not be carried in the buildings during the school day except upon arrival and/or departure from school. Any article of clothing that can be used to conceal items prohibited at school may not be worn during the school day.
5. Appropriate footwear must be worn at all times.
6. A general rule for determining if shorts / skirts are appropriate is that they must extend beyond the length of the student's fingertips as their arms extend straight down along their sides, including running/athletic shorts worn during the regular school day. Students are encouraged not to wear shorts, especially between Thanksgiving and March 1.
7. Bare shoulders, bare backs, bare sides, and/or bare midriffs are unacceptable.
8. Spaghetti straps, tank tops, cropped tops, or clothes that expose undergarments are not permitted. Shirts covering the shoulder and cap sleeve are permitted.



9. Pajamas, lounge pants, bedroom slippers, and other garments intended for sleepwear are not permitted articles for school clothing.
10. No student may wear clothes with holes above knee level. Ragged hemlines, or cut off hemlines (that can drag on the ground), clothing made of fishnet type fabric are not permitted.
11. Properly fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist-sagging is prohibited. Bib overall style clothing must be worn with fasteners as designed with an appropriate top worn underneath.
12. Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.
13. Piercings/Spiked Apparel– Any clothing and/or accessories, in the judgment of the administration, that could be snagged, cause physical harm, or impede the educational process is prohibited. No pierced jewelry shall be worn that is attached to a chain, contains or resembles a spike(s) or hangs or loops excessively in a fashion that could cause harm to themselves or others. Clothing and/or accessories with exposed metal or plastic which could scratch furniture or harm others shall not be worn at school. No jewelry may be worn during P.E. class. All pierced jewelry is subject to review.

A student whose attire violates the school rules, creates a health hazard, or disrupts the educational process will be asked to have a change of clothing brought from home or remain in an assigned in-school detention room for the remainder of the day. Continued violation will result in further disciplinary action and a parent conference.

#### **ARTICLES PROHIBITED AT SCHOOL**

Articles which are hazardous to the safety of others or in some way interfere with school procedures shall not be brought to school. Such items include, but are not limited to, toy guns, water pistols, yo-yo's, toys in general, playing cards, radios, tape recorders, video games, laser pointers, cameras, video recorders, shoes with wheels, roller blades, scooters and skateboards etc. These and similar articles will be taken from the student and returned upon parental request. The Auburn High School is not responsible for lost or stolen items which are prohibited at school.

#### **FIREWORKS**

Possession of fireworks or the discharge of fireworks in any form in the school is prohibited. Any student guilty of such may have an immediate three (3) day suspension and/or grades withheld until the problem is resolved. In addition, if the possession of fireworks or discharge involves a senior near the end of the school year, the graduation of the student may be delayed until the problem is resolved. This regulation shall include school grounds, buses, and any school sponsored event or activity.

#### **HAZING/INITIATION**

Unauthorized initiation or hazing is prohibited by state statute and is not to be done on a bus, going to or from school, or in the school at any time. This includes at any school sponsored event or activity.

#### **GAMBLING AT SCHOOL**

Gambling in any form shall not be allowed on the school premises or premises under school jurisdiction (school buses, autos in parking lot). Any violation shall be sufficient cause for school action which could result in detention, suspension, and/or expulsion. This includes card playing.

#### **ELECTRONIC DEVICES**

Students may bring electronic devices to school at their own risk, knowing that Auburn High School will not be responsible for such items being lost, stolen, or damaged in any way. When at school, anytime the electronic device impedes on the educational process it will be confiscated, turned over to the Administration, and the student will be subject to the following action:

- a. 1<sup>st</sup> Offense: Device will be returned to the student at the end of the school day
- b. 2<sup>nd</sup> Offense: A parent or legal guardian must claim the device in the school office
- c. 3<sup>rd</sup> Offense: A parent or legal guardian must claim the device, plus a detention will be issued.

Students using their electronic devices to take pictures in private areas (i.e. restrooms, locker rooms, classrooms without permission), cheat, or otherwise violate student conduct rules will be

subject to suspension for up to ten days, possible recommendation for expulsion, and local police may be contacted.

Unauthorized videos uploaded to the internet will also be subject to suspension.

Failure to hand over electronic device to school personnel for a violation is considered insubordination and will result in Saturday detention (minimum for first offense).

### INTERNET USE

All use of the Internet shall be consistent with the District's goal of promoting education excellence of facilitating resource sharing, innovation, and communication. These guidelines do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### Terms and Conditions

1. **Acceptable Use**--Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges**--The use of the District's Internet is the privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use**--You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or decompiled;
  - c. Downloading copyrighted material for other than personal use;
  - d. Downloading any files without the permission of authorized personnel
  - e. Communicating with various people by using e-mail, chat (including message/bulletin boards)
  - f. Using the resources for online gaming which could potentially expose the network to viruses or other harm.
  - g. Using the network for private financial or commercial gain;
  - h. Wastefully using resources, such as file space;
  - i. Gaining unauthorized access to resources or entities;
  - j. Invading the privacy of individuals;
  - k. Using another user's account or password;
  - l. Posting material authored or created by another without his/her consent;
  - m. Posting anonymous messages;
  - n. using the network for commercial or private advertising;
  - o. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - p. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette**--You are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your message to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to the public property.
5. **No Warranties**--The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet at your own risk. The District specifically denies any responsibility for

- the accuracy or quality of information obtained through its services.
6. Indemnification--The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these guidelines.
  7. Security--Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account with written permission from the individual. Attempts to logon to the Internet as a system administrator will result in cancellation to user privileges. Any user identified as a security risk may be denied access to the network.
  8. Vandalism--Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the Internet, or any other network. This includes, but is not limited to, the upload or creation of computer viruses.
  9. Telephone charges--The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or lines costs.

### **CHEATING AND PLAGIARISM**

Any attempt to alter a grade on a test or assignment by using another person's work is academic dishonesty or cheating. Students who are detected using cheat sheets or electronic devices, copying from other students, taking tests for other students on the computer, or submitting another student's work as though it were their own will receive a zero for this assignment or test. Students who allow others to copy their work are also subject to disciplinary action or loss of grades for the assignment they allow others to copy.

- 1st offense - receive a zero "0" on the assignment; teacher notify parent and principal
- 2nd offense - receive a zero "0" on the assignment and disciplinary consequence based on the severity of the incident; parent conference may be required.
- 3rd offense - receive a zero "0" in the class and disciplinary consequence based on the severity of the incident; parent conference

### **CAFETERIA POLICIES & PROCEDURES**

Sufficient time has been provided for everyone to obtain lunch and to eat without undue haste. No lunchroom food shall be taken from the cafeteria lunchroom. The courtesy of precedence in the lines will be granted to teachers and guests. To avoid disturbing classes in session, pupils will remain in the cafeteria, main halls, gym, or outside area during luncheon periods.

Breakfast is served from 7:15 a.m. to 8:15 a.m. Lunch prices are mandated by the federal government and may be adjusted annually. Meal prices are \$2.00 for breakfast and \$3.00 for lunch. Extra items and a la carte items cost extra. A list of a la carte items and prices is listed on the school website at [www.auburn.k12.il.us](http://www.auburn.k12.il.us). An application for free or reduced priced meals is available in the unit office for those students who are eligible. A copy is also available on the school website. School breakfast and lunch includes five components which may include an entrée, milk, fruit, vegetable, whole grain roll, rice or other whole grain, and a dessert if it is on the menu. Condiments are offered free of charge and a salad bar is available to all high school students. A small salad, vegetable, or fruit from the salad bar can be counted as one of the five components in the standard lunch depending on the student's other selections and number of items selected. If a student chooses any extra items other than the five components listed above, they will be charged extra for those items. For example, if a student chooses lunch with five components plus an extra entrée and a Gatorade then they will be charged \$3.00 for the lunch, \$1.40 for the entrée, and \$1.00 for the Gatorade.

The cafeteria will be a pleasant place for everyone if each person respects the rights of others and observes the following regulations:

1. Take your time getting there and keep your place in line.
2. Cafeteria food must not be taken into the corridors or outside of the building or into the gym.
3. Deposit paper bags, straws, etc. in refuse containers.
4. Return your trays and milk cartons to the soiled dish counter.
5. Avoid undue noise and confusion.
6. Help to keep the dining area clean and attractive.
7. Anyone guilty of throwing food, leaving a mess on the table, smashing milk cartons, etc. will be asked to remain in the lunchroom and clean up the room, plus other disciplinary action may be taken against the student.

8. Any student involved in getting an illegal lunch shall pay for the lunch and may receive a one day suspension. This includes "seconds". The principal may rescind the student's privilege of eating in the lunchroom.
9. You may not move extra chairs to a table.
10. Special rules will be posted and discussed concerning use of the vending machines (covered in another section).

We will use a computerized program for the breakfast and lunch program. All students will be assigned a student ID number which will be utilized to maintain breakfast and lunch charges at school. Parents should pay in advance weekly, monthly, or for any amount during the year. Since running account balances will be kept, parents are encouraged to make payments and check balances regularly during the year to maintain a positive account balance. We strongly recommend online payments through the district website (Family Access) or paying by check to the cashier. Since this procedure was never intended to provide credit, the school will not allow a negative balance to exceed \$5.00. When a \$5.00 indebtedness is reached, the account will be frozen and no additional charges will be allowed. Students will not be allowed to eat breakfast or type A lunch at that point. At breakfast they will be given toast, milk, and juice and at lunchtime they will be given a peanut butter sandwich and a carton of milk until the balance is paid in full. Current balances are available on your child's school account. After May 1, all students who have a negative balance must pay in full and the balance should remain positive. Cafeteria balances can be paid online or a check can be given to the cashier in the cafeteria. Any money left over in the student's meal account at the end of the year, will be carried over to the following year. The campus is closed for lunch hour. Each high school lunch period is thirty minutes in length. The students may bring their own lunch from home or purchase their lunch from the cafeteria. The Board of Education policy states that no student shall be allowed to drive a car at noon. Should the principal have any special noon hour regulations, they will be relayed to the student body via the student council. As students go to lunch, they are not to go through the middle school. Students are to use high school halls only. If any student leaves the school grounds at noon without permission, they will receive disciplinary action.

#### **LUNCH DELIVERIES**

Students may bring their lunch to school with them or purchase the lunch prepared at the school. No student is permitted to have lunch delivered to the school without prior permission from a school official / school organization sponsor.

#### **RESTRICTED AREAS - NO STUDENTS ALLOWED**

The Middle School building and yard is at all times off limits to high school students unless students are passing to and from a class or attending a class for which they are assigned or sent to the Middle School on an errand or duty. Noon hour restricted areas: North and South Faculty parking area, North and West of high school beyond west entrance doors, alley east of school, east parking lot, parking area south of Ag. Shop, west student parking lot, area near Unit Office, North Street, and tree area. Also students are not to remain in or go to these areas after arriving at school.

Students cannot be in classrooms, study hall, dressing rooms, weight room, boiler room, south and southeast halls, and the halls by the A.D. office, band room, and kitchen (except to pass to and from lunchroom or use machine). Even though the door to a room may be unlocked, students are not to be in classrooms during the noon hour unless a teacher/sponsor is present.

