

Payson-Seymour Junior/Senior High School



Student Handbook
2025-2026

Table of Contents

Introduction

Bell Schedule.....	1
Payson CUSD#1 Mission Statement.....	1
Payson Seymour Jr. /Sr. High School Vision Statement.....	1
School Day.....	1

General Procedures and Policy

Acceptable Use Policy.....	2
Administration of Medication to Students.....	10
Announcements.....	11
Attendance Policy.....	4
Bus Regulations for Safety and Pickup.....	.11
Care of the School Facilities.....	11
Communicable Diseases.....	10
Chain of Command.....	2
Emergency Drills.....	11
Emergency School Closings.....	11
Equal Education Opportunity.....	6
Family Education Rights and Privacy of Records.....	6
Fire Alarms.....	12
Foreign Exchange Students.....	12
Fund Ownership.....	43
Health Examinations and Immunizations.....	9
Home Bound Instruction.....	9
Inclement Weather.....	12
Internet Access.....	4
Late Enrollment.....	43
Library.....	25
Lice.....	10
Lockers.....	12
Lost and Found Articles.....	12
Medicaid Reimbursement for Eligible Parents/Students.....	10
Memorial Policy.....	44
Parking Lot Regulations.....	13
Official Parental Notification of Yearly Vision and Hearing Screenings.....	10
Permission Slips.....	13
Residency.....	6

Requirements for Active Class Participation.....	45
Senior Fees.....	45
Student Directory Information.....	7
Student Records.....	6
Students Rights Procedure.....	7
Telephone.....	13
Textbooks.....	13
Video and Monitoring System.....	13
Visitors.....	14
Work Permits.....	13

Student Conduct

Bullying, Intimidation, and Sexual Harassment.....	20
Bus Rules and Consequences.....	24
Cell Phones and Electronic Devices.....	23
Disciplinary Measures.....	17
Dress Code.....	22
Due Process, Suspension, Expulsion.....	16
Indian Pride Program.....	11
Leaving Class.....	25
Look-A-Like Drugs.....	21
Lunch Hour, Before School, After School and Assembly Rules.....	25
Rules for LMC.....	25
School Lunch.....	25
Search and Seizure.....	17
Sexual Harassment.....	21
Sign Out Procedure.....	24
Student Code of Conduct.....	14
Tardy Policy.....	23
Truancy.....	23
Use of Cars.....	23
Weapons at School.....	23

Academics

Academic Excellence Honor Student.....	32
Academic Integrity.....	26
College Admission Requirements.....	31
Community College Credits.....	32
Community Service Hours.....	43
Correspondence Courses.....	30

Credits Toward Graduation.....	26
Drivers Education students.....	33
Early Graduation.....	31
Early Release.....	31
GPA and Class Rank for Transfer Student.....	29
High School Honor Roll.....	32
Junior High Honor Role.....	33
Junior High Promotion.....	29
National Honor Society.....	32
Quincy Area Vocational Technical School.....	30
Reports to Parents and Method of Grading.....	27
Semester Exams.....	29
Society for Academic Achievement.....	32
Student Academic Schedule.....	27
Valedictorian/Salutatorian.....	32
Vocational Student Selection Process.....	30

Athletics and Extracurricular Activities

Extracurricular Drug and Alcohol Testing Program.....	34
IHSA Eligibility Rules.....	34
Officers of Organizations.....	42
Organizations.....	42
Requirements for Participation in IHSA Activities.....	33
Senior Class Trip.....	41
Social Activities of the School.....	41

INTRODUCTION

The interpretation of policies in this handbook is the exclusive responsibility of the administration of Community Unit School District #1. In all instances the discretion of interpretation of rules and policies is left to the individual principal. The application of policies and consequences suggested can be modified whenever extenuating circumstances are present.

PAYSON CUSD#1 MISSION STATEMENT

Payson C.U.S.D. #1 educates students and the community through opportunities in an enriched learning environment to be successful citizens.

PAYSON SEYMOUR JR. /SR. HIGH SCHOOL VISION STATEMENT

The Payson Seymour High School standard will produce graduates who are positive, accountable, tolerant of others and critical thinkers who will be productive citizens prepared for a 21st century world.

SCHOOL DAY

The school building will be open to students from 7:30 a.m. to 3:10 p.m. ***If students must be here outside of this time frame, they must be supervised by a staff member.*** Class begins at 8:00 a.m. and school is released at 2:55 p.m. on a regular school day. All students must enter and exit through the main doors.

BELL SCHEDULE

Regular Schedule

1st hour	8:00-8:48
2nd hour	8:52-9:36
3rd hour	9:40-10:24
4th hour	10:28-11:12
5A (HS)	11:16-12:00
JH Lunch	11:12-11:42
5B (JH)	11:46-12:30
HS Lunch	12-12:30
6th hour	12:34-1:18
7th hour	1:22-2:06
8th hour	2:10-2:55

2-Hour Delay

1 st hour	10:04-10:33
2 nd hour	10:37-11:06
3 rd hour	11:10-11:39
4 A (HS)/JH Lunch	11:43 – 12:13
4 B (JH) /HS Lunch	12:17-12:47
5 th hour	12:51-1:20
6 th hour	1:24-1:53
7 th hour	1:57-2:26
8 th Hour	2:30 – 2:55

Wednesday/PLC (2:00 Dismissal)

1st hour	8:00-8:38
2nd hour	8:42-9:16
3rd hour	9:20-9:54
Meetings	9:58-10:18
4th hour	10:22-10:56
5A (HS)	11:00-11:34
JH Lunch	10:56-11:26
5B (JH)	11:30-12:04
HS Lunch	11:34-12:04
6th hour	12:08-12:41
7th hour	12:45-1:18
8th hour	1:22-1:55

Pep Assembly Schedule

1 st hour	8:00 – 8:45
2 nd hour	8:49 – 9:30
3 rd hour	9:34 – 10:15
4 th hour	10:19 – 11:00
5A (HS)	11:04 – 11:45
JH Lunch	11:01 – 11:31
5B (JH)	11:35 – 12:16
HS Lunch	11:49 – 12:16
6 th hour	12:20 – 1:00
7 th hour	1:04 – 1:44
8 th hour	1:48 – 2:30
Pep Assembly	2:30 – 2:55

General Policy and Procedures

CHAIN OF COMMAND

Parental concerns should be addressed through a chain of command which is as follows:

Teacher-Principal-Superintendent-Board of Education

ACCEPTABLE USE POLICY

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules 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 of the *Rules for Network & Internet Usage* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. All students are allowed Internet access unless the student's building Principal is notified in writing to deny access.

Terms and Conditions of Internet Use

1. **Acceptable Use:** Access to the District's Network & 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 Network & Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The technology coordinator (or his/her representative) in conjunction with the building administrator (or his/her representative) will make all decisions regarding whether or not a user has violated these rules and may deny, revoke, or suspend access at any time; his or her decision is final. Students and staff should have no expectations of privacy regarding the use of the network. By nature of the network, for example, system administrators have access to all email, directory files and log files of Web browsing activity.
3. **Unacceptable Use:** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are (but not limited to):
 - a. Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the computer system/network for private financial or commercial gain (this includes buying or selling on the Web);
 - e. Wastefully using resources, such as file space, chain letters, flaming, etc. Student's user directories should not exceed maximum size set by the technology coordinator (or his/her representative);
 - f. Gaining unauthorized access to resources or entities;
 - g. Trespassing in others' folders, work, files or changing computer files not belonging to the user;
 - h. Invading the privacy of individuals;
 - i. Using another user's account or password or sharing passwords with others;
 - j. Posting material authored or created by another without his/her consent;
 - k. Posting anonymous messages;
 - l. Using the network for commercial or private advertising;
 - m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening (including weapons & bombs), racially offensive, harassing, or illegal messages, pictures, or other material;
 - n. Using the Internet while access privileges are suspended or revoked;
 - o. Using a chat room without appropriate permission

4. **Network Etiquette:** You are expected to abide by the generally accepted rule of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do use vulgarities or any other inappropriate language.
 - c. Do not reveal ANY personal addresses or telephone numbers.
 - d. Recognize that E-mail is not private. People who operate the system have access to all mail, files and activity logs. 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 be private 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. Students and staff are responsible for backup of their personal files. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification:** To the extent permitted by law, 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 rules.
7. **Security:** Network security is a high priority. If you can identify a security problem on the Network or on the Internet, you must notify the technology coordinator (or his/her representative) or the building Principal (or his/her representative). Do not demonstrate the problem to other users. **Keep your account and password confidential. Do not use another individual's account.** Attempts to log-on to the Internet as a system administrator will result in the cancellation of 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 hardware or data of another user, the Internet, or any computer system. This includes, but is not limited to, the uploading or creating of computer viruses and any attempts to disrupt network resources or communication.
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 line costs.
10. **Amendment:** These rules may be amended from time to time by posting amendments in the main office of each school building. Amendments become binding upon posting.