#### **STUDENT RELATIONSHIP WITH SCHOOL EMPLOYEES**

**All school employees**, not just teachers and administrators, are hired to serve the students. It shall be the duty of the school administrators to see that all employees carry out their assigned duties in the best interests of all students. Likewise, it shall be the duty of all students to show respect for and to carry out all reasonable requests of **all school employees**, whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time help, etc. Any disrespect, insubordination or disregard for any school employee's requests shall be treated as if that request came from a teacher or an administrator.

## **SEX EQUITY POLICY**

It is the policy of Auburn Community Unit School District #10 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity.

Auburn Community Unit School District #10 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice.

The district will also comply with federal and state equal employment opportunity requirements. Questions or concerns should be directed to the principal.

--Grievance Procedure:

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination, the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution, the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.
2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).  
Superintendent of Schools  
606 North Street  
Auburn, IL 62615
3. If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

## **SEXUAL HARASSMENT**

Auburn Community Unit School District #10 will provide for its students an environment free of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct that constitutes sexual harassment as defined by state and federal law.

No student or employee in the district shall be subjected to any conduct of a sexual nature by any school employee, by any student, or by the effect of any school policy or practice that interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Violations of this policy shall result in disciplinary action being taken.

## **SCHOOL NURSE**

The school nurse, who serves three district buildings, will be on duty in the High School/Middle School/Elementary buildings during a portion of each day. The exact time will be announced at the beginning of the school year of each building.

The school nurse is in charge of all school health records, maintaining health examination records, and immunization records. At various times, the nurse will arrange for immunization clinics. When students enter or leave the Auburn school district, the nurse shall see that the proper exchange of health records is accomplished.

## **ILLNESS AT SCHOOL**

Any student who becomes ill at school will need to do one of the following two things:

- A. Go to the nurse after being given permission to do so from office personnel. If the nurse sends you home, she will inform the H.S. office. If you need to go home, your parents will be contacted at work or home by the nurse prior to the time you leave the nurse or the school office. If she cannot contact your parents or a guardian, we cannot allow you to go home.
- B. If the school nurse is not available, we will contact your parents to obtain permission for you to go home. Again, if we cannot contact your parents or near relative, we cannot allow you to go home. The principal will use his best judgment in case of an emergency illness or injury.

### **ADMINISTERING MEDICATION**

All Over-the-counter medication such as Tylenol (Acetaminophen), Advil (Ibuprofen), cough medication, or any other over-the-counter medication will no longer be administered to students unless ALL of the following criteria are met:

1. Medication shall be brought to the school office in unopened, appropriately labeled containers with the student's name labeled on the container.
2. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time and duration shall be required.
3. A written request and permission from the parent to administer the drug shall be required.

**Illinois School Code 105 ILCS 5/10-22.21b**

### **SELF-ADMINISTRATION OF ASTHMA MEDICATION**

Auburn Community School District #10 will permit the self-administration of medication by a pupil with asthma under the following conditions:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, a physician assistant or advance practice registered nurse having the authority to prescribe such medication.
3. The pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self-administration" means that the pupil has the discretion as to the use of his or her medication).
4. The parents or guardians must also provide the school with a written statement from the pupil's physician, a physician assistant or advance practice registered nurse.

This statement must contain the following information:

- Name and purpose of the medication
- Prescribed dosage, and
- The time or times at which, or the special circumstances under which, the medication is to be administered.

This written information provided by the parent or guardian must be kept on file in the office.

Further, Auburn Community Unit District #10 Schools, along with its employees and agents, incur no liability (except for willful and wanton conduct) as a result of any injury arising from the pupil's self-administration of asthma medication. The parents or guardians of the pupil must sign a statement wherein they acknowledge that the school has no liability (except for willful and wanton conduct) as a result of the self-medication. The parents or guardians must also indemnify and hold harmless the school, along with its agents and employees, against any claims (except a claim based upon willful and wanton conduct).

The permission for self-administration is effective for the school year when granted. This permission allows the pupil with asthma to "possess and use his or her medication (i) while in school, (ii) while at a school sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school care on school-operated property."

The appropriate form is available in the office or on the district website.

### **NIT-FREE GUIDELINES**

The Auburn School District follows a Nit-Free guideline. This means any student identified to have head lice must leave school, be treated for lice, and have all the nits removed from the hair shaft before being readmitted to school. Upon return to school, the parent is expected to bring the student and proof (empty bottle) of treatment to the school nurse for a head check to make sure all nits have been removed. If the nurse finds any nits, the student will be sent back home for complete nit removal. The student will be excused from school for two days (the day the student is sent home and next day if the student has to go home for additional nit removal.) After two days of absence for the same occurrence of head lice, the absences will be unexcused. After a student is readmitted to school, the student will be rechecked periodically for reoccurrences.

### **HEALTH CARDS AND HEALTH EXAMS**

Students in K-5-9 grades must bring a completed physical exam form when you register and pay fees, or an appointment card showing that you have an appointment for your physical exam prior to October 15. (Students who do not have a completed exam form or an appointment for a physical exam cannot stay in school.) If the appointment day passes and a physical is not completed the student cannot attend school until the physical exam is completed.

## **NEW STUDENTS - HEALTH CARDS, HEALTH EXAMS AND BIRTH CERTIFICATE**

New students in the district have thirty days from the beginning of the year or date they enter school to get their physical exam and a birth certificate on file.

Parents of new students entering the Auburn schools for the first time shall contact the proper building principal in regards to health card status, so that it can be determined if they are in compliance with the Illinois School Code. The Code requires that all students be immunized against polio, diphtheria, tetanus, whooping cough, measles, and rubella.

## **INSURANCE**

All students are provided school time accident insurance free of charge. Twenty-four hour coverage and extended dental insurance are available and may be purchased in the school office. In the event of injury, a form is to be filled out by the student as soon as possible after the accident. Any student who does not want to be enrolled in the school insurance plan must sign a release form declining the insurance. No student is permitted to practice sports (including cheerleading) unless they are covered by the school insurance or have a signed release form completed and on file in the office.

NOTE: See next section entitled "POLICY IN CASE OF INJURY/SICKNESS TO TEACHER OR STUDENT" for procedure to follow in case of accident of injury if you are covered by school insurance.

## **INJURY/SICKNESS TO TEACHER OR STUDENT**

In case of serious injury or illness to a student or teacher in the school building or on the school grounds, the following procedure should be followed:

1. Immediate notification of the high school office by a student or the teacher while someone administers first aid and makes the patient comfortable.
2. Office personnel will notify parent/guardian or spouse and ask for instructions for hospital, or doctor preference, or treatment preferred. The school nurse shall take care of notification.
3. If it is deemed necessary, the rescue squad or ambulance shall be summoned by the high school office personnel. (school nurse)
4. If it appears to be an extreme emergency, and no doctor or ambulance is available to respond to the call, the office personnel shall use their best judgment in obtaining help for the patient or taking the patient to an emergency room.
5. An accident report shall be filed in the office as soon as possible giving all details including information from witnesses as to what happened. Students shall file their own accident report within twenty-four hours as well as the teacher/sponsor in charge.
6. First Aid shall be given in all cases of injury, no matter how insignificant the injury may seem to be. The key words for all teachers and students in situations such as this are "reasonable and prudent" and "rather to be safe than sorry".

## **PSYCHOLOGIST/SOCIAL WORKER SERVICES**

Social Worker Services are available to all students in the Auburn Schools. The building principal shall inform all school personnel at the beginning of each school year when these services will be available and the schedule which has been arranged in order to facilitate proper referrals and to make maximum use of this service.

## **STATEMENT ON HEALTH EDUCATION**

The Auburn Unit #10 schools do instruct students in prevention, transmission and spread of AIDS, suicide prevention, teenage pregnancy, child molestation, prevention and control of communicable diseases, safety education, mental health, mental illness, personal health habits, dangers of tobacco use in any forms, nutrition, and dental health. We also instruct in the early detection and prevention of cancer, heart disease, stroke, diabetes, and human growth development.

Any course in family life which contains instruction is comprehensive understanding of the emotional, psychological, physiological, hygienic, and social responsibility aspects of abortion shall also include teaching of the alternatives to abortion that are appropriate to the various grade levels.

If a parent/guardian does not wish to have their pupil attend class when the instruction of the above topics are being discussed, they may submit a written objective to the teacher and the student will not be required to attend class at such time.

## **CLASSROOM PARTIES/FOOD/DRINKS**

No food or drink shall be taken to a classroom during the school day unless approved by the administration. There will be no classroom parties during the school day unless approved by the

principal.

### **GUM, CANDY, SOFT DRINKS, SIMILAR SUBSTANCES IN SCHOOL**

No gum, soft drinks, or candy are allowed in classrooms, or hallways during the school day. Offenses will result in these substances being taken away and not returned and some form of disciplinary action may be taken.

### **LOCKS AND LOCKERS**

A combination padlock may be rented from the school at school cost. All students may have a combination padlock. Rental price will be refunded when you have no further need for the lock, if the padlock is in working condition when it is returned. Stealing does occur, so it is recommended that each student use a lock on his locker. If you do not use a lock, you can expect to lose items from your locker, for which the school district cannot be responsible. Personal locks may not be used. Please place no decals or lettering on the school lockers.

A student may use only the locker assigned to him/her and must keep it locked at all times. A student should not carry large sums of money or leave valuable personal property in your locker. Do not keep food items, soda pop cans, etc. in your locker. They attract bugs and cockroaches. You may store your lunch in a properly closed sack or lunch pail in your locker. We have had theft of student lunches, so keep your locker locked.

In the event of theft from a locker, the Auburn Schools assume no responsibility for personal items which may be taken/stolen from a student's locker.

A student's locker is the property of the school and must be used for purposes intended. It is intended for a storage area for books, school supplies, and wearing apparel. If there is a reasonable suspicion that the locker contains illegal, dangerous materials, or stolen items, it may be searched with or without the student's knowledge or consent.

### **FOREIGN EXCHANGE STUDENT GUIDELINES**

A foreign exchange student visits the United States, the community of Auburn, and Auburn High School to basically exchange cultural differences.

To make the visit (usually - one school year) successful for all parties involved, we would like to adhere to the following guidelines.

1. Information regarding the foreign exchange student should be available for review at the close of school the preceding year. This gives school personnel an opportunity to review the student's background, his/her transcript, and housing plan.
2. The student should have a good command of the English language.
3. The exchange student, upon completion of the school year, will receive an achievement certificate at graduation and a transcript of coursework, grades, and credits (as needed). A diploma will not be awarded because the primary focus of the exchange is cultural and not academic and because the difference in secondary education structure, coursework, and content make certain ties in elective and required coursework equivalency highly speculative.
4. "Foreign exchange students will not normally be scheduled or granted permission to take Driver's Education class."

### **PESTICIDE APPLICATION**

The Auburn School District has monthly pesticide application after school hours. If you wish to be notified before a pesticide application, please contact the High School Principal.

### **BOOK RENTAL**

Book rental charges will be according to rate prescribed by the Board of Education for the school year. Persons wanting to know the rate in effect may contact the unit office or office of the principal. Rates will be published in the newspaper during the summer month prior to registration.

If enrolled or dropped during the:	Charge	Refund
First nine weeks	full price	3/4 or full price
Second nine weeks	3/4	1/2
Third nine weeks	1/2	1/4
Fourth nine weeks	1/4	0

### **LOST AND FOUND**

The lost and found items should be brought to the main office or the P.E. office. All unclaimed



articles are donated to needy families and/or charitable organizations at the end of the school year. It is the responsibility of the student to check in the offices, in the class rooms, and with the teachers and janitors in an effort to locate the lost article. Lost articles are not the school's responsibility, but we will do all we can to help a student locate lost items.

### **PICTURES**

Each year the high school engages into contractual agreement with a photographer for school pictures. The purchase of this package is optional on the part of the individual student. The freshmen, sophomores, and juniors sit for these pictures, and seniors sit for ID purposes. (Senior pictures, see table of contents for page number.)

### **CLASS RINGS**

Each year the Sophomore Class selects and orders their class rings. Purchase of the ring by the individual student is optional. Presently, rings are selected in the fall of the sophomore year and delivered in or before December.

### **STUDENT PROJECTS IN CLASS (INDUSTRIAL TECH & ART)**

For most all student projects, raw materials in various departments are provided for the student at cost. These materials must be paid for at the time the project is started and the materials then become property of the student. The instructor and all other personnel will do all we can to prevent damage to or theft of a student project, or help apprehend anyone involved in such action. However, neither the school nor the instructor can be totally responsible for a student's project after it is purchased, materials cut, glued, styled, etc.

### **FAN BUS**

A Fan Bus may be operated for the members of the student body and faculty members at the discretion of the administration. The following procedures must be followed:

1. Bus tickets / sign-ups must be purchased / conducted at a cost, time and place determined by administration.
2. Cheerleaders and sponsors will accompany the fan bus when applicable.
3. No one may ride the fan bus except students of Auburn High School and designated chaperones, unless special permission is obtained from school administration.
4. A school employee shall accompany each fan bus.
5. A student who signs up to ride to and from the activity is obligated to ride the fan bus to and from the activity. Any student who violates this without prior administrative approval at least 24 hours prior to the event, is in violation of the student handbook and may be subject to disciplinary action.
6. A fan bus must have 25 riders to operate. Any fewer must be justified by the administration.

### **FIRE AND DISASTER PROCEDURE**

Directions have been posted in each room for both FIRE and DISASTER alarms.

FIRE ALARM--one continuous blast by horn

DISASTER ALARM--tone/intermittent sound

Practice drills will be held throughout the year. The teachers will train students under their supervision in the proper procedures to be used. Student and faculty participation in a controlled manner is mandatory.

Note:

"Tornado Watch" means conditions exist which could cause a tornado.

"Tornado Warning" means a tornado has been spotted by the naked eye or by radar and is in the vicinity.

### **CAPITAL AREA CAREER CENTER**

Application to the Capital Area Career Center is made in the spring of the sophomore year.

Eligibility for admittance is based on:

1. Achievement of junior status in high school
2. Completion of necessary prerequisites for the program.
3. Completion of application by the center
4. Attendance record
5. Behavior record.
6. Academic record – Students who have maintained a 2.0 GPA will be given preference for admittance.

7. Students are only allowed to participate in two additional assignments/volunteer opportunities which interfere with regularly scheduled AHS classes.

### **CACC/AUBURN HIGH SCHOOL CO-OPERATIVE DISCIPLINE PROCEDURE**

CACC is simply an extension of our school. These two attendance centers will support one another as regards any discipline procedures including detention, suspension, or expulsion. This should be interpreted to include while on buses, field trips, and any attendance centers for CACC classes.

ALL CACC students are required to ride the district provided transportation. Attendance in CACC programs is a privilege and students are required to exhibit proper behavior at the CACC, as well as during their transport to and from the CACC. Students driving without prior permission may be removed from the CACC program.

CACC bus behavior policy for minor infractions:

- 1st offense - detention
- 2nd offense - all day in-school detention
- 3rd offense - removal from the CACC bus for one week, afternoons will be spent in study hall or a parent may drive the student to CACC
- 4th offense - removal from the CACC program

Serious infractions will result in immediate removal from the CACC bus and CACC program.

### **PARKING PERMITS/USE OF VEHICLES**

Students who drive a car on campus must obtain a parking permit to be signed by student and parent and returned to the principal's office. Upon return of this completed form a student parking sticker will be issued and must be displayed properly. These rules apply to any vehicle which students drive to school. There is a student parking fee that must be paid to obtain a parking sticker. Students will be assigned parking areas based on their grade level. Seniors must park south of the high school. All other students are to park in the west parking lot. Any other parking arrangements must be approved by an administrator. The appropriate decal must be displayed in the left rear window. A student may only park the vehicle registered under the decal displayed. If a student changes vehicles, a new decal must be purchased or the office must be notified by the student to avoid being towed at their expense. Students who have improperly parked on school grounds during the school day without a parking permit or in an area other than the one assigned to them are subject to being towed at their expense. Students shall not move a vehicle from the lot during the school day once they have arrived at school unless permission from the principal or designee has been given. Students may not return to a vehicle at any time during the school day without office permission. No student will drive a vehicle away from school during school hours unless specifically given permission to do so by the principal. No student will go pick up supplies or materials for the class. Students cannot go home for uniforms during school time. The principal may give permission for students to go home during the noon hour for such items in case of a real emergency. Permission to drive away from school will be given only if office personnel can contact a parent for permission.

CACC-Coop students will have some special driving and auto use regulations set up for them by the vocational director and principal in order to accommodate their special needs.

### **ADVERTISEMENTS AND NOTES (BULLETIN BOARDS, WALLS, LOCKERS)**

No advertisements or notices shall be read, distributed, or posted in the school, or on the school premises, without the consent of the Board of Education, the Superintendent of schools, or the building Principal. No political or religious poster will be approved. All school organization signs are to be posted on the bulletin boards provided. DO NOT POST any sign on the lockers, walls, trophy cases, doors, etc.

### **VENDING MACHINES**

The vending machines shall be used only at the time designated by the principal's office. The rules for student use of the vending machines will be posted at the beginning of each school year. Any violation will result in the machines being shut down or removed.

### **GUIDELINES FOR SCHOOL PARTIES AND DANCES**

1. Students are to remain in the area assigned for the party. You are not to go to the other parts of the building. If you leave the party or designated area for the party, you cannot return except by special permission of the sponsor or principal.
2. If you leave the party before it is over, it is a matter of courtesy to notify the sponsor and chairperson who are serving as host/hostess, thanking them for the party.

3. Rowdy behavior, scuffling, loud noise, and disrespectful conduct are definitely out of place at a school party. Persons who act in this manner will be asked to leave.
4. There is to be no use or possession of tobacco products, alcoholic beverages, other controlled substances or look-a-likes on school property. Disciplinary action will be taken against anyone in violation of this policy.
5. School parties during the week are to terminate at 10:00 p.m. and on Friday and Saturday they shall terminate at 11:00 p.m.  
The principal may grant permission to extend the party on Friday and Saturday beyond 11:00 p.m. under special circumstances.
6. Parties that are open to guests are limited to people between the Freshman year in high school and age 20. Guests must be registered with the high school principal by 4:00 p.m. on the day prior to the party. These lists will be used for admission to the dance.
7. The exact time for party beginning and ending shall be set by the sponsors and principal.

#### **Prom Attendance**

Any junior or senior attending prom may bring a guest no younger than 9<sup>th</sup> grade and no older than 20. Any guest who is not an Auburn junior or senior will be charged \$25 by the junior class to attend and must complete a guest permission slip for approval.

#### **MESSAGES**

ONLY EMERGENCY messages will be delivered immediately. The person calling or giving the message must give enough information so that office personnel can ascertain whether or not an emergency exists.

All non-emergency messages will be delivered only during a study hall or noon period to students, placed in the teacher's mailbox, or the teacher will be informed on the intercom during a non-teaching time. Students and/or teachers will not be called from class unless a very real emergency exists. Students are not to leave class to use the phone.

#### **OFFICE MACHINE USE**

Students are not permitted to use office equipment without the permission of the administration. No student will be allowed to use the office copy machine to assist in preparing personal lessons, term papers, reports, etc. Faculty should not send students to use the office machine.

#### **FACULTY LOUNGE AND STUDENTS**

Students are not to enter the faculty lounge / conference room unless they are invited to come in by a faculty member.

#### **TELEPHONE USE**

Any phone call made by a student must be made through the office telephone only with the permission of office personnel. Any call made through a school phone that has been approved by school personnel must be an emergency or directly related to school. Students are expected to bring their materials, and retrieving forgotten items during school hours is prohibited. Note that students may be charged for using a school phone for non-emergency business and/or disciplined for using a cell phone inappropriately.

#### **CHURCH NIGHT/WEDNESDAY NIGHT/SUNDAY ACTIVITY**

There shall be no school activities including "practices" scheduled for Wednesday evenings. All activities must end on Wednesday in time for students to have showered, etc. and be on their way home by 6:00 p.m. No activities shall be scheduled for a Sunday for students or teachers. This rule does not apply in cases where Auburn students are involved in conference, county, or state scheduled activities and the schedule is beyond local control.

#### **PLEDGE OF ALLEGIANCE**

Each school day shall begin with the Pledge of Allegiance to the Flag. It shall be recited in each classroom. Any contempt, disrespect, or lack of co-operation shown by a student during the reciting of the Pledge shall be written up and reported to the office.

#### **STUDENT DISORDERS AND DEMONSTRATIONS**

Any actions by a student or students which interfere with the normal operation of the school - defacing or destroying school property, rioting, break-ins, sit-ins, and picketing to force students not to cross picket lines are illegal. Students who engage in such activity will be punished to the full extent of the law and school regulations.

#### **PHYSICAL EDUCATION LOCKS**

Each student in physical education is provided with a locker and a combination lock. A rental fee is charged to each student for lock use. The fee will be refunded if the lock is returned in good working condition. The principal will designate time for the return of all locks. Please use your lock at all times or you can expect theft of your personal items.

### **PHYSICAL EDUCATION UNIFORMS**

The Board of Education has adopted the policy of providing gym suits for high school girls and boys at a nominal cost to all students. These are the only uniforms which will be allowed to be worn in the P.E. classes. Students who move in to the Auburn District during the school year will be given thirty days to obtain an Auburn School P.E. uniform. These suits for both boys and girls have been purchased at wholesale prices and are of good quality. If they are properly cared for, these suits should last at least two or three years. Students must mark all their P.E. equipment (gym shoes, uniforms, towels, etc.) with their names in indelible ink or some other type of waterproof marker to aid in the prevention of their theft and making it possible to return gym suits to the proper owner. Students who do not dress for P.E. for any reason will be taken to study hall by the P.E. teacher. P.E. grading regulations for not dressing will be in force. P.E. uniforms in whole or in part are not to be worn in the halls or classrooms unless otherwise instructed by school personnel.

### **P.E. EXCUSES**

A student may be excused from P.E. for illness/injury for one (1) day by the principal/teacher. A student may be excused from P.E. for an illness/injury by a written note from parent or guardian for a maximum of two (2) days per quarter. The note must contain current date, name of student, reason for the dates for which the request is to cover, and be signed by a parent/guardian. Such two (2) day note cannot be renewed for consecutive periods of time by the parent/guardian. A student may be excused for more than two (2) days from P.E. if the student brings a note from a licensed medical doctor, a licensed chiropractor, or a licensed osteopath. Such note must be addressed to the school, be written on the practitioners stationery or office form and contain the current date, reason for excuse, length of time for which it is valid, and contain any special information if it is a limited activity excuse.