CIPA Policy Amendment

The district annually reviews its AUP and has the school board adopt it each spring. The AUP contains the Internet Safety Policy required by CIPA that addresses the following:

- Access by minors to inappropriate matter on the Internet
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications (such as instant messaging)
- Unauthorized access, including hacking and other unlawful online activities by minors
- Unauthorized disclosure, use and dissemination of personal identification information of minors
- Measures designed to restrict minors' access to materials harmful to minors.

Technology Protection Measure:

The district technology coordinator periodically monitors and reviews the access logs generated by the filtering system. This filtering system blocks visual depiction of:

- a. Obscenity

- b. Child pornography
- c. Materials harmful to minors

Any violations to the district's AUP/Internet Safety Policy are reported to the district superintendent.

Monitoring online activities

Teachers are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene web sites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers should also limit student use of personal e-mails and participation in on-line chat rooms or other Internet sites where personal information could be disclosed.

Public Meeting on the Internet Safety Policy:

District provides reasonable public notice and hold at least one public meeting or hearing to address the proposed Internet Safety Policy. This observes the Illinois Open Meetings Act.

INTERNET ACCESS

The District is "on line" to the Internet and World Wide Web through a T-1 connection that is currently up and running in the Labs and in each classroom. Students are not to use classroom or lab computers and Internet connections without supervision. Limit the connections to educational, professional and appropriate use. Staff members are to refrain from using school computers and Internet connections for personal use. Personal e-mail should be set up and administered from home. Computers located at school are property of Payson CUSD #1 and use of them is considered a privilege, not a right. Staff should be aware that, as computers are school property, information stored on the computer is subject to retrieval by school officials.

Staff is required to abide by the "Acceptable Use Policy" that the District has adopted.

ATTENDANCE POLICY

Attendance at school is the single most important act that you, the student, can do to ensure the best education. The establishment of a positive habit for school attendance will carry over to your career. It is very important that each worker be at his/her job in order for the end product to be completed properly and in a timely manner. It follows that attendance in school also leads to the same result. You, the student, will be a complete product with a solid education and have the skills to enter the job market or pursue advanced schooling.

Students in Seymour Jr./Sr. High will be required to meet the following criteria.

I. If You Are Absent

When you are absent from school, we are asking parents/guardians to call the school at 656-3355 or 656-3266 between 7:30 A.M. and 9:00 A.M. Parents/guardians who are already at work by then are asked to call as soon as possible from work. If we do not receive a call from parents/guardians, then we will make every effort to call the parent/guardian.

II. When You Return

Upon your return to school, report immediately to the office. Doctor notes must be turned into the office no later than one week after your doctor appointment. If they are turned in after one week, they will not be accepted.

III. Absence

A. Excused

1. Doctor or dental appointment
2. Illness in the family
3. Illness of the student
4. Death in the family or of a close friend
5. Unavoidable accidents or emergency
6. Counseling appointments
7. Court appearances

8. Mental Health/Behavioral Health days (not required to provide a medical note and must be given the opportunity to make up school work) After two mental health days the student may be referred to appropriate school personnel

B. Planned Absence

When you know you will be absent from school in advance, the following procedure should be followed:

1. Inform the office at least two (2) days before you are to be gone and obtain a planned absence form.
2. A planned absence form must be signed by all of your teachers and a parent/guardian.
3. Teachers will give you assignments due while you are gone. We expect that all work will be completed and turned in no later than one (1) day after returning from the absence.
4. Tests and quizzes shall be taken no later than one (1) school day after you return or at teacher discretion.
5. Generally, planned absences are classified as excused if pertaining to school-related activities; however, non-school activities will be classified as unexcused in the Skyward portal, i.e.: Family vacations are classified as unexcused absences in the state attendance reporting and for PBIS criteria. However, if the planned absence form has been completed, it will be handled as an excused absence in regards to make-up work.
6. There is a College Day form that must be filled out five (5) days in advance for college visits to be granted.
7. All seniors will be allowed to miss two (2) days of school to visit the college of their choice.
8. All juniors will be allowed to miss two (2) days of school to visit the college of their choice.
9. More college days may be allowed if approved due to travel distance.
10. No college day will be allowed after May 1.
11. College visits will be allowed for one half day only for local colleges, unless there are special circumstances.

Note: No planned absence form is necessary for school sponsored activities. However, if a student is failing any class, the student may be subject to not being allowed to participate on this school sponsored trip.

C. Unexcused

The student has missed school without a proper excuse. Examples of unexcused absences are:

1. Missed bus or ride did not show up
2. Hair appointments
3. Babysitting (unless an emergency)
4. Forged notes
5. Resting
6. Oversleeping
7. Job interview
8. Working
9. Disciplinary suspensions
10. Obtaining a driver's license
11. This list is not all-inclusive

Excessive absences having a negative impact on a student's educational experience, after 6 unexcused absences per semester the student will lose privileges. These include but are not limited to: loss of cell phone privilege, loss of athletic eligibility for a period of 1 day to the end of the semester, not allowed to attend non educational field trips or assemblies and all school picnics.

D. Perfect Attendance

To receive Perfect Attendance students must be in attendance every day from 8:00 a.m. to 2:55 p.m. Students who are tardy to school or leave prior to the 2:55 dismissal time will not receive Perfect Attendance.

F. Once you have reached nine (9) days of absences, all subsequent absences are considered unexcused unless accompanied by a doctor/dental excuse. Excused absences will be allowed for counseling appointments, court appearances (that are verified in writing), and funerals.

IV. Make Up Work

A. When you have an excused absence, you will have the number of days you were absent plus one to make up the work. Each case will be handled between the teacher and the student to make arrangements for handing in homework or taking missed tests and quizzes.

RESIDENCY

When a student registers for school, residence in the district must be established. Residency may be reviewed from time to time thereafter as circumstances warrant.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal or district superintendent.

FAMILY EDUCATION RIGHTS AND PRIVACY OF RECORDS

Payson C.U.S.D. #1, Payson, Illinois is in full compliance with the Family Educational Rights and Privacy Act of 1975, as amended, as well as the Illinois School Student Records Act. All educational records shall be open to inspection and review by parents upon written request to the school principal. A copy of the full policy on the Rights and Privacy of Records may be obtained from the main office during business hours. Where parents are divorced or separated, please keep in mind that, absent a court order restricting access, both parents are entitled to access.

STUDENT RECORDS

In compliance with state and federal law, Seymour Jr. /Sr. High School maintains two (2) sets of student records, a permanent record and a temporary record.

1. The permanent record shall include:
 - a. Basic identifying information
 - b. Academic transcripts
 - c. Attendance record
 - d. Accident/health reports
 - e. Information pertaining to the release of this record
 - f. State Testing Scores

2. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the district.
3. The temporary record may include:
 - a. Family background information
 - b. Intelligence/aptitude scores
 - c. Achievement test results
 - d. Psychological reports
 - e. Honors/awards
 - f. Athletics/activities
 - g. Disciplinary information
 - h. Teacher anecdotal records
 - i. Information pertaining to release of this record
 - j. Other relevant information not required to be in the permanent record
4. To verify entries and correct inaccurate information, temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first. Temporary records may be destroyed five (5) years following the graduation or permanent withdrawal of a student from the district. A thirty (30) day notice will be published in the local newspaper, The Liberty Bee, prior to the destruction of the temporary record. The students and parents/guardians shall be given an opportunity within the thirty (30) days to copy the record.

STUDENT DIRECTORY INFORMATION

Throughout the school year, various agencies and organizations request information regarding students. Among these requesting such information are:

- colleges and universities
- scholarship agencies
- military services
- businesses wishing to offer graduation gifts
- award programs

Student directory information may include the student's:

- name, address, gender, grade level
- birth date and place
- parents'/guardians' names and addresses
- school sponsored activities, organizations, and athletics
- awards
- attendance in school and course schedule
- student photograph

Parents/Guardians who wish to have all or a portion of directory information pertaining to their student deleted from the student's directory must notify the Principal, in writing, by the first Monday in September.

STUDENT RIGHTS PROCEDURE

Military Recruiting

The law requires local educational agencies to provide secondary school students' names, addresses, and telephone listings to military recruiters, when requested.

The referenced laws require an "opt-out" notification process whereby parents have an opportunity to request that the above-mentioned information not be disclosed without their consent.

If a parent chooses to "opt-out" for their child, they should notify the principal or counselor at Seymour High in writing of their decision.

Student Grievances

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the building principal. A faculty member of the student's choice may be present at such meetings.

Explanation

A grievance is a difference of opinion raised by a student or group of students involving the following:

1. The meaning, interpretation, or application of established policies
2. Difference of treatment
3. Application of the legal requirements of civil rights legislation

This procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. Due process shall exist throughout the procedure with the right to:

1. representation,
2. present witnesses and evidence,
3. confidentiality,
4. review relevant records, and,
5. proceed without harassment and/or retaliation. The 504 and Title IX Coordinator is Mrs. Karrie Wolf.