### **PHYSICAL EDUCATION STUDENT IN HALLS**

**Physical Education students shall remain in the gym or dressing room while waiting for the bell to end class, or in the area for their activity during class time.** Physical Education students are not to use the east or west wing rest rooms or drinking fountains during class time.

### **PHYSICAL EDUCATION EXEMPTION POLICY FOR JUNIORS AND SENIORS**

It shall be the policy of District #10 that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. The student is determined to be participating in interscholastic athletics, cheerleading and/or marching band as certified by the appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements.

Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant. Students will be allowed to complete any course which they are allowed to enter into as a result of this policy, unless discipline procedures cause removal.

Each request will be considered on an individual basis and documentation maintained in the student's file.

### **GRADING POLICY FOR JUNIORS AND SENIORS TAKING P.E. EXEMPTION**

If a Junior or Senior athlete chooses to option out of physical education during their sport season

and misses more than one-half of the days in P.E. for any one 9-week grading period, then their grade for that 9-weeks as well as the entire semester will be handled on a pass/fail basis and will not count toward their GPA.

Once a student chooses to option out of P.E., they may not return to physical education class until the end of the sport season unless they quit or are dismissed from the team in which case the number of days of participation during that 9-week grading period will determine if a pass/fail or letter grade will be issued. This same policy will apply to students who are out of P.E. on medical exemption.

### **ATHLETIC CONTEST BEHAVIOR**

Below are listed some rules for Auburn High School, Middle School, and Elementary School students about behavior and requirements while in attendance at basketball/volleyball games in the Auburn gym.

1. Do not stomp on the bleachers. Cheerleaders, we need your help in enforcing this rule with our own fans as well as informing the opponent's cheerleaders prior to the game.
2. Students must remain in the gym and in the bleachers during the game. Only concession workers and band members may leave early to go to their work assignments, if necessary. The concession stand is not open to students when the game is going on.
3. No drinks are allowed out of the cafeteria. (NOT EVEN TO THE HALLS)
4. NO WHISTLING - This is confusing to the players and the referees and is very upsetting to the fans around you.
5. Running, sliding, and horseplay in halls cannot be tolerated at any time when you are in the building.
6. If you leave the building during a school activity, you cannot return. If you have an emergency, talk to the person in charge of supervision for that activity to explain your problem.

The principals or game supervisors will ask you to leave the building and not return if you violate these rules. Student conduct at interscholastic activities is still governed by school policy and handbooks. Violations at these events can and will result in school penalties. Please be reminded that the principals and supervisors cannot always control the visiting crowd, but mostly the visitors will act according to the example that we set. Appropriate behavior is expected of Auburn students at both home and away contests.

In addition, due to recurring problems the following rules and guidelines will be in effect at football games at the Auburn football field:

1. Elementary and middle school students must have adult supervision to be admitted to interscholastic games, activities, etc.
2. Auburn students are to stay on the Auburn side of the spectator area and are not to be inside the fence that borders the track.
3. At home football games, students are not allowed to play pick-up football games, etc. These have occurred usually in the northwest and southeast corners of the field. Several injuries and problems have occurred in the past.

The principals or game supervisors will ask you to leave the football field area and not return if you violate these rules, and as stated above, student conduct at these events is still governed by school policy and handbooks and violations can and will result in school penalties.

### **TRIP/ATHLETIC TRIP BEHAVIOR**

Field trips and athletic trips are an extension of the classroom and Auburn Schools. Behavior/conduct must be the same as if the student is in the school. Discipline and disciplinary measures will be administered accordingly.

### **FUND RAISING POLICY**

There will be no direct solicitation of the general public to sell fund raising articles except for the Freshmen Fundraiser, and the Sophomore Fundraiser. All other fund raising activities must be restricted to and within the confines of the school building. Sales time then will be limited to before school, noon hour, after school, and at school sponsored events at which sales tables may be set up. Each organization will be allowed one (1) fund raising activity per school year. All fundraisers must be scheduled through the principal's office and place on the school calendar.

Any fund raising activity which doesn't fall within the procedures described in the paragraph above must be presented to the school board for approval one (1) month prior to the intended sales time.

Fund raising representatives must report to the office before visiting with staff/students about their projected fundraiser. Students and staff should ask sales personnel if they have cleared through the office. No fundraisers, through the school, to raise money to be spent for the benefit of individuals to send students to camps (sport, music, etc.) will be approved.

Fundraisers are reserved for duly authorized school organizations and the money earned must be spent for a purpose of project which benefits a large segment of the school population. Athletic teams as such will not be authorized to have fundraisers. Letterman's club shall serve this need.

### **LIBRARY MEDIA CENTER RULES**

In order for the library to be used effectively by the students and teachers of Auburn High School, certain rules are necessary.

#### **General Rules**

\*Students may come to the library during Advisory. They must sign in upon arrival.

\*Students may also come to the library to do specific work with a pass signed by a teacher. The pass must be presented to the librarian.

\*Students are expected to work quietly while in the library.

\*Food, drinks, and gum are not allowed.

\*Students will receive two warnings for violating the above rules and procedures. After that time, library privileges will be restricted.

#### **Circulating Collection**

All books on the open shelves may be checked out for two weeks. They may be renewed. All books taken from the library must be checked out by the librarian. Students may have a maximum of two books checked out at any one time. Students working on research projects may be allowed to check out additional materials.

#### **Interlibrary Loan**

Students have the opportunity to borrow books through Illinet Online and the Heartland Library System. Students wishing to use this resource should request materials at least 1 week before the materials are needed. Most interlibrary loan materials may not be renewed. Interlibrary loan materials should be returned directly to the librarian.

#### **Reference Books**

Reference books include encyclopedias, dictionaries, atlases, and other resources. These materials may not be checked out of the library without special permission from the librarian. With permission, reference books may be signed out for a class period. Students may check out reference materials for overnight use after school. These materials must be turned in before school the next day.

#### **Fines**

Overdue fines are charged at a rate of ten cents (\$0.10) per day. Fines are not charged for weekends and holidays.

Borrowing materials from other libraries is a privilege; therefore, fines for interlibrary loan materials are fifty cents (\$0.50) per day, not counting weekends and holidays.

On overnight or reference books, the fine is ten cents (\$0.10) per period.

If a student loses a book, the student should report the loss to the librarian immediately. The student must pay for the replacement of the lost material.

#### **Magazines**

The magazines displayed in the magazine rack in the library are the current issues. These magazines may not be taken from the library. Issues from the current school year are available in the library. The librarian will retrieve these back issues for students. If the library does not have a particular magazine, every effort will be made to secure the article through interlibrary loan or through a database. Past issues of magazines do not circulate

#### **Computers and the Internet**

A number of computers are available in the library for students to use for school and research purposes. These computers have access to the Internet. All students will be expected to follow the District Internet Usage policy. Students may print information from the computers with permission from the librarian. The library computers should be used for school-related activities.

#### **Databases**

The Auburn High School library currently offers students access to online databases. These databases provide access to full-text articles, pictures, videos, transcripts, and a variety of other types of information. Students may access the databases either from school or from home with the appropriate username and password. Information on the databases may be obtained from the librarian, and links to the sites are available on the school library web page.

### Online Catalog

The Auburn High School library uses Library World to facilitate use of the library and library materials. Library World is a web-based computer database that allows students to search library records to locate the materials they need. A link to the Library World online catalog is available on the library website.

### Using the Library

To make library materials easier to locate, books and materials are shelved systematically. Fiction materials are shelved alphabetically by the author's last name. Biographies are shelved alphabetically by the last name of the subject of the book. Nonfiction materials are arranged according to the Dewey Decimal System, which divides materials in the following order:

001-099	Generalities, Information, Computer Science
100-199	Philosophy and Psychology
200-299	Religion
300-399	Social Science
400-499	Language
500-599	Natural Science
600-699	Applied Science and Technology
700-799	The Arts and Recreation
800-899	Literature
900-999	History and Geography

## SENIOR INFORMATION

### Senior Incentive Trip

The senior trip shall be a school sponsored function by the authorization of the school board. The trip shall be a one (1) day trip taken on a Friday, or any weekday as long as students return to Auburn High School before 9pm on the evening of the trip, and shall not involve an overnight stay. Administrative regulations shall be set up to assure:

1. The date must be on the approved school calendar three (3) months prior to the trip.
2. The safety of the students and their adequate supervision.
3. All participants must have parental permission.
4. That final plans be submitted to the principal for approval thirty (30) days prior to the trip. Final approval shall rest with the school board.
5. No student is restricted in his/her participation because of cost of the trip.
6. Transportation shall be restricted to school vehicles.
7. The field trip will not force problems in other areas of the educational program.

To participate in the Senior Trip, the following must be satisfied:

1. The student must be in "Good Standing" with no outstanding disciplinary obligations.
2. The student must not be in jeopardy of graduating.
3. The student must not have had any suspensions during the second semester of school.
4. The student must have **no periods** of unexcused absences during the second semester. An unexcused absence, now being challenged after the 24 hour deadline, is not subject for review for the purpose of the senior trip.
5. The student must have no incomplete assignments due or have taken 3 or more "0" (zero) grades in any classes during the second semester.
6. The student must have been present at school during any day identified as a student-initiated "skip day", excused or unexcused. The Auburn CUSD#10 does not recognize a "skip day" and ask for parental support. This rule (#6) may stand alone or may be used as a deciding factor if any of the first five have been placed into question.

### EARLY-OUT for EARLY-BIRD SENIORS

Senior students who are taking advantage of Early-Bird / Early Out must make their own transportation arrangements to meet their schedule.

Seniors who attend EARLY-BIRD class are dismissed at 2:42 during ADVISORY HOUR. Early-bird students may stay during Advisory Hour if:

1. The student is a member of a school organization that is meeting during "Advisory"

2. The student has obtained a pass to gain academic assistance from a teacher
3. The student is using school transportation at the end of the day and has been assigned an "Advisory Hour" classroom / teacher through the office.
4. Special arrangements have been made through the office.

All seniors who are taking advantage of the EARLY-BIRD / EARLY OUT must leave the building through the doors closest to the senior parking lot. All other exits will be off limits.

Students who are habitually tardy or truant from an Early-Bird class may be subject to having their schedules changed to eliminate the privilege of Early-Bird / Early-Out. This may result in being dropped from an elective to place P.E. within their school day.

### **Senior Pictures for Yearbook**

Senior pictures for the yearbook will be taken by a photographer who has been selected by school personnel. Time for pictures will be arranged between the photographer and the students. Seniors will have pictures taken for I.D. purposes when the all-school pictures are taken in the fall. Pictures for the yearbook must be taken by the selected photographer. A senior may elect to not have his/her picture in the yearbook.

### **Senior Announcements and Name Cards**

Each year each member of the Senior Class determines the number of announcements and name cards he desires to purchase. The Senior sponsors handle these arrangements.

### **Cap and Gown for Graduation**

The ordering of caps and gowns will be handled each year during the first semester by the senior sponsors. The rental and/or purchase fees for the gown and purchase fees for tassels, caps, etc. must be paid by the student. If a student does not pay for the cap and gown by the required deadline date, they are on their own to make the order.

### **AWARDS AT GRADUATION**

The principal or superintendent will make the presentation or announcement of awards. This includes all scholarship awards (monetary or honorary), as well as any medals, trophies, letter of commendation, etc. which are to be awarded to Auburn High School students. Some of the organizations which, from time to time, have given awards to students include: The Auburn VFW, State Bank of Auburn, Elks Club, LLCC, Illinois State Scholarship Commission, Knights of Columbus, and others. The Valedictorian and Salutatorian awards shall be made at the graduation ceremony.

### **VALEDICTORIAN / SALUTATORIAN SELECTION PROCESS**

Beginning with the class of 2003, the Valedictorian/Salutatorian selection process will use the following guidelines.

1. These honorary titles will be conferred upon students having the first and second highest cumulative 8-semester grade point average. Also required for inclusion in the valedictorian/salutatorian selection pool would be the completion of a minimum number of three (3) of the following senior capstone courses:  
College Prep English (required)  
 And two of four of the following elective capstone courses:  
 -Physics  
 -AP History  
 -Chemistry II  
 -AB Calculus
2. ACT composite scores would be used to break ties for the coursework/GPA-based honorary titles of Valedictorian and Salutatorian (ACT composite used for tie-breaking would need to come from ACT tests taken no later than February of the senior year).
3. Note: Only composite scores from official ACT high school score reports received by Auburn High School from ACT Iowa City, IA, subsequent to a Saturday National Test Date or Day 1 PSAT Testing (ACT) will be considered in cases where a tie for Valedictorian / Salutatorian needs to be broken. If a student chooses not to use the Auburn High School (ACT/CEEB) Code (140160) and thereby not have Auburn High School automatically receive its official copy of the test results, the student must have any results he/she wishes considered for a tie breaker situation sent from ACT Iowa City, IA, and received by Auburn High School no later than March 15 of the student's senior year (ACT Records: 1-319-337-1313).



Beginning with the class of 2017, the Valedictorian/Salutatorian selection process will use the following guidelines.

1. These honorary titles will be conferred upon students having the first and second highest cumulative 8-semester grade point average. Also required for inclusion in the valedictorian/salutatorian selection pool would be the completion of a minimum number of four (4) of the following capstone courses:  
College Prep English (required)  
And three of six of the following elective capstone courses:
  - Honors Biology
  - AP Biology
  - AP Calculus
  - Honors Chemistry
  - AP Chemistry
  - AP History
  - Physics
2. ACT composite scores would be used to break ties for the coursework/GPA-based honorary titles of Valedictorian and Salutatorian (ACT composite used for tie-breaking would need to come from ACT tests taken no later than February of the senior year).
3. Note: Only composite scores from official ACT high school score reports received by Auburn High School from ACT Iowa City, IA, subsequent to a Saturday National Test Date or Day 1 PSAT Testing (ACT) will be considered in cases where a tie for Valedictorian / Salutatorian needs to be broken. If a student chooses not to use the Auburn High School (ACT/CEEB) Code (140160) and thereby not have Auburn High School automatically receive its official copy of the test results, the student must have any results he/she wishes considered for a tie breaker situation sent from ACT Iowa City, IA, and received by Auburn High School no later than March 15 of the student's senior year (ACT Records: 1-319-337-1313).

#### **Music Awards**

Students are given 1 credit for satisfactory participation in each activity. This means that a student in our band for four (4) years would receive four (4) full scholastic credits. The same is true in chorus. In addition to this scholastic credit, students in music are able to earn other awards. Consult with the music teachers for that information concerning these awards.

#### **Principal's Academic Awards Luncheon**

An Academic Awards Luncheon will be held at the end of the school year for any senior that has achieved a minimum 3.5 grade point average during the first 7 semesters of their high school career and has not missed more than 12 days of school in any one year of their high school career.

#### **Athletic Awards**

The Athletic Awards are given in all sports sanctioned by the school board. Students have definite requirements to fulfill before they can receive an award. Please consult with the Athletic Director or coaches for requirements. These awards are made at special events during the school year or at the all-school awards evening in May. (See Athletic Handbook)

#### **D. A. R. Winner**

The D.A.R. Award is presented to a senior girl for outstanding achievement in citizenship, cooperation, leadership, and scholarship. The senior class nominates three girls, and then the faculty votes on those three girls. The girl receiving the most votes from the faculty is the D.A.R. winner.

#### **S.A.R. Winner**

The S.A.R. Award is awarded to a senior boy for outstanding achievement in citizenship, cooperation, leadership, and scholarship. The senior class nominates three boys and then the faculty votes on those three boys. The boy receiving the most votes from the faculty is the S.A.R. winner.

#### **Student of the Month**

This award is sponsored by N.H.S. and a student is selected for this honor monthly by a joint faculty/student committee. The winner is presented with a medal.

### **AWARDS AND HONORS**

Various awards are presented annually the latter part of May at an Academic Awards Night. These awards may be given in any subject matter area. Other awards may be given with the approval of the principal. The teachers are encouraged to give awards for their departments.

## **PRESENTATION OF AWARDS**

No awards will be presented at any awards activity or ceremony unless it has been cleared and received prior approval by the principal or person in charge of the activity/event.

All awards at graduation are presented by the school administrators or school board. If an organization has an award to be made, they must contact the school principal three (3) days in advance of graduation. The school administrator will make the presentation.

## **NATIONAL HONOR SOCIETY**

One of the highest awards a student at Auburn High School can receive is to be elected to membership to the Auburn Chapter of the National Honor Society. A student may not be elected to membership until he or she is a sophomore, junior, or senior. Membership is based on scholarship, leadership, service, and character during their high school career. A point system is used based on national standards to assist in determining those who excel in leadership, service, and character. All students must have an overall scholastic average of 3.5 to be considered as a candidate for membership. All members must maintain a 3.5 G.P.A. each semester to remain in good standing. If a 3.5 G.P.A. is not met, the student will be placed on probation and he/she will have the next semester to achieve a 3.5 G.P.A. for that semester. If the student's grade point average is below a 3.5 for the second consecutive semester, he/she will be dismissed from National Honor Society. A student dismissed for grade point average may re-apply during the regular spring application period if the GPA is back to a 3.5 average.

NOTE: Awards other than those listed may be approved and awarded by the school and community groups. This list is not necessarily all-inclusive.

## **SELECTION OF NATIONAL HONOR SOCIETY MEMBERS**

The following rating system is used for evaluating scholastically eligible students on the qualities of Leadership, Service and Character:

5 points - exceptional, highly motivated, strong commitment to involvement

4 points - above average, constructive, productive, involved

3 points - average, cooperative, limited involvement

2 points - passive but cooperative when called upon

1 point - passive, avoids involvement

0 points - negative

### **LEADERSHIP**

- (a) Takes constructive lead in classroom and school activities.
- (b) Promotes worthy school activities.
- (c) Successfully holds school offices with responsibility.
- (d) Contributes constructive ideas to improve the school.
- (e) Influences others in a positive way.
- (f) Consistently shows initiative and self-direction.

LEADERSHIP IS BASED NOT ONLY ON THE HOLDING OF EXTRA-CURRICULAR OFFICES, BUT ALSO ON THE EFFICIENCY WITH WHICH THE DUTIES WERE PERFORMED.

### **SERVICE**

- (a) Puts service to others above self-interest. Gives time, effort, and talents, not for personal gain, but for the class, school, and community as a whole.
- (b) Performs committee or staff work with enthusiasm.
- (c) Shows courtesy to teachers, other students, and visitors.
- (d) Represents the school in a positive manner in various types of competition.
- (e) Renders service through the school to the community.

SERVICE IS NOT BASED UPON CLASSROOM WORK, PROJECTS, OR ACTIVITIES FOR WHICH THE STUDENT RECEIVES A GRADE OR FOR WHICH PAY IS GIVEN.

### **CHARACTER**

- (a) Promptly meets responsibilities.
- (b) Demonstrates highest standards of honesty, fairness, responsibility, and tolerance.
- (c) Cooperates in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc., and actively works toward improving conditions.
- (d) Upholds principles of morality and ethics.

CHARACTER EVALUATION SHOULD NOT BE BASED ON PERSONALITY ALONE NOR ON MINOR INCIDENTS UNLESS THEY ARE REPEATED SO AS TO INDICATE A DEFINITE

PATTERN OF BEHAVIOR. NOTE: STEALING AND CHEATING ARE NOT CONSIDERED MINOR INCIDENTS. HOWEVER, ONE NEEDS TO BE CONSCIOUS OF ADOLESCENT GROWTH AND DEVELOPMENT.

### ORGANIZATIONS AT AUBURN HIGH SCHOOL

The following organizations are authorized for existence at Auburn High School. New organizations may be instituted with approval of the principal, at the request of the sponsoring teacher.

#### 1. Officership in Organizations

Any one student may be the president of only school club (SADD, NHS, etc.).

A Student Council class representative could be a Student Council officer and an officer in any number of clubs, but president of only one. The Student Council President cannot be representative of any other class or club. A club Student Council representative cannot be an officer in any other capacity with that same club. A student could, however, be a representative to Student Council and an officer in another club.

A student may be president of a class or club but not of both. The student may, however, be class officer and club officer (but not president) of any number of clubs.

Student Council elections will be held in the spring (for class representatives and Student Council offices) and class office elections will be held in the fall.

In order for a student to hold a club or class office, he/she must have a C average at the time of the election or for the last semester if the election is at the beginning of a semester before any new grade reports are out. A student must maintain the C average or be dropped as an officer.

#### 2. Organization Listing

##### A. Business Club

The Business Club is open to all students interested in the business world. The sponsor will host meetings for students that will help them create an interest in and develop skills for the business world.

##### B. Drama Club

The Drama Club is open to students interested in dramatics and/or public speaking.

##### C. Industrial Tech Club

The Industrial Tech Club is composed of students interested in industrial technology.

##### I. Math Club

Open to students interested in math.

##### B. National Honor Society

This society is composed of students selected by the faculty on the basis of scholarship, leadership, service, and character. See also the section entitled "Selection of National Honor Society Members" for more information on NHS.

##### K. Poetry Club

The Poetry Club is open to students interested in poetry. Students share favorite and original poems at regular meetings.

##### L. Prom Committee

Students interested in serving on the Prom Committee must apply with the junior class sponsor. Sponsors will review applications and chose no more than 15 students.

##### M. SADD – Students Against Destructive Decisions

For more information concerning membership, purpose of organization, eligibility for joining, activities, etc. of these organizations, please see the faculty sponsor.

##### N. Science Club

Science club is an organization whose purpose is to promote an interest in science throughout the school and community. Students must currently be enrolled in a science course or have the approval of a science club sponsor to join. Membership is \$5 and is due by the first meeting.

- O. Spanish Club  
For students enrolled or previously received credit for a Spanish course. The Spanish teacher shall be the faculty sponsor.
- P. Student Council  
This organization is composed of students and faculty of Auburn High School. The basic purposes of the council are to provide for order in student activities, to give experience and to provide practice in a democratic government, and to further and improve student participation in the activities and projects of the school.

Student Council meetings shall be held as allowed by the principal. Any student may attend a Student Council meeting with the approval of the classroom teacher, and a written permission slip from that teacher under whose supervision the student is at that time. Student Council meetings shall be approved by the principal and placed on the school activity calendar.

#### **SUSPENSION FROM CLASS/CLUB OFFICERSHIP/STUDENT COUNCIL**

In addition to possible suspension as outlined under the substance abuse policy, a student who holds a class or club officership, or is a member of National Honor Society may be dismissed from the officership or NHS for repeated violation of school rules.

A student found to have seriously and/or flagrantly/repeatedly violated school regulations, in addition to any disciplinary action taken, shall be suspended from school leadership positions.