STEP 1

The student(s) and/or parent(s)/guardian(s) should discuss the matter with the person directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to grievance. An oral response must be made within five (5) days.

STEP 2

If a problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response must be made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 3

If a satisfactory solution is not reached, the grievant may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 2. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 4

If the issue is not satisfactorily resolved on Step 3, the grievant may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days, and a written response shall be given within five (5) days.

Explanation-Due Process Directions for Student Grievance Procedure

Community Unit School District #1

The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure along with explanations, due process and directions are available for inspection in the following offices: Superintendent and building Principals for Title IX and Section 504.

It is the policy of this district that all grievances be resolved quickly and at the lowest possible step.

EXPLANATIONS

1. **Grievance**
A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. **Grievant**
Any student or group of students submitting a grievance on their own behalf.
3. **Days**
Days when school is in session.

DUE PROCESS

1. **Right to Representation**: A grievant may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. **Right to Present Witnesses and Evidence**: Grievant shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **Time Limits**: All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant to proceed to the next step. Failure on the part of the grievant to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. **Right to Information**: Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant for use as evidence in the grievance issue.
5. **Privacy**: During the grievance procedure except at Step 3, the grievant shall have the right to designate whether the procedure and meeting will be confidential, including names and related information.
6. **Reprisals – Retaliation**: Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file or used to affect equal opportunity for access and equity in educational programs and services.

Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step 3, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant. The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant. A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from a higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified time lines. Copies of the written answers to the grievant shall be submitted to the superintendent or building principal. This response shall contain a summary of the evidence determined; the conclusions reached with reasons and shall be delivered to each grievant. If hand delivery with receipt cannot be made, registered mail will be used.

HOME BOUND INSTRUCTION

Students who find they are unable to attend school while under a doctor's care can receive instruction at home or in the hospital. The requirements are as follows.

1. A qualified physician declares the student to be unable to attend school.
2. The student will be unable to attend school for a minimum of two weeks.
3. Student will be responsible for all assignments on Google Classroom, attendance through Skyward, and paper cop assignments if arrangements have been made for this type of work completion.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students entering kindergarten, sixth, and ninth grades, and any student entering any grade who is new to this district, shall provide school officials with proof of having been examined by a licensed physician.

Every child shall also provide local school officials with proof of having received such immunization against preventable communicable diseases as the Department of Public Health shall require.

Any child, who does not submit proof of examination and immunization or waiver there from by the first day of school, will be excluded from school until such time as the child comes into compliance with Chapter 122, section 28-8.0 of the Illinois School Code. Any child who enters Community Unit District #1 for the first time or transfers to Community Unit District #1 during the school year will have at least ten (10) school days to obtain such proof or to satisfy the requirements of I.S.C. 122, 28-8.0.

Parents/guardians of children who object to examination or immunization because of religious reasons may present the school with a written statement to this effect.

If the physical condition of a child is such that immunization agents should not be administered, the physician making this decision shall endorse such a fact upon the health form. Excluding a child from immunizations does not exclude that same child from obtaining a physical examination.

OFFICIAL PARENTAL NOTIFICATION OF YEARLY VISION AND HEARING SCREENINGS

Vision and Hearing screenings are conducted each school year by the school nurse. Grades tested are Pre-K, Kindergarten, 1st, 2nd, 3rd, 5th, 8th and Special Education Students from all grades. Referrals from teachers and parents in grades not normally screened are tested as well.

Children who wear glasses or children who are under the care of an eye doctor are the only students that are not tested.

Vision and Hearing screenings are not diagnostic tests, but are done to identify children who may have a vision or a hearing problem. Those children are then referred to the appropriate doctor.

COMMUNICABLE DISEASES

Parents are asked to notify the school as soon as a student's illness is diagnosed to be contagious. A communicable condition such as head lice should also be reported to the office. If appropriate, the school may then notify parents of classmates as to such exposure so that proper precautions may be taken.

LICE

Infestations of head lice do occur from time to time; even in the cleanest of households. School policy is a "no-nit" policy. This means that students that have either live lice or "nits" (eggs) will be removed from class and parents/guardians will be called. Treatment for head lice is available from local drug stores. All persons in an infested individual's household should be treated with the special shampoo. Students will not be allowed to return to class until they are treated and are lice and nit free. The school nurse principal, or other school personnel will inspect all students on an "as needed" basis throughout the school year. You will be notified if nits or live lice are discovered on a student in your child's classroom.

ADMINISTRATION OF MEDICATION TO STUDENTS

All prescription medications to be taken by a student during the school day **MUST** be delivered to the school office at the beginning of the school day. The prescription medication should be in the original container from the pharmacy and labeled appropriately. The school district and/or its personnel assume no responsibility for any unfavorable reaction of a student to medication given upon request of a parent/guardian.

In the event that the parent/guardian has given the school permission to administer aspirin or non-aspirin to the student upon request, the student may receive this medication in the school office. The parent/guardian will provide this medication and instructions.

MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Payson Community Unit District #1 will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

ANNOUNCEMENTS

Students may place announcements in the daily bulletin by providing the high school secretary with a written copy of the announcement. All announcements will be made at the discretion of school personnel.

INDIAN PRIDE PROGRAM

The Indian Pride Program will be utilized at Payson Seymour High School to reward students for their academic and social success. A student must meet all of the expectations within each level in order to receive the privileges listed. Each student's progress will be evaluated every quarter. Failure to be on any level results in loss of privileges. This program is subject to change as deemed necessary by administration. The matrix has been attached to the end of the handbook.

BOOKBAGS

Bookbags are to be used to carry materials to and from school. They may not be carried class to class during the regular school day. Exceptions to this rule are: 1. If a student is using crutches for an injury documented by a physician or parent. 2. Bookbags may be taken to 8th period with teacher permission only.

BUS REGULATIONS FOR SAFETY AND PICK UP

1. Students must be on time at the designated bus stop; the bus cannot wait beyond its regular time schedule for those who are tardy. Students are to be there five (5) minutes prior to departure time during good weather. Drivers are to wait only if students are outside in view.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must not throw waste paper or other rubbish on the floor of the bus, and it is unlawful to throw anything out of the window or at anyone.
4. Animals, birds, reptiles, knives, guns, or look-alike weapons, explosives, alcoholic beverages, controlled substances, and drug paraphernalia of any kind on the bus are prohibited. Nothing may be on a bus that may not be taken to school.
5. Written permission from the principal is required for visitors riding school buses or for students riding buses other than the one to which they are assigned.
6. The emergency door is to be used for emergencies only. In such cases, the first person should hold the door and help the others.
7. Students should not ask drivers to stop at places other than the regular bus stop. This is not allowed unless a school official has given authorization.
8. Students should be absolutely quiet when the bus is approaching a railroad crossing.

CARE OF THE SCHOOL FACILITIES

The custodial staff of CUSD #1 is responsible for the general maintenance and upkeep of the property and equipment of our school. As students, you should feel a certain pride and take on a feeling of responsibility in assisting them in their endeavors. Specifically, students should avoid littering the halls, window ledges, radiators, and other areas with paper, candy wrappers, or gum.

Students should keep lockers free of open bottles and food at all times. Furthermore, lockers should be cleaned out regularly.

Students are asked not to walk on the bleacher seats or gym floor with street shoes as this mars the finish. Metal plates on shoes are prohibited as they damage the finish on the floor.

EMERGENCY DRILLS

CUSD #1 has in place emergency procedures to be taken by all students in case of a fire, tornado, active shooter, or bomb threat. Students are to take a very serious attitude when these drills are being conducted.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, parents/guardians will be notified with a phone call by our "School Reach" system. School closings for any reason will be announced as early as possible by the superintendent. Local radio and television station will be notified as well. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early, all after-school functions are automatically cancelled unless approved by the superintendent.

INCLEMENT WEATHER

In the event of inclement weather - too cold, too hot, or other conditions, the Superintendent will determine if school should be canceled or let out early. In the event of closing or early dismissal, local TV and radio stations will be notified. Parents/guardians will be notified with a phone call by our "School Reach" system. Each family should review and have in place alternative plans for the student in the case of school closing or early dismissal. It is unreasonable to expect that over 300 students will be able to phone home for instructions.

FEES

School Fees: All school fees must be paid at registration or a payment plan must be set up with the building secretary by September 1st of each school year. School fees are defined, but not limited to, as all registration fees, past due lunch accounts, past due lost or damaged book fees, library fees, past extra-curricular fees which includes but is not limited to monies owed for uniforms, shoes, equipment that was purchased on behalf of the student. If fees are not paid or the parent(s)/guardians(s) default on the payment plan, the student will not be allowed to participate in any extracurricular activities. This includes but is not limited to all sporting activities, quiz bowl, dances, pep buses, off-campus lunches, celebration days, promotion ceremonies and the graduation ceremony. Class dues are also considered to be fees which are paid directly to the class sponsor by the designated date set forth by the handbook. PBIS Celebration Day is the only day in which this is not enforced.