This suspension may be for a period up to 90 days and enrollment in an approved drug/alcohol program.

The student shall be suspended from any class, club, or Student Council office and from the Student Council itself. Reinstatement to the Council or to an office will be made only if the student petitions for reinstatement within a period of ten (10) school days after completion of the suspension, and only if it is accepted by the principal, and the appropriate class, club, or Student Council advisors.

The decision to suspend from Student Council or officership under this policy shall be made by the principal and organizational advisors.

#### **SUSPENSION/DISMISSAL FROM NATIONAL HONOR SOCIETY**

The Constitution of the National Honor Society Handbook will serve as the guideline for defining the principles that Auburn NHS students will follow. In addition, any student found to have seriously and/or flagrantly violated school policy/regulations may be suspended from the Auburn Chapter of the National Honor Society for up to 90 days and, if drugs or alcohol are involved, be enrolled in an approved drug/alcohol program. During this period of time, the student shall not be allowed to participate in any National Honor Society activities. The decision to suspend or not to suspend under this policy shall be the decision of the advisory council (see below). After the suspension period, the student shall have a period of ten (10) school days in which to petition the advisory council for reinstatement. Such petition shall be presented to the Chapter Advisor who will schedule a hearing before the council. The council decision could be for continued suspension, dismissal, or reinstatement. If a student does not petition for reinstatement during the ten (10) day period following the suspension, that student will automatically be dropped from the membership rolls of the Auburn Chapter of the National Honor Society. The Advisory Council shall consist of five faculty members appointed annually by the principal. Members may be appointed to consecutive terms. The Chapter Advisor(s) shall be a non-voting member of the Advisory Council.

A second offense by a National Honor Society member of substance abuse or any other school policy shall result in a dismissal from NHS.

NOTE: Seniors involved in suspension from NHS, whose suspensions would expire during the next school year, will automatically be reinstated to the membership rolls after graduation unless another definite course of action is directed by the Advisory Council. Dismissals shall remain permanent.

#### **GANGS/UNAPPROVED ORGANIZATIONS**

No organization or group of students shall conduct meetings or assemblies on school premises without prior approval of the building principal. No organization of students shall be approved which is determined by the building principal to promote disorder, violence, or racial discord.

No student shall be permitted to wear or to display or exhibit any insignia or item of apparel or other evidence of membership in an unapproved organization or gang on school grounds where the building principal has determined that such conduct may lead to disorder or violence among students.

### **GUIDANCE AND COUNSELING: SERVICES OFFERED**

1. Assists with the orientation of new students, helps students adjust to the educational environment and explain the general school organization.
2. Advise students entering high school and their parents in personal conferences of the various curricula available and the requirements for each.
3. Helps students make appropriate choice of school program and try to develop long range plans of study.
4. Maintain cumulative records which shall include grades, test records, courses taken and other pertinent data.
5. Assist with class placement, taking into consideration special abilities and/or needs.
6. Confer with students who are having academic and/or adjustment problems.
7. Administer the testing program; maintain a record of all test results.
8. Interpret records to students and to others who are professionally concerned. This would include parents.
9. Maintain information for teachers about test and standards in their area of interest.
10. Provide career and vocational information for students and teachers.
11. Assist in providing job placement for those who are eligible and need part-time employment and for those going to work after leaving school.
12. Provide information concerning school offerings and opportunities for further training.
13. Counsel all students regarding their curricular and extra-curricular choices, this includes registration of all students.
14. Assist students to make their choice of college and further education and keep a complete file of schools and colleges available.
15. Inform college-bound students of test dates and locations of tests that are registered by particular colleges.
16. Maintain a complete information file on all scholarships.
17. Keep complete information about summer institutes and workshops for all students.
18. Assist former graduates of Auburn High School who may need vocational and educational guidance.
19. Promote parent-teacher relationships by encouraging parents to visit the school and arrange for individual conferences of parents and teachers when necessary.
20. Inform students and their parents regarding agencies outside the school that can assist them in cases of physical or mental problems and make arrangements for them to use these facilities.
21. Develop different statistical studies which will benefit the professional people involved.

The major role of the counseling department of Auburn High School is in the following areas:

1. To assist students in developing their maximum educational, vocational, and personal potentials
2. To work in cooperation with parents to provide society as a whole with capable, productive, and loyal members.

These goals are not to be reached by our placing value judgments upon the students' behavior or upon the demands of the society but rather through a program in which the student is made aware of his own alternatives and of the characteristics of his future environment. Students become responsible for themselves. They are given help in exploring their abilities and interests and they are made aware of the expectations of others and the choices and decisions they make are their own.

### **STANDARDIZED TESTING**

1. **WHY TEST?** In order to provide the best education program for a student, it is necessary to assess his/her ability and to know how well he/she has mastered the subject matter content in the courses which were taken. Standardized tests help provide this information.
2. **WHAT ARE THE KINDS OF STANDARDIZED TESTS?** There are two basic standardized types of test administered in the Auburn High School Testing Program.
  - A. Achievement Test - Used to measure the student's mastery of subject matter and/or for the purpose of determining a student's potential success in college.
  - B. Interest Test - Determines a student's vocational interest.

NOTE: The Auburn High School assigned ACT code Number is: 140-160.

### **TRANSFERRING CREDIT**

Credit earned at an institution other than Auburn High School may be applied toward graduation requirements if the institution at which credits are earned is accredited by the State Board of Education or the equivalent agency if the institution is out-of-state. Such coursework must be approved by the guidance counselor and principal and may not be used generally in lieu of regular courses offered by the high school.

### **GIFTED**

Students who have been identified as gifted are encouraged to select advanced level classes as part of their educational program.

### **GRADUATION POLICY**

All students enrolled at Auburn High School must register in such manner so as to meet all graduation requirements as outlined in the section of "Graduation Requirements" in the student handbook.

Students must complete eight semesters at Auburn High School or at another recognized high school. Students must be enrolled the last full semester at Auburn High School. Seniors must fulfill all graduation requirements before they will be allowed to participate in the graduation ceremony.

**There is no early graduation at Auburn High School.** However, if a hardship case exists or extenuating circumstances exist, a student may apply to the school board for approval of early graduation at the end of seven (7) semesters of attendance. The following procedures or requirements must be met:

1. A request must be received by the principal's office prior to Dec. 1st. This request must be in the form of a letter, giving full explanation of the hardship or extenuating circumstance. The letter must be signed by the student and parents/guardians.
2. Any clarifications or further explanations concerning the contents of the letter that are requested by the principal's office must be provided within one week of the request.
3. The student must have filled all requirements for graduation as set forth in the board policy except for the eighth semester of attendance, and the eighth semester of P.E.
4. Early graduates will sever all relations with the high school and will be considered as an alumnus. This means, among other things, that the student will not participate in the graduation ceremony with the class at the close of the school year.

### **DRIVERS EDUCATION/STATEMENT OF REQUIREMENTS**

Driver Ed is placed in the schedule at Auburn High School as a freshman/sophomore subject. Other students may be enrolled upon request provided they are at least 15 years of age prior to the beginning date of the semester and that space is available in the class. If more students request driver education than space available, all eligible students will be selected on the basis of oldest to youngest.

In accordance with state law, only students who have received a passing grade in at least eight (8) courses during the previous two semesters will be allowed to enroll in driver education. Courses will be defined as those same courses used to figure GPA (grade point average). A student who does not meet the above requirement may make application to the Superintendent for a waiver. Applications may be obtained from the guidance office and must be turned in during the first 5 school days of the semester in which the student is requesting enrollment.

The basic state/school requirement for a student to receive completion credit for driver's ed. is satisfactory completion of a minimum of thirty (30) hours of classroom instruction and six (6) hours of satisfactory behind the wheel training with a qualified instructor.

A student may not be given completion credit at the end of the six hours B.T.W. period if the instructor feels that there is a real need for further instruction.

### **REPORT CARDS**

Report cards are issued each nine weeks on Friday (usually) following the close of the nine week period. Report Cards can be viewed by Skyward Family Access, by e-mail, picked up by a parent or guardian in the office, or a copy will be mailed upon receipt of written request to the Principal. Any problems concerning grades on report cards by either student or parent should first be brought to the attention of the teacher. If a problem still exists, then contact the guidance department or the principal. Parents/students should not contact board members or the Superintendent concerning grades. If the problem cannot be resolved with the teacher, guidance counselor, or principal, the

parent/student may request to be placed on the board agenda for the next board meeting. Requests should be made through the principal's office.

### HONOR ROLL

Each nine weeks an honor roll is computed for Auburn High School. In order to attain membership on the honor roll, a student must have an average of 3.0 with no grade below a C. Honor roll status will be recognized as follows:

Straight "A" (4.0)                      High Honors (3.50-3.99)                      Honors (3.00-3.49)

### SEMESTER EXAMS

Examinations are scheduled at the end of each semester for all students in all courses. All teachers must give a semester final exam. The exam should be comprehensive from work covered throughout the semester.

The semester exam shall count one-fifth (20%) of the semester final grade and the two nine (9) weeks grades shall each count two-fifths (40%) of the semester final grade.

Semester exams for students who enroll at Auburn high School during the semester shall be tested on materials covered since their enrollment.

A student cannot ask the instructor to give the exam at an earlier or later date or change the exam schedule in any way without written approval of the principal. If an instructor wishes to change the date a semester exam will be given, this must also be cleared in advance with the principal.

Students not taking an exam for any given period must stay in their scheduled class; not walking around the building or school grounds. Semester exams for students who enroll in Auburn schools during the semester shall be on materials covered since their enrollment.

### SEMESTER AVERAGE GRADE STANDARDIZATION PROCEDURE (FOR STUDENTS NOT TAKING SEMESTERS)

Semester Grading Scale Including Semester Exam

When including the semester exam, we use a 40%, 40%, 20% system for the semester grade. This is figured using the following formula:

$$0.4*(\text{Quarter 1}) + 0.4*(\text{Quarter 2}) + 0.2*(\text{Semester Exam}) = \text{Semester Average}$$

e.g.  $0.4*(81) + 0.4*(88) + 0.2*(77) = 83\%$

Semester Grading Scale Excluding Semester Exam

When figuring the semester grade **NOT** including the semester exam we use a 50%, 50% system to average the two quarters together.

$$0.5*(\text{Quarter 1}) + 0.5*(\text{Quarter 2}) = \text{Semester Average}$$

e.g.  $0.5*(78) + 0.5*(88) = 83\%$

### GRADING SCALE

ALL COURSES will use the following scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

### GRADE POINT AVERAGE (G.P.A.)

Each academic subject will be graded on a semester basis of 1/2 credit each semester.

Average - These grades are given the following values for computing averages:

A-4, B-3, C-2, D-1, F-0 unless enrolled in a Capstone Class.

Here is a sample computation:

Course	Grade	Value	Credit Value
English	A	4	1
History	B	3	1
Math	C	2	1
Chemistry	C	2	1
P.E.	A	4	1
Chorus	B	<u>3</u>	<u>1</u>
		18	6

18/6= 3.0 average

### **Weighted G.P.A. for Capstone Classes**

Capstone Classes will be graded on a 5.0 grading scale. These grades are given the following values for computing averages: A-5, B-4, C-3, D-2, F-0. Capstone Classes can be found on Page 29.

### **PRE-REGISTRATION FOR THE NEXT SCHOOL YEAR (Completed in February/March)**

In late winter/early spring, the guidance counselor will be in contact with all students concerning pre-registration for the next school year. This includes the present year's 8th graders. Students will have an opportunity to see a list of all courses to be offered and to discuss with the counselor their choices, ask for his advice or opinion concerning their choices and their long range plans. The counselor will also involve the parents in this process should the student desire or if the counselor believes advisable. At this time of year, all students are encouraged to get a pass from advisory or make an appointment to visit with the counselor concerning their course of study and long range career plans.

The counselor will see newcomers, or move-ins, at any time during their study hall periods or early June or early August to complete their registration for courses.

### **SCHEDULE CHANGES**

Students may come in at any time after pre-registration and discuss changes in their selection or to get advice from the counselor. Any schedule change requests after the established time, the first five days of each semester, will need administrative approval and must be related to meeting an IEP or an over-looked graduation requirement.

### **SITUATIONAL EARLY DISMISSALS**

Even though attendance and participation are key factors in student achievement, it is also necessary to consider other factors and/or situations in the overall make up of a student and his/her ability to achieve. The Board of Education recognizes this and realizes that there is a need to look at remedies for these situations.

District students who show evidence of a need may, upon evaluation and recommendation of the administration, be allowed to re-arrange their schedule, where feasible, to lessen any burden which could prevent or circumvent their achievement. Reasonable accommodations shall be made, where possible, and each incident shall be considered on an individual basis.

In no way shall this be construed to mean that every request will be treated in the same manner. Similar circumstances will be reviewed and each decision will be made in accordance with the current situation. All decisions will be non-precedent making.

All avenues of remedy will be explored and the remedy which best serves the situation will be the one used for that particular case. In the interest of the student, all persons involved will be given an opportunity to have their input considered in the decision. It is important to remember that the best interest of the student, and their ability to achieve, is what takes precedence. With this in mind, if a course is dropped after the schedule change period at the request of a student with parent permission, the student will be assigned a study hall in place of the dropped class and will also be assigned a withdrawal failing mark for that semester in the dropped class.

### **REGISTRATION INFORMATION FOR STUDENTS AND PARENTS**

The following information is designed to guide student through the registration process each year. Wise planning begins with an understanding of what your high school education is worth to you, an awareness of your own educational and job goals, and a serious effort to start planning for your future. Discuss your goals and course selections with your teachers and parents; their advice is worth seeking.

The guidance counselor is available for educational, vocational, or personal counseling with both students and parents every school day from 8:00-3:30. Come in or call the guidance counselor at 438-6817.

1. In order to graduate from Auburn High School, a student must:
  - A. Earn 22 units of
  - B. Successfully pass 4 units in English, 2 units of Science, 3 units of Mathematics, 1 unit of U.S. History (plus additional 1/2 in Social Science), 1/2 in Consumers Education, 1/2 unit in Basic Health, and 1/2 unit in Modern U.S. History. Finally, students must take at



- least 1 year of Music, or Art, or Foreign Language, or a Vocational Education course before graduation.
2. Courses in three different curricula at Auburn High School offer the students the opportunity to prepare for entry into (a) the vocational trades, (b) the commercial or business world, or (c) a college or university.
  3. In addition to graduation requirements and your future plans, you should keep in mind the following regulations when choosing your courses:
    - A. A student enrolling in a full-year course will be expected to remain in that course all year except under special circumstances. Schedules may not be changed between semesters except under special circumstances.
    - B. As a general rule, no course will be taught unless 10 or more students remain registered in the course when the semester begins. A course may be deleted because of low enrollment as late as the last day assigned for course changes that semester. The administrative staff and department heads may allow courses to be taught with less than 10 students if facilities and personnel are available and it seems to be in the best interest of the students.

## GRADUATION REQUIREMENTS

22 Total Credits Required

Coursework requirements for high school graduation are as follows:

- 4 years of English
- 3 years of Mathematics
- 2 year of Science
- 1 year of United States History
- 1/2 year of Social Studies Elective
- 1/2 year of Modern US History
- 1/2 year of Consumer Education
- 1/2 year of Health Education
- 4 years of Physical Education
- 1 year Chosen from (Choose one, Minimum, During High School):
  - Music
  - Art
  - Foreign Language
  - Vocational Education Courses

All students will be required to enroll in seven academic credits in addition to physical education each year.

### CLASSIFICATION OF STUDENTS - Minimum credits required

Sophomores	4 credits and the completion of one year of high school attendance
Juniors	8 credits and the completion of two years of high school attendance
Seniors	15 credits and the completion of three years of high school attendance
Graduate	22 credits and the completion of four years of high school attendance plus all other listed graduation requirements

Students who do not meet the credit requirements which classify them as a sophomore, junior or senior may stay with their cohort as pictured in the yearbook or placement of their locker.

### ADMISSION REQUIREMENTS AT PUBLIC COLLEGES AND UNIVERSITIES

Improving the preparation of students for success in college, increasing the number of potential students who are appropriately prepared for baccalaureate studies, and expanding the choices of programs and majors that are available to college-bound students are major goals for both secondary and postsecondary education in Illinois.

In 1983, in response to concerns about significant increases in the need for remedial coursework among students entering postsecondary education, the Board of Higher Education began a study of admission requirements at Illinois public universities. The Board concluded that the adoption of minimum subject requirements for admission to baccalaureate programs was necessary to improve access to public post-secondary education and to increase chances for success in college for Illinois students.

In 1985, the Board of Higher Education adopted the following minimum high school subject requirements for admission to public universities and to baccalaureate transfer programs at

community colleges:

- Four years of English (emphasizing written and oral communications and literature)
- Three years of social studies (emphasizing history and government)
- Three years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- Three years of sciences (laboratory sciences)
- Two years in foreign language, music, or art

### **CREDIT RECOVERY COURSEWORK**

A student may, for graduation purposes and with the permission of the counselor and principal, apply up to a maximum of two (2) high school credits earned by extension (correspondence) coursework. Any courses taken by correspondence must be approved in advance by the counselor and principal. All costs involved are the responsibility of the student and his/her parents. Similarly, any credit recovery coursework taken during summer school/night school must be pre-approved by the counselor and principal, and is not included in the two (2) high school credits earned by extension coursework. In any event, all such credit recovery coursework will be assigned a pass/fail designation for credit purposes based on the grade received for the course(s). (SEE ALSO: GRADUATION POLICY)

### **NON-FORMAL COURSES**

Auburn Community Unit District #10 does not award high school courses credit for proficiency testing, military experiences, life experiences and other non-formal educational endeavors.

### **NO-CREDIT COURSES**

Courses taken for no-credit at student request will be approved or denied at the discretion of the counselor.

### **INDEPENDENT STUDY**

Independent Study is any special course established for an individual student. A course of study may be established to meet special needs of an individual with agreement between the student, counselor, and faculty member. The principal will have the final approval after all details are worked out.

Valid reasons for establishing an independent course would be:

1. Special talent that could be enhanced by advance work beyond the normal schedule classes;
2. The need to develop skills for immediate employment;
3. Special interest in an academic area in which no class is available to the individual. Students may only take one independent study class each semester. The independent study terms and conditions (contract) must be written out in cooperation between the instructor and the student. The terms and conditions must be signed by the parent/guardian, counselor, teacher, and principal. A copy of the contract for the course must be filed with the principal at the beginning of the course. Grading and credit to be given will be reviewed and established at the end of the semester. Each student will be personally responsible for fulfilling the contract that has been developed. Students must have at least a 3.25 average in the department which they take the independent study course. Independent study is limited to seniors. Students must have a completed contract before being put into the independent study within the first 5 days of the semester.

### **STUDENT RECORDS**

Auburn High School follows the rules and regulations governing the release of school student records based on the Illinois School Student Record Act effective February 25, 1988.

Auburn High School maintains records of the following types:

- A. Permanent
  - B. Temporary
  - C. Directory Information
- A. "Student Permanent Record" means and shall consist of:
- Basic identifying information, including students and parents names and addresses, birth date and place, and gender;
  - Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
  - Attendance record;

- Accident reports and health record;
- Record of release of permanent record information; and,
- 8<sup>th</sup> grade ISAT scores
- 11<sup>th</sup> grade PSAT scores

B. **"Student Temporary Record"** means and shall include a record of release of temporary record information, and all information not required to be in the student permanent record, which may include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Disciplinary information;
- Any verified reports or information from non-educational persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

C. **"Directory Information"**

Information that may be designated as directory information shall be limited to:

- Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study; and,
- Periods of attendance in the school.

"Directory information" may be released to the general public, unless a parent requests in writing that any or all such information not be released on his/her child.

Parents have a right to photocopies of any part of their student's record. The fee shall not exceed \$.35 per copy page according to the ACT.

Permanent records are kept for a minimum of sixty (60) years.

Temporary records are disposed of in a timely manner after graduation with the exception of special education records and psychologicals which may be kept for a minimum of ten years because they could be of benefit to the student. (Section 375.40 Subtitle A: Maintenance) It is the responsibility of the parent or student to request copies of the temporary record prior to the end of the ten-year hold period for special education records.

The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school, the student, or the parent. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access.

The school shall grant access to, or release information from, school student records without parental consent or notification:

- To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
- To any person for the purpose of research, statistical reporting, or planning, provided that:
  - A) The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records; and
  - B) No student or parent can be identified from the information released; "Pursuant to a court order"

Parents have a right to a hearing to challenge any entry exclusive of grades in the school student records on the basis of:

- 1) Accuracy;
- 2) Relevance; or,
- 3) Propriety.

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the bases of the challenge.

Auburn High School establishes administrative procedures for parents to challenge the contents of student records. Such procedures shall include:

- 1) An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
- 2) If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
  - a) A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
  - b) The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials of the time and place of the hearing.
  - c) At the hearing each party shall have the rights outlined in Sections 7 (b) (1) through 7 (b) (4) of the Illinois School Student Records Act.
  - d) A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However a typewritten transcript is not required in an appeal.
  - e) The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
    - i) To retain the challenged contents of the student record;
    - ii) To remove the challenged contents of the student record; or,
    - iii) To change, clarify or add to the challenged contents of the student record.
- 3) Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal by the same procedure. Upon receipt of such documents, the Superintendent of the Education Service Region shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special education personnel:
  - a) Who were not authors of the entry, and
  - b) Whose special education skills are relevant to the subject(s) of the entry in question
- 4) The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

(Source: Amended at 10 Ill. Reg. 12602, effective July 9, 1986.)

According to Illinois School Student Records Act, no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act.

Parents have a right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district in the event of the transfer of the student to that district.

#### **TEXTBOOK LOAN PROGRAM**

Auburn High School does participate in the loan of secular textbooks in accordance with Public Act #79-961 of 1975. Student request forms are kept on file.

#### **TRANSPORTATION/BUS POLICIES**

##### **Regular Bus Service**

In accordance with the School Code, free transportation to and from school shall be provided to all students living more than one and one-half (1 1/2) miles from their school. Students living less than one and one-half (1 1/2) miles from their school shall not be provided free transportation. Any

deviation from this policy must be approved by the board of education.

### **Student Conduct on Buses**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at the time, he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Board requires children to conduct themselves on the bus in a manner consistent with established standards for the classroom behavior.

School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the Superintendent, Principal, or School Board has designated some other adult to supervise. Students are expected to follow the item of conduct listed herein which will make for safe and pleasant riding conditions.