FIRE ALARMS

There are various places in corridors marked for fire alarms. When the alarm is heard, students will proceed quickly to the nearest outside door. First one to reach a door will lock it open or hold it for others. Go at least one hundred (100) feet outside the door. If it is just a practice, return to classes when the bell sounds. Each room has directions by the door on how to get to the closest exit in case of a fire. Do not run. Keep calm at all times. Should you be in class, stay with your class when you have left the building. State law requires that the teachers take roll outside.

FOREIGN EXCHANGE STUDENTS

In order for a foreign exchange student to be allowed to attend the senior class trip, the foreign exchange student must pay for his/her own senior trip if eligible to go.

LOCKERS

Each student will be assigned a hall locker and a P.E. locker and locks for both. ***All lockers must be locked at all times.*** Please do not abuse the lockers by kicking or slamming them. Lost or damaged locks will cost you \$5.00 each to replace. Students should keep lockers free of open containers of liquid or food. ***Please be advised that lockers are school property and can be searched or inspected without your permission. Locks on lockers that are not school issued locks will be removed either by the student or by school personnel. Inspections of school property often occur to protect the safety, health, or welfare of students and employees, but are allowed whenever considered appropriate. If a search is conducted and evidence is discovered which is a violation of school rules or the law, such evidence will be confiscated and appropriate disciplinary action will be taken. That action may include school penalties, referral to law enforcement, or both.***

LOST AND FOUND ARTICLES

During the school year, the office will accumulate various lost and found articles. Articles, which are not claimed in two weeks, will be discarded or given away.

PARKING LOT REGULATIONS/USE OF CARS

Parking at Payson-Seymour High School will be on a first come, first serve basis for any student that has purchased a parking permit. There will be reserved spaces for teachers, staff, and visitors, in addition to handicapped parking spaces. An annual parking permit will cost the student \$5.00. There is free parking on the southwest side of the school with the exception of the places reserved for teachers. ***Students are required to register any vehicle they may drive with the school.*** The permit must be visibly hanging from the rearview mirror while parked in the parking lot. Any violation, as outlined in the student handbook, will be subject to a fine and loss of driving privileges. Parking violations will be issued by the Student Council sponsors. ***Students are NOT allowed to park behind the school during the school day.***

Possible consequences:

- 1st offense: \$10 fine
- 2nd offense: \$10 fine and a five (5)-day loss of driving privileges
- 3rd offense: \$10 fine and a ten (10)-day loss of driving privileges
- 4th offense: complete loss of driving privileges

CAREFUL DRIVING IS REQUIRED AT ALL TIMES. Driving cars during the school day is not permitted without authority from the office. No cars are to leave by the main entrance until the buses have departed. Any cars parked in the student lot may leave upon dismissal.

Students who obtain permission to leave school early or who need to drive to vocational school should park in the area just east of the island near the track. You are requested to leave by the east drive and drive east. Leaving in this manner will disturb classes the least. Students are requested to lock their doors while parked at school. ***Adhere to the 20mph school speed limit. No loud revving of motors or squealing of tires.***

Items in a vehicle including, but not limited to, alcohol, drugs, and weapons are considered to be in the possession of the driver. Know what is in your vehicle.

PERMISSION SLIPS

Permission slips for school officials to use their best judgment in an emergency in regard to transporting and securing medical treatment for students must be signed or rejected in writing prior to the admission in school.

THE TELEPHONE

The office phone is to be used for business purposes and parent phone calls only.

TEXTBOOKS

Each student in grades 7 through 12 will be assessed a textbook rental fee, which is set by the school board. This fee shall entitle the students to use the various textbooks for classes in which they are enrolled. Students who attend the Quincy Area Vocational Technical Center will pay a textbook rental fee as well. Textbooks, which are lost or damaged, are the responsibility of the student. Students, who have lost or damaged books, shall be assessed according to the value of the book or damage committed.

VIDEO AND MONITORING SYSTEM

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

Visitors who are not immediate family members of Seymour Jr. /Sr. High School students must obtain permission from the office 24 hours in advance to be in the building. Students not enrolled in Seymour Jr. /Sr. High School are not to be in the school prior to its beginning in the morning or noon hour unless the office grants permission. Those in the building without permission will be considered to be trespassing.

STUDENT CODE OF CONDUCT

Discipline Code Guide

The following list of violations and resulting penalties are to be considered as a guide. The administration reserves the right to increase or decrease penalties dependent upon the circumstances of events. It is impossible to list all infractions. The administration will use its discretion for those instances not listed. All students are subject to this discipline code, including special education students unless the students' I.E.P. excludes them. Student discipline will be dealt with on an individual basis.

KEY

- DT: Detentions are issued for minor infractions of the Student Code of Conduct. They are served at the discretion of the administrator.
- TID: Teacher Issued Detentions. They are served at the discretion of the administrator.
- ISS: In School Suspension means a student will be removed from the student population for the duration of the suspension. Students will be allowed to make up all work and tests while in ISS.
- SD: Saturday Detention means the student will report to do homework and stay at school for up to four (4) hours on the Saturday(s) assigned by the administration. Students who are assigned a Saturday detention will be allowed to attend extracurricular activities, except during the time of the detention period itself.
- OSS: Out of School Suspension means the student will not be allowed on school property at any time until the penalty has been served. The student will receive zeros for homework and tests during those days when out of school.
- REC: The student is being recommended for expulsion from school.

A referral form is used by the faculty, staff, and administration as documentation of a violation of the student conduct code. Details of the incident are recorded on this form as well as the discipline decision in the data

tracking system. The accumulation of Office Referrals can preclude a student from privileges (See Indian Pride Program).

Parents and guardians will be requested to assist the administration with matters of discipline. When appropriate, the counselor, and/or social service organizations may be requested to become involved in discipline matters.

Students who are assigned Saturday detentions must make their own arrangements for transportation to and from school. Students who refuse to serve Saturday detentions or who misbehave during Saturday detention will receive OSS. At the principal's discretion, if a student is too sick to attend Saturday detentions, a doctor's note may be required the next student attendance day. The student will be re-assigned a Saturday detention. In the absence of a note, an OSS will occur.

Examples of Prohibited Behavior

Arson: The willful and malicious burning, or attempting to burn any part of any building or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.

Assault: An attempt or threat to inflict corporal harm upon another, under such circumstances that indicate, at the time, an intention to do it and present ability to carry out such action. No actual body contact is necessary.

Battery: The unlawful intentional touching or application of force to another person, done in a rude, insolent, or angry manner.

Bus Misconduct: Failure to comply with the established expectations for bus conduct.

Bullying: Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power.

Careless Driving: Any action by students while operating a vehicle or around vehicles on school property that can endanger others.

Cheating/Copying: A student utilizing another person's ideas or work with or without their knowledge or without providing the credit for the work (also known as plagiarism).

Cell Phones/Electronic Devices: Failure to comply with the expectations and guidelines for use of Cell Phones and Electronic Devices as explained in the Student Handbook. (See cell phone policy)

Damage of school/personal property/vandalism: Destruction of, or defacing of property belonging to, rented by, or on loan to the school district (including automobiles) of persons employed by the school or in attendance at the school.

Disrespect towards student: Any conduct by a student that is intentional or unintentional that demeans other students.

Disruptive Behavior: Any actions by a student that interfere with a productive and positive learning environment.

Dress Code Violations: Failure to comply with the guidelines for appropriate dress. (see Dress Code Policy)

Drugs/Alcohol/Look-alike Substance: State law prohibits the possession, sale, or use of drugs, alcohol, e-cigarettes, vaping products, and look-alike drugs on school property at all times.

Extortion: Illegal use of one's official position or powers to obtain property, funds, or patronage.

False Alarm (Fire or AED): Activating the fire alarm system or tampering with the AED in any school building or on school property and/or reporting a fire or bomb when none exists.

Fighting: Mutual combat between two or more individuals, regardless of who started the altercation.

Forgery/Lying: Falsification of another person's signature on grade cards, sick notes, and permission notes, etc.

Hazing: Any action that is designated to demean or humiliate a student in order to gain status or admission to a club.

Horse Play: Physical contact between a student that is not intended to cause harm but has the potential to injure a student.

Insubordination: Refusal of a student to comply with directives of faculty or staff which include, but are not limited to, ignoring directions, arguing with a staff member, yelling at a faculty or staff member, and using profanity, etc.

Laser Pointers: These are not allowed in the school.

Leaving School Without Permission: Not obtaining permission from the principal or designee, or not signing out before leaving.

Pornography: Printed or visual material containing the explicit description or display of sexual organs or activity.

Possession or Use of Tobacco Products: State law prohibits the possession, use, or sale of tobacco products on school property at all times.

Profanity: Language that is offensive or insulting to others in the educational environment.

Public Display of Affection: Any action of affection beyond holding hands.

Sexual Harassment: Unwanted sexual advances, physical contact, sexual jokes, or comments toward another person.

Social Media: Using school internet to access websites and other online means of communication that are used by large groups of people to share information to develop social contacts.

Tobacco/E-cigarettes per Bill Status of HB2404 99th General Assembly

Theft: Taking, attempting to take, or obtaining possession of other's personal property or money.

Threat of Violence: Words, acts, or deeds that may threaten to do injury or bodily harm to another person through fear for his/her personal safety.

Truant from School: Being absent from school without a valid excuse.

Weapons: Carrying, using, or storing items that can cause bodily harm (including, but not limited to guns, knives, explosives, or fireworks) in a school building, on a school bus, or on school grounds.

DUE PROCESS, SUSPENSION, EXPULSION

Due Process

When a student commits an act of gross disobedience or misconduct, the student's right to an education may be temporarily suspended. However, no governmental agency, such as school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense, to explain the circumstances of the actions in question, or to prove innocence. Subject to these due process rights, a student may be suspended or expelled from school, the school bus, and extracurricular or athletic activities. The basic differences between suspension and expulsion are as follows:

1. A suspension is not to exceed 10 school days. An expulsion is from 11 days ordinarily to the end of the current school year, but some offenses, such as weapons, may be for two calendar years.
2. The local district Board of Education, district superintendent, principal, assistant principal, or dean of students may suspend students; only the local Board of Education can expel a student.
3. A student may be suspended before an informal hearing is held; a student may not be expelled until after a more formal hearing.

Suspension

The United States Supreme Court has held that prior to a suspension the following procedures must be observed:

1. The official executing the suspension must give the student oral or written notice of the charges and evidence to support the charges; and
2. A student who denies the charges must be given an opportunity to present an explanation in a conference with the suspending school official. The school official must then inform the students whether or not the suspension will stand.

The Court also stated that a student whose presence poses a continuing danger to persons, property, or an ongoing threat of disruption of the academic process might be immediately removed from school. In such cases, the requirements of suspension proceedings should follow immediately.

In addition to the procedures required by the United States Supreme Court, an Illinois statute outlines the following procedures to be followed in suspension cases.

1. A student may be suspended by the Board of Education or, if authorized by the Board, the district superintendent, principal, assistant principal, or dean of students. The student's parents must be notified of the suspension immediately. The parents must also receive a full statement of the reasons for the suspension, a notification of the number of days of the suspension (which may not exceed ten school days), and notification of their rights to seek School Board review of the suspension.
2. At the parent's request, the School Board or a hearing officer appointed by the board will review the suspension. At this session, the parents may discuss the suspension with the board or the hearing officer.
3. All references to a student's suspension are placed in the student's temporary record, which shall be destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

Expulsion

In expulsion cases, the following procedures are usually followed:

1. The student and the student's parents are notified by registered or certified mail of the reason for the recommended expulsion, including a full statement of the reasons for dismissal, the length of the expulsion and the date, time, and place of the school board meeting. The proposed expulsion does not take place until after the school board meeting.
2. At the meeting of the school board or a hearing officer it designates, the student may be represented by counsel at the student's expense. The student is provided an appropriate opportunity to be heard and present evidence.
3. If the board appoints a hearing officer, he or she shall report to the board a written summary of the evidence heard at the meeting, the board will take such action, as it finds appropriate.
4. If a student is expelled from Payson Seymour, she/he will not be allowed on Payson Seymour's campus until the expulsion has expired.

SEARCH AND SEIZURE

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as the student's personal effects, without notice to, or the consent of, the student. All school-technology passwords are the property of CUSD #1.

Students have no reasonable expectation of privacy in these places or areas.

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

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school district's policies and rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

DISCIPLINARY MEASURES

All disciplinary measures are at the discretion of the administration.

A. Official Warning

1. A student will have a conference with the counselor, principal, or teacher.
2. A discipline notice will be sent to the parent indicating what occurred and the action taken.

B. Detention

1. Will be held in an area supervised by a staff member.
2. Examples of reasons you may receive detention:
 - a. tardiness
 - b. any other rule infraction

C. Loss of Privilege: When office referrals become excessive or depending on the nature of the offense, a student may lose privileges. Including but not limited to: loss of cell phone privilege, loss of athletic eligibility for a period of 1 day to the end of the semester, not allowed to attend non educational field trips or assemblies and all school picnics.

Atonement: Atonement may be used as a replacement for detention or ISS. Examples of Atonement would be helping cooks, custodians, staff members, grounds work. Students would have the option (with parent permission) to substitute atonement for a detention or ISS.

D. In School Suspension

1. The student is removed from the classroom for one to ten days for classroom misconduct.
2. The student will report to the main office, counselor's office, or ISS room.
3. The student will be allowed to do the work but not attend the class.
4. ISS Guidelines
 - Bring all books, academic work and supplies (pens, pencils, calculator, etc.) with you to the office at the beginning of the day.
 - While in I.S.S. there is NO TALKING AND NO SLEEPING!
 - Leave cell phones, I-pods and other electronic devices other than a calculator, in your locker while serving I.S.S.
 - There will be one (1) restroom break in the morning, at lunch and in the afternoon. While using the restroom, you may also get a drink of water. You will go to the cafeteria and get a tray of food at lunch and eat the meal in I.S.S.

- When you are finished with your academic work, the principal will find work to keep you busy for the remainder of the day.

*****Failure to comply with the I.S.S. Guidelines will result in being disciplined according to the discipline code of the student handbook. A student will get three (3) strikes each day in I.S.S. Not following the above (5) five guidelines will result in a student receiving a strike. Once three strikes are reached on an individual day, the student will be ejected from I.S.S. The principal and/or his designee at any time can skip the (3) three strikes and eject a student from I.S.S. for severe misbehavior or noncompliance.

E. Out of School Suspension

1. The student is not allowed to attend school, school-sponsored activities, take part in practices or be on school property.
2. A suspension is given for major violations of school rules and for second and third offenses of lesser school rules.
3. Examples include:
 - a. Vandalism
 - b. Possession, use or sale of controlled substances and/or alcohol and/or drug paraphernalia, or look alike substances, cigarettes, e-cigarettes
 - c. Extortion
 - d. Assault/Theft or attempted theft
 - e. Refer to the student code of conduct for other examples
4. If a student enters the school ground while on suspension, he/she may be subject to additional suspension and possible arrest for trespassing.
5. The student will be responsible for the concepts and skills taught on those days. Grades for homework assignments and daily quizzes will result in a zero if work is not completed within two days of returning to school.
6. OSS may be appealed by the parent or guardian of a student. The parent or guardian has 2 school days to contact the Superintendent's office to request an appeal. If no contact is made no appeal will be heard.

E. Arrest for Criminal Act

1. When the student has broken not only school rules but also laws of society, law enforcement officers will be notified.
2. The student may be placed under arrest at the discretion of the law enforcement officers.

F. Saturday Detention

1. A student can be assigned a Saturday detention for a variety of reasons including skipping classes, disruptive behavior, and violating the cell phone policy.
2. Saturday detention will be scheduled at the discretion of the administrator.

G. Restitution

Where possible, a student and/or his/her parents/guardians will be charged for the repair or replacement of articles damaged or destroyed.

H. Expulsion

1. The student is removed from all school functions. The student is not allowed to attend school or school sponsored activities from the time of the expulsion to the end of the school year.
2. This is the most severe penalty that Community Unit School District #1 can assign to any student.

Tardies

Tardies are accumulated per term. Tardies can be issued for being late to school or late to a class. Consequences for tardies are:

3 tardies = Phone call to parent or guardian

6 tardies = Phone call to parent or guardian plus before school detention to be determined by the school administrator, and loss of privilege to participate in that day's after school activities or until the detention is served. This includes, but not limited to, practices and games and contests.

9 tardies = Phone Call to parent or guardian plus a before school detention to be determined by the school administrator. In addition, loss of privilege to participate in all extra curricular activities for one week beginning the day of the tardy. Detention must be served before regaining privilege. This includes but not limited to, practices, games, contests, dances, all school picnics, non-educational field trips and assemblies.

12 tardies=Phone call to parent or guardian. Plus loss of privilege to participate in all extra curricular activities for the remainder of the term. This includes but not limited to, practices, games, contests, dances, all school picnics and non-educational field trips and assemblies.

Excessive Out of School Suspensions

- A. Defined: The student is placed on out of school suspension for infractions of three different rules or the same rule three times. The important point to remember is that the student has violated one or more rules and is being placed on suspension for the third time.
- B. Penalty: Upon being placed on out of school suspension for the third time, the student will automatically be recommended for strict disciplinary probation. This simply means that any further serious difficulties requiring suspension, either in or out of school, will carry with it a recommendation for expulsion.