1. Stay off the road while waiting for the bus.
2. Be on time at the designated school bus stop.
3. Do not move toward the bus until it has come to a complete stop. Stay back 10 feet until the bus has stopped.
4. Do not leave your seat while the bus is moving. Do not switch seats or run on the bus.
5. Remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Keep head and hands inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Do not throw refuse on the floor.
9. Avoid loud talking and shouting or unnecessary confusion.
10. Be absolutely quiet when approaching a railroad crossing stop.
11. No tobacco in any form is allowed on the bus.
12. No eating on the bus.
13. No animals are allowed on the bus.
14. Keep all articles out of the aisles.
15. Care for the safety of smaller children and those who may be ill.
16. Never tamper with the bus or any of its equipment.
17. Be courteous to others, and start your day with a "Good Morning" and leave with a "Thank You, Good Night."
18. Do not ask the driver to stop at places other than the regular bus stop.
19. Where it is necessary for a student to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then, wait for a signal from bus driver permitting you to cross. He, too, is watching for your safety.
20. Observe the same rules on other trips under school sponsorship.
21. Do not harass, push, or shove other students.
22. Swearing and vulgar language will not be condoned.
23. The emergency door must be used for emergency only.
24. All directions given by the bus driver are to be followed.

### **BUS DISCIPLINE**

1. The bus driver will warn you and give the principal a bus referral report.
2. A copy of the referral will be sent to the parent.
3. Disciplinary action will be taken by the principal that may include suspension from the bus.
4. In the case of a suspension from the bus, parents must provide transportation during the time of the suspension.

### **EXTRA-CURRICULAR SPORTS BUS TRIPS CONDUCT**

1. Conduct on the buses shall be the same as in any classroom, teacher supervised situation. That is, it shall be exactly as the teacher /coach directs (as opposed to "total freedom, no discipline from the teacher").
2. When the bus arrives back in Auburn from an "away" trip, the bus driver and sponsors shall not let anyone off the bus until all papers, heavy dirt are thrown into a sack or box. Each rider cleans up around his own seat and the bus supervisor/coach shall see that it is done before the bus is emptied.
3. At no time shall a coach or supervisor allow any student to climb over the bus seats, stand on

or step on the bus seats whether with shoes or without shoes. No student or player shall or be allowed by a supervisor to sit on the back of a bus seat--it is dangerous for the student and it breaks the backs of the bus seats.

4. The bus supervisors/coaches must not allow things to be thrown on the bus and especially during football/baseball trips--mud and tape, etc.
5. On athletic trips or extra-curricular trips, all students must stay in their seats when the bus is under way.
6. It must be absolutely quiet as the driver approaches all railroad crossings.
7. Windows down, vulgar language and gestures are condemned and must not be allowed.
8. The bus driver is to put a note in the building principal's mailbox if these bus rules are not adhered to--giving names of students and supervisors/coaches involved. If severe enough, a demerit shall be written.
9. No animals shall be allowed on buses or vehicles authorized for school use.
10. The emergency door must be used for emergencies only.
11. All students will ride the scheduled bus unless emergency conditions exist, and proper clearance has been received from the principal or chaperon in charge, and bus riding variance form completed.
12. All students must ride to and from extra-curricular activities on the transportation provided by the school district. The only exception allowed is when the parents see the coach/sponsor in person and request that their student ride with the parents.

Permission may be granted to ride only with your own parents.

Reports of misconduct on extra-curricular trips shall be made by the bus driver and sponsor.

## **SPECIAL USE OF SCHOOL BUSES**

### **Educational Field Trips**

A field trip is a trip off school grounds taken in connection with the work of an organized class or activity. The school board considers field trips and excursions planned for specific educational purposes, an integral part of the school program. All field trips are to be planned with and approved by the principal.

Administrative regulations shall be set up to assure:

- A. The educational value of the trip or excursion and its direct relationship to on-going classroom instruction. The sponsor must submit request for field trip on school district form.
- B. The safety of the students and their adequate supervision.
- C. That all participants have parental permission. Signed parental permission slips shall be in the hands of the faculty sponsor before permitting students to participate in a field trip.
- D. That all trips and arrangements for them have two (2) weeks advance approval of the school principal.
- E. That uniform request procedures are followed.
- F. That no school field trips or excursions be of an overnight nature. Exceptions can be approved in case of necessary involvement of our students in curricular, extra-curricular, or organizational activities.
- G. That the field trip does not interfere with the regularly scheduled transportation of pupils to and from school.
- H. That the field trip will not force extreme problems in the total educational program of their building.
- I. That transportation shall be restricted to school vehicles or vehicles approved by superintendent or principal or school board.
- J. Students absent from school due to a field trip, athletic contest, etc., are responsible for homework, tests, and quizzes as assigned. It is the responsibility of the student to make arrangements for such make-up.
- K. All trips away from the school must be under supervision of a teacher, and in addition, there shall be an adequate number of adult supervisors as determined by the principal.
- L. Any field trips not meeting the rules and regulations hereby set forth must have the direct and previous approval of the Board of Education.

### **Non-educational Field Trips**

Non-educational trips or trips for general cultural betterment shall be provided bus service on approval of the school principal, the superintendent, or school board. Such trips shall not be taken during school time and shall be paid for entirely by the sponsoring organization or the students attending. Requests must be made at least two (2) weeks in advance of trip.

### **Non-rider Students Request to Ride on a Regular Daily Run**

If an emergency arises and a student needs to ride a bus and is not a regular rider on that bus, the

student must:

- A. Present a request note from the parent to the bus driver, if it is a request to ride in the morning.
- B. Present a request note approved by the principal, to the bus driver if it is a request to ride in the evening.
- C. The driver may refuse if adding the student to the bus will overload the bus.

### **Tours**

Inasmuch as community organizations and faculty members as individuals frequently conduct during vacation periods extended tours involving the participation of Auburn students, the school board wishes to state its attitude toward and position on such tours.

First, it is not a reasonable function of the school board to regulate the activities of faculty and students during non-school time. The school board will therefore neither sanction nor prohibit such activities or assume any responsibility for them. However, school time shall not be used by faculty members to promote or solicit for such tour activities.

### **SPECIAL EDUCATION EVALUATION PROCEDURES for PARENT REQUEST from JUNE 10 – AUG. 10**

1. Notification to parents of Local District Special Education Referral Procedures for summer months may be through use of the school website, newsletters or bulletins. Referral packets not returned to their building principal by the end of May, must be mailed or taken to the School District Office
  2. Local District Office will receive Special Education referrals from June 10-August 10.
  3. Local District Office will designate responsible part for receiving of packets/parental contact during summer/school break times.
  4. Local District Office will contact Principal and Service Area Administrator of any referral request or receipt of packet within twenty-four hours.
  5. Local District Office will stamp date or document date of receipt of packet/referral request.
  6. Principal and Service Area Administrator will determine procedures to follow such as: parental contact, scheduling of pre-meeting, scheduling of IEP prior to the first day of school, when school resumes in August.
- All 504 and IEP information can be found on the district website under Parent Information

### **LEGAL NOTICES**

#### **Asbestos Notification**

This notice is to notify you that Auburn CUSD #10 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00am to 4:00pm) and during other times by special arrangement. We request that appointments be made with us to review such plans.

#### **Child Abuse Reporting**

Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the Department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act {Ill. Rev. Stat.1985 Ch. 23}) It is not the school's job to investigate-we cannot do that. Investigation is the duty of the Department of Children and Family Services. We will call in reports as we are legally obligated to do and as we should do as caretakers and nurturers of children.

#### **No Child Left Behind**

As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving fund under Title 1, Part A, may request, and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student's classroom teachers.

#### **Corporal Punishment**

Illinois law now prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.

#### **Lead Contamination**

Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water

Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

- Use only cold water for drinking, cooking and preparing baby formula.
- If water has not been run in your home, school, or business for several hours-overnight, on weekends or during vacation periods turn on the tap and allow the water to run until you feel the temperature change.
- This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system piping. It is very important that school custodians flush the drinking fountains each morning before children arrive.
- Home softeners should not be plumbed to the cold water, which is used for drinking and cooking. A separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing.
- Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water. Store some drinking water in a glass jug in the refrigerator for drinking.

### **Non-Discrimination Assurance**

The Board of Education has adopted policies and procedures that assure students that program access and participation is guaranteed (providing acceptable responsibility is assumed by the student) to all students in the Auburn CUSD #10. This non-discrimination assurance insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the Superintendent. While there may be exceptions because of physical or mental conditions, the basic premise is that accessibility is virtually available to all students.

### **Pesticide and Herbicide Warning**

With the passage of Senate Bill 527 regarding the Lawn Care Products, Application and Notice Act (415 ILCS 65/2), all schools are required to provide notice to all parents of their intent to use chemical pest and weed control agents in the building and on the grounds. As a parent, you are also entitled to advance notification of any applications, which are to be made during the school year. If you wish to be notified when chemicals are to be applied within the school buildings or on the ground, you should notify the high school office. Notification should be made in writing and within the first month of each school year.

### **Release Time for Religious Instruction/Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent/guardian must give written notice to the district 5 days before the students anticipated absence. The parent/guardian written notification of the student's anticipated absence shall satisfy the district's requirements for a written excuse when the student returns to school.

### **Special Needs**

Educational programs for children between the ages of three (3) and twenty-one (21) who have special needs will be provided by the local district in accordance with the Rules and Regulations for the Administration of Special Education in the State of Illinois. Auburn CUDS #10 has special education services available. In order to provide these services, our district is a member of the Sangamon Area Special Education District. If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers conduct annual screenings to determine if any of our children are having difficulties that would require additional evaluation. If your child were having difficulty, then we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact your Auburn school district. You are entitled to a copy of the rules regarding special education upon request.

### **Dissemination of Records**

The school may, without consent of parents, share information regarding permanent and temporary records with other school officials, including teachers within the district who have a legitimate



interest and who are involved with promoting the welfare of the student.

The records of the student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student, provided that the parent is unknown, notice may be served upon the record custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

The school shall grant access to information contained in school records to persons authorized or required by State or Federal law to gain such access provided that; (a) such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and, (b) the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information.

#### **Directory Information**

The district intends, in the conduct of its business, to disclose personally identifiable information from the educational records of students in attendance in its schools that has been designated as directory information. Such information shall include name, address, gender, grade level, birth date and place, parents' names and addresses, major field of study, height, weight, academic awards, degrees, and honors, data related to school sponsored activities, organizations, and athletics, period of attendance and previous schools attended. The parent of the student has the right to refuse the release of any or all such directory information, including that provided to military recruiters. Anyone wishing to restrict such release of the directory information may do so by notifying the school officials in writing prior to the first day of school in any school year. Parents have the right to inspect and challenge any information contained in a school student record prior to the transfer of records to another school district. Parents have the right to challenge an entry exclusive of grades in the student's record on the basis of accuracy, relevance and/or propriety.

Copies of the board's policy regarding parent and student's rights may be obtained from the Central Office. Parents have the right to copy any school student record or information contained therein. Cost per page shall be \$.35. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any information for the student's temporary record which such individual may obtain through the exercises of any right secured under the act. Persons who believe the district has not complied with the requirement of the "Privacy Rights of Parents and Students" have a right to file a complaint regarding such alleged failure to comply.

**THIS HANDBOOK MAY BE AMENDED AT ANYTIME DURING THE SCHOOL YEAR WITHOUT NOTICE.**