Discipline Notices

If you are sent from class for disruptive behavior, you are required to do the following:

- 1. Go directly to the office.
- 2. You will not be allowed to return to class without discussing the problem with the principal, the Dean of Students, the counselor, and/or the teacher.
- 3. Whatever action is taken, you will be notified about it as soon as possible.
- 4. All discipline will be logged into the student's Skyward discipline account. (warning, incident, referral)

Safe School Evaluation

A safe school evaluation shall be conducted if administration feels a student is a threat to others or to him/herself. This may be a requirement for returning back to school.

BULLYING, INTIMIDATION, AND SEXUAL HARASSMENT

Bullying/Harassment/Aggressive Behavior

The Illinois State Board of Education has mandated that every school in Illinois have a bullying policy. (P.A. 92-0260, amending 105 ILCS 5/10-20.14).

CUSD #1 will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to others, disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. CUSD #1 will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of aggressive behaviors may be, but are not limited to:

Physical: hitting, kicking, pushing, grabbing, spitting, giving wedgies, etc.

Verbal: name calling, racist remarks, put-downs, extortion, etc.

Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers and/or possessions, etc.

Written: social media, threatening e-mail, notes, text messages, and/or graffiti, etc.

Grounds for disciplinary action may 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 any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; including bus stops; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Any faculty and staff member or student who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the principal, counselor, teacher, or school nurse. The school will use the information to conduct an investigation. If the investigation of said complaint concludes that a student has engaged in bullying conduct prohibited by this policy, the student shall be subject to appropriate disciplinary actions as outlined in the student handbook.

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles, through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the

effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

- **Examples of prohibited conduct** include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- **Examples of indirect bullying** include spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.
- **Examples of electronic bullying** include threatening or derogatory texts, emails or social network **such as but not limited to Facebook, Snapchat, Twitter, InstaGram** messages.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator, or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, those consequences consistent with the school district's and state's discipline policies.

Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

SEXUAL HARASSMENT

1. Sexual harassment of any student or member of the school staff by any person in the school will not be tolerated. Complaints regarding sexual harassment should be made to the principal or to the superintendent of C.U.S.D. #1.
2. Sexual harassment can be from student to teacher, teacher to student, student to student, boy to girl, girl to boy, boy to boy, or girl to girl.
3. The use of sexually explicit language is prohibited.
4. Unwanted comment or touch should be reported to the principal, counselor, or teacher immediately.
5. Complaints of sexual harassment should be presented under the grievance procedure.
6. Sexual harassment is also use of an electronic device in an inappropriate manner.

LOOK-A-LIKE DRUGS

A "look-a-like" drug is defined as a substance, not containing an illegal drug or controlled substance, but one (a) that a student believes to be or represents to be an illegal drug or controlled substance, or (b) which a student engaged in behavior that would lead a reasonable person to believe that the student represented the substance to be an illegal drug or controlled substance.

DRESS CODE

Students are expected to dress appropriately for school. The following is prohibited at school:

General:

- Any clothing that advertises tobacco, alcohol products, refers to drugs, sexual innuendos or supports violence or hatred is prohibited.
- Any clothing that the faculty, staff, or administration deem inappropriate is prohibited.
- Hats may only be worn in the classroom with teacher permission, bandanas, stocking caps, backpacks, and sunglasses are not to be worn in school during the school day. Hoodies may not be worn pulled up on the head during the school day. (This rule is suspended during school sponsored "Hat Day").
- No pajama pants or pajama tops are to be worn in school during the school day. (This rule is suspended during a school designated "pajama day".)
- Undergarments should not be visible.

Pants:

- All shorts, skirts, dresses, and other short pants of an inappropriate/immodest length are prohibited. All shorts must have a length that is one hand length below the bottom of the buttocks.
- All shorts, skirts, dresses, and pants should be loose fitting.
- Leggings, exercise pants or yoga pants must be worn with a shirt which covers the buttocks and groin area.

Shirts

- Plunging necklines that reveal cleavage are prohibited.
- All shirts must cover the shoulder with no skin showing on the back.
- All shirts are required to cover the side of the torso up to the armpit.
- Midriffs (belly shirts), tube tops, halter-tops, spaghetti-strap tops may not be worn. The bottom of the blouse or shirt must cover the top of pants or other attire. If, when the student's arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable. Sleeveless shirts without a close-fitting, factory-made ribbing are not acceptable. Straps on shirts must be three fingers wide and both shoulders need to have a strap.
- Sheer tops without a tank underneath are prohibited.

Clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted. The school will make **final** judgments of what is considered questionable attire. If a student is determined to be wearing clothing of an unacceptable nature, the student will be asked to change. Other disciplinary actions may occur for repeat offenders and students who are insubordinate about the dress code.

SMART WATCH

A Smart Watch is considered an electronic device. While Smart Watches are acceptable to have in the classrooms, students are not allowed to text, email, surf the internet, take pictures, record, or use any other function of the watch like a computer. Students are only allowed to use the basic function, i.e. as a watch for telling time, while in the classroom.

CELL PHONES AND ELECTRONIC DEVICES

In an effort to minimize distractions, promote academic focus, and ensure a safe and respectful learning environment, students are not allowed to possess or use cell phones or other personal devices during regular school hours. This policy applies to all students grades 7-12. Students will be required

to store their cell phones in their lockers before the start of school each day. Exceptions may be made for students with documented medical needs or disabilities, subject to approval by the school administration. Ear buds or air pods are not to be worn in the classroom without permission from the teacher.

TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty (30) days in jail and/or a fine of up to \$1500.00. All truantries will be reported to the regional truancy officer.

TARDY POLICY

1. Students should make every effort to be in class on time. There are times when you will be legitimately late. When you are late, you need a pass from a teacher or the office in order for the tardy to be excused.
2. You are considered tardy if you are not in the classroom when the bell begins to ring. Rushing in the door or to your seat as the bell is ringing is not acceptable.

WEAPONS AT SCHOOL

Students are prohibited from possessing a weapon of any type during the school day; this includes, but is not limited to, knives, guns, and weapon look-alikes at school functions, while riding a school bus, or on school property.

Payson CUSD 1 School board policy states – “A student, who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon shall be expelled for at least one year. The school board may direct the Superintendent to modify the expulsion on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.”

Students may also, at the discretion of the administration, be referred to local law enforcement authorities.

BUS RULES AND CONSEQUENCES

Bus Rules

1. Follow the direction of the driver.
2. Stay in your seat. NO hands or heads extended out the windows.
3. No fighting at any time.
4. No eating, drinking, or use of tobacco products.
5. No intentional damage to the bus.
6. No possession of knives, guns, or look-alike weapons.
7. No violation of school rules while on the bus.

Severe Disruption

The following inappropriate behavior will result in automatic suspension of bus riding privileges.

1. Physical harm to another student.
2. Physical harm or the threat of physical harm to the bus driver (arrest may occur).

3. Property damage.
4. Possession and/or use of alcohol, tobacco, controlled substances, or drug paraphernalia.
5. Possession of knives, guns, or look-alike weapons.

If a Student Chooses To Break a Rule:

1st Incident - Driver verbally warns the student.

2nd Incident - 1st Report: Driver submits a Bus Misconduct Report to the principal.

The principal has a conference with the student and informs him/her that the next referral would result in a five (5)-day suspension from the bus. Parents/guardians would be contacted by letter or phone.

3rd Incident – 2nd Report: Principal has a conference with the student and informs him/her that he/she will have a five (5)-day suspension from riding the bus.

4th Incident – 3rd Report: Principal has a conference with the student and informs him/her that he/she will have a ten (10)-day suspension from riding the bus.

5th Incident – 4th Report: Principal has a conference with the student and informs him/her that he/she is recommended for permanent removal from the bus. The recommendation is made to the Board of Education. Other penalties may be imposed when appropriate.

SIGN OUT PROCEDURE

Some students will find it necessary to leave occasionally during the school day. Students must inform the office of sickness or need to go home. Students may not call parents from their cell phones prior to the office being made aware that he/she is ill. Phone calls to parents/guardians must be made from the office. In all cases, written permission from home, phone permission and administration permission will be required before a student may sign out. **All notes must be presented to the principal or his/her designee for permission to leave.** A note from home does not guarantee permission to leave.

In order to sign out each day, the student must do the following:

1. Bring a note from home indicating the need to leave.
2. Receive approval by the principal or his/her designee.
3. All students need to sign in and out at the main office prior to leaving and upon returning to school. This needs to be done in front of office personnel.

LEAVING CLASS

Students should be in class at all times. If the need arises that students must leave class, they must first have permission from the teacher. Students must sign out and go only to the location they were given permission to go. Students must also have a hall pass in his/her possession.

SCHOOL LUNCH

The lunch program is operated as a service to the students. Students are encouraged to utilize this service, as the meals are nutritional and well balanced. Students may bring sack lunches if it is the desire of the parents/guardians. Cleanliness should be a goal for all students. Trash receptacles are available and should be used. Students eating lunch at the cafeteria are expected to conform to regulations of the cafeteria. These include:

1. No beverages purchased in the cafeteria are to be taken from the cafeteria.
2. All leftovers and trays are to be taken to the proper disposal area.
3. Students are not to cut in line.
4. Students are to respect the property of the lunchroom and keep noise to a minimum.

CUSD #1 maintains a closed lunch hour. Students may not leave school to eat lunch at home, at the service station, store, or other business establishments.

Food and drink are allowed in classrooms only at teacher discretion. If allowed, drinks must have a lid

LUNCH HOUR, BEFORE SCHOOL, AFTER SCHOOL, AND ASSEMBLY RULES

Rules

1. Follow the direction of the staff

Consequences

1. First offense – a warning, depending on the severity of the behavior.
2. Second offense – referred to the principal
3. Third offense – lunch hour detention

RULES FOR LIBRARY

1. Follow directions of the teacher.
2. Bring materials with you.
3. You do not leave without a pass, which must be presented before the tardy bell rings.
4. No writing on or defacing library property.
5. Dispose of trash properly.

Consequences may include the following:

1. Warning
2. Lunch detention or punishment set by individual teacher
3. Discipline notice sent to office. Contact parents.
4. Student immediately sent to office.

Academics

ACADEMIC INTEGRITY

CUSD #1 holds all students to the highest standard of academic excellence and integrity. Any plagiarizing, copying, cheating, or other form of academic dishonesty will not be tolerated. The student will receive a zero (0) on the assignment or assessment. In addition, other disciplinary measures may be taken by the teacher or administration.

All teachers should be prepared to deal with those students who are caught cheating on homework or tests and quizzes. Among other forms, cheating includes students caught looking at another student's test; asking another student for answers; using notes written on paper, hands, arms or other items; the student is caught using another student's assignment to copy answers, and the use of A.I. for the creation of student work. When a student allows another student to use his work to complete assignments, he/she will be dealt with in the same manner as the student who is copying the material.

Teachers who catch students cheating will confiscate the work and turn it over to the teacher who teaches the class. The teacher of the student will assign a zero (0) for the homework or test for all parties involved. Teachers will further be required to notify the parent to discuss the incident.

CREDITS TOWARD GRADUATION

All students will be required to have 28 credits for graduation. The following requirements must be successfully completed in order to graduate:

Senior Studies	1 credit
Social Studies	2 1/2 credits (One-credit must be U.S. History)
Civics	1/2 credit
English	4 credits
Math	3 credits
Lab Science	2 credits
Resource Management	1/2 credit
Computer Applications	1/2 credit
Health	1/2 credit
*P.E.	3 1/2 credits
Elective	1 credit
Community Service Hours	16 Hours (4 as a freshman, 4 as a sophomore, 4 as a junior, 4 as a senior)
Electives to total requirements	

3 Science courses, a Fine Arts credit and 2 Foreign Language credits are required for some four-year colleges. Even though the State of Illinois and Payson Seymour requires only 2 science credits to graduate, it is recommended that students who are pursuing a four-year degree acquire 3 science credits.

*All students must complete 3 1/2 years of P.E. During grades 11 and 12, P.E. may be replaced by an additional academic course necessary for college enrollment, for making up academic deficiencies, or if you are a student athlete. Students must be involved with two (2) extra-curricular IHSA sports in both 11th and 12th grade in order to opt out of PE. Students may NOT replace the PE course in order to take weighted classes to advance their GPA. In all other cases except the above outlined reasons, students will be required to take PE in grades 11 and 12 and pass it in order to graduate.

A student is eligible to participate in high school graduation exercises only when it is apparent that all graduation requirements have been met by the date of graduation. Students who have not met the graduation requirements will not be allowed to participate in baccalaureate and commencement exercises. Students who do not meet the graduation requirements can receive an official diploma, however, by completing the required credits at a later date. Completion of twenty-eight (28) credits is required for participating in baccalaureate services and graduation exercises. Students may be denied participation in the ceremony for disciplinary reasons. Participation is a privilege.

All seniors will be required to take a one-credit senior studies course. This course can be English IV, Accounting I or II, Spanish II, Spanish III, Spanish IV, Psychology, Chemistry, Trigonometry, Algebra II, or Physics. Other classes will be considered as senior studies when scheduling makes it difficult to enroll in one of the classes listed above. In order for one of the above to be considered a senior studies course, it must be taken during the senior year.

COLLEGE ADMISSION REQUIREMENTS

The Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering community college transfer programs and public universities:

Minimum Requirements

Units/Subjects

4 - English (emphasizing written and oral communications and literature)

3 - Social Studies (emphasizing history and government)

- 3 - Mathematics (Algebra I, Geometry, Algebra II)
- 3 - Science (laboratory sciences)
- 2 - Foreign language, music, or art

Individual public universities and community colleges may have other subject requirements in effect as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements. Admission requirements for private colleges and universities vary. Each must be contacted separately for the information about its requirements. Students who have not taken the required subjects but wish to enter a baccalaureate degree program may be admitted to public colleges and universities on a provisional basis.

STUDENT ACADEMIC SCHEDULE

Each high school student should take eight (8) academic subjects each semester he or she is enrolled in school. In addition, all students will take physical education unless a medical excuse is provided by a physician, scheduling is impossible due to attendance at the Quincy Area Vocational Center, making up academic deficiencies, taking college preparatory classes, or participating as student athletes. Those students preparing to enter college will find it advantageous to carry eight (8) academic subjects or seven (7) classes and P.E.

Permission to drop subjects, change schedules, change subjects or take an unusual load must be granted by the guidance counselor or principal only after a conference has been held with the teachers involved. Changes in class schedules are to be made by the first five (5) class days of each semester. The guidance counselor has the right to change a schedule after this time frame based on individual circumstances.

REPORTS TO PARENTS AND METHOD OF GRADING

I. Report Cards

The school year will be divided into 4 nine-week periods of approximately 45 days each. Mid-term grades will be given to each student halfway through the grading period. The student will carry report cards home at the end of quarters one through three. Final fourth quarter grades will be posted on Skyward. If you are unable to access/print students' grades, you may call the office and request a copy of grades be mailed to your home.

Parents should feel free to call the school in regard to the student's progress any time during the school year and are encouraged to do so before final grades are issued. Parents/guardians may also use the Skyward Portal to look up for grades. If you need a login and password, contact the building secretary to obtain one.

II. Grading System

The following policies will be instituted and followed by all teachers:

A student will receive ½ unit of credit for each semester class he/she passes. If a student fails a semester class, no credit will be given unless the semester is repeated and a passing grade earned.

The 4-point grading scale is set up as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points</u>
A	93-100	4.0
A-	90-92	3.75
B+	87-89	3.5
B	83-86	3.0
B-	80-82	2.75
C+	77-79	2.5
C	73-76	2.0
C-	70-72	1.75
D+	67-69	1.5
D	63-66	1.0

D-	60-62	0.75
F	59 and below	0.0

This grading scale will be used to determine the student's grade point average and class rank. Semester averages will also be figured by using the above point values.

III. WEIGHTED CLASSES

A. The following classes will be given weighted letter grade values for the graduating class of 2024 and beyond:

1. Physics
2. Adv. Chemistry
3. Anatomy and Physiology II
4. Spanish III
5. Spanish IV
6. Calculus
7. STEM
8. College Algebra
9. Trigonometry

B. Weighted Grading Scale

Grade	GPA (Weighted)
A	4.8
A-	4.5
B+	4.2
B	3.6
B-	3.3
C+	3.0
C	2.4
C-	2.1
D +	1.5*
D	1.0*
D-	.75*

*If a student receives a grade below a C- in a weighted class, that grade will not be weighted; the standard grade point average scale will apply.

These classes are considered college prep and are academically more rigorous. There will be no exam exemptions for weighted classes.

IV. HOMEWORK POLICY

Homework is an essential part of learning. It provides practice and assessment of skills needed to master course content. It is expected that students complete all assignments by the designated due date. The late penalty is as follows: 1st school day it is 10% point deduction After the first school day, it is a zero (0) and a student may not receive credit for the assignment. After one late assignment per quarter, the student receives a zero (0) if it is not turned in by the assigned due date. This is the school's policy minimum standards. However, the teacher can amend the policy to fit the needs of the classroom/student.

V. UNEXCUSED ABSENCES AND GRADING

A student will receive a zero (0) as the grade for any unexcused absences during the grading period. If the student has missed a test and has received an unexcused absence, then a zero (0) shall be given for that test grade. A student is responsible for material covered during the unexcused absence. See planned absence exception on page 5.

VI. INCOMPLETES

Any incomplete that is not cleared one week after the semester ends will cause the student to have to repeat that semester. The deadline for clearing an incomplete will be extended only when a student has an excused absence.

JUNIOR HIGH ALGEBRA I STUDENTS

Any junior high student enrolled in Algebra I as an 8th grader must complete the course with an A or B to advance to the next level math course as a freshman. Any student not receiving an A or B will be enrolled again in Algebra I as a freshman.

JUNIOR HIGH PROMOTION

A seventh or eighth grade student is required to take five (5) academic subjects. They are math, science, social studies, grammar, and literature. A student's grade will be an average of all four (4) quarters in the school year. Any student who fails two (2) or more of these five (5) core academic courses will be retained.

GPA AND CLASS RANK FOR TRANSFER STUDENT

Any high school student transferring in to Seymour High School will have his/her GPA calculated in accordance with SHS standards. Upon the semester of his/her entrance, the new student will be given a rank in their class. However, this rank will not change any current CUSD #1 student's previous rank calculated prior to the new student's entrance to SHS. For that semester only, the new student will share a rank with the student who has the GPA closest to his/hers. The new student's GPA will be accepted in his/her classes' ranking upon completion of a full semester here at SHS.

Grade point average will be computed using all grades earned by the student at Seymour High. This includes all courses. The grade point average will be the determining factor in class rank.

SEMESTER EXAMS

Semester exams are given at the end of each semester. These exams are 20% of the student's final grade. Semester exam exemptions can be earned in the following ways:

1. The Indian Pride Program. A student receives one exam exemption for four (4) consecutive blue terms per semester.
2. A student has three (3) or fewer excused days of absences during the semester. They may not have any unexcused tardies or unexcused absences. Each excused tardy is equal to ¼ day of school.
3. There will be no exemptions for weighted classes.
4. Students must be passing the semester to exempt out of a final exam.
5. Exemptions must be used in the semester they were earned.

QUINCY AREA VOCATIONAL/TECHNICAL CENTER

CUSD #1's participation in the Quincy Area Vocational Center (Q.A.V.C.) is intended to benefit the students enrolled. Since the program requires travel to Quincy, students will have to make adjustments in their schedule and program. Each participating student will be expected to follow these guidelines:

1. Students must have excellent attendance at CUSD #1 and Q.A.V.C.
2. Students are expected to cooperate with staff at both schools.
3. Students may have to miss class meetings, assemblies, and other meetings because of attending Q.A.V.C. Attendance at Q.A.V.C. will be the student's first priority. In scheduling activities, an attempt will be made to keep the conflicts to a minimum.
4. Students who must drive a car to Quincy must secure permission from the office before leaving. Students will drive alone to and from Quincy when permission is given, unless the appropriate form is submitted.
5. Students will be given ample time to eat lunch prior to leaving for Q.A.V.C.

6. Students are required to attend their classes at CUSD #1 on days when Q.A.V.C. is not in session. Students will be expected to attend the full school day. A designated study area will be determined by administration.
7. Student must attend school at Payson Seymour on school days before going to Q.A.V.C.

The Board of Education has approved a policy concerning attendance by students who are not selected by the faculty. Those students who wish to attend Quincy Area Vocational Center and adhere to the guidelines already mentioned plus the following will be allowed to attend:

1. The student is accepted by Q.A.V.C.
2. The student shall pay his/her own tuition.
3. The student should have adequate credits so graduation is not in jeopardy.
4. The student shall abide by all rules established for other vocational students.

Students are expected to cooperate in terms of rules and regulations. Those who are unable to cooperate with the school personnel will jeopardize their attendance at Q.A.V.C. and will face other disciplinary action.

VOCATIONAL STUDENT SELECTION PROCESS

1. Guidance counselor will counsel individually, or by group, all incoming freshmen, regarding vocational opportunities at the Quincy Area Vocational Center
2. Students interested in attending the Quincy Area Vocational Center must apply through the guidance counselor
3. All applications must be approved by the principal and parent/guardian.
4. Application to attend the Quincy Area Vocational Center is open to all students who meet the following criteria:
 - A. Student will be allowed to attend if space is available at the Vocational Center.
 - B. Student must have maintained passing work in all classes by the end of the 3rd quarter in which they make application.
 - C. While attending Quincy Area Vocational Center, student must maintain passing work.
 - D. Student must have demonstrated a good attendance and conduct record during the first three (3) semesters of high school attendance. Priority will be given to students who have successfully completed work in a vocational orientation program.
 - E. No discrimination will be made on the part of the school district during the selection process on the basis of race, color, national origin, sex, or handicap.

EARLY GRADUATION

Students must apply to the Board of Education in order to graduate before the completion of eight (8) semesters. Each request will be handled individually. Students must submit their intent for early graduation by the December Board of Education meeting.

Students that are granted early graduation may not participate in senior prom or senior trip. They will be allowed to participate in the graduation ceremony if all course work is finished by end of 1st semester.

Students will not be eligible to receive 4 year (8 semesters) honors and recognition if graduating early.

EARLY RELEASE

Senior students may request early release from school if they will be able to still meet graduation requirements. Students may leave after 6th hour with parent permission.

COLLEGE ADMISSION REQUIREMENTS

The Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering community college transfer programs and public universities:

Minimum Requirements

Units/Subjects

- 4 - English (emphasizing written and oral communications and literature)
- 3 - Social Studies (emphasizing history and government)
- 3 - Mathematics (Algebra I, Geometry, Algebra II)
- 3 - Science (laboratory sciences)
- 2 - Foreign language, music, or art

Individual public universities and community colleges may have other subject requirements in effect as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements. Admission requirements for private colleges and universities vary. Each must be contacted separately for the information about its requirements. Students who have not taken the required subjects but wish to enter a baccalaureate degree program may be admitted to public colleges and universities on a provisional basis.

Samples of College prep courses of study:

Freshman	Sophomore	Junior	Senior
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Trigonometry, College Algebra, or Calculus
World History	Chemistry	U.S. History	Psychology
Biology	Civics	Chemistry or Physics Resource Management Consumer Ed	Physics, Chemistry, or Anatomy & Physiology

CREDIT RECOVERY COURSES

In order for a student to enroll in a Credit recovery class, a grade of F must have been earned in the same class offered at C.U.S.D. #1.

A student may receive up to two units of credit for credit recovery courses if they meet the following criteria:

1. Approved by NCA or National Home Studies.
2. Approved by principal or counselor.
3. Correspondence courses may be taken to count for graduation. **The cost incurred and any transportation necessary will be the responsibility of the student.**
4. The letter grade is counted as part of your grade point average.
5. A final test **MUST** be taken for all credit recovery courses. The final test will be taken at SHS, and monitored by the counselor.

COMMUNITY COLLEGE CREDITS

Seniors may take college classes on the college campus and/or at C.U.S.D. #1 for dual credit during the school day. All classes must be approved by the school counselor. Dual credit classes will be counted as elective courses.

If graduation requirements have been fulfilled, community college, online, or correspondence classes may be taken during the regular school year. These must be approved by the school counselor. This does not include courses taken during the summer.

However, if a student has not yet fulfilled their graduation requirements, but have completed the highest level class offered in a subject area, a class may be taken in that subject area to fulfill the graduation requirement. These can be taken through a community college, online, or correspondence with the approval of the school counselor. This does not include courses taken during the summer.

Students are allowed to take community college courses during their high school career. The criteria for counting community college courses as high school credit are as follows:

1. Students may attend John Wood for one half (1/2) day during their senior year. The only exception to this is if CUSD #1 does not offer a class in the junior student's college preparatory coursework. Student must take four (4) classes at CUSD #1.
2. A minimum of six (6) semester hours must be taken each semester. Students can only take structured courses at JWCC.
3. All classes must be approved in advance by the counselor.
4. The courses will count as credit toward high school graduation.
5. Each three (3) semester hours or equivalent will be considered a semester class of ½ unit of high school graduation credit.
6. Students may earn a maximum of two (2) ½ units of high school credit.
7. The grade received from the community college class will be counted in the calculation of the student's grade point average (GPA), class rank, and in the determination of valedictorian and salutatorian.
8. The grades will not be weighted.
9. Only community college credits taken during the school year and the school day will be awarded high school credit. Courses taken during the summer or in the evenings will not be given high school credit, unless it is taken to make up for a failed class that originally was taken during the school day and is required for graduation.
10. Grades received from the community college will be recorded for grade point average purposes using the following scale:

<u>Grade</u>	<u>Grade Point</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

DRIVERS ED STUDENTS

According to IHSA rules, in order for you to take Driver's Education when appropriate, you must pass at least eight (8) courses during the previous two semesters. If you have not met this requirement, you will need a waiver from CUSD #1. If a student has four (4) or more unexcused absences, no credit will be received. According to the State of Illinois guidelines, a student must earn an A or B to pass this course. Payment of the Driver's Education Behind the Wheel must be received prior to the first day of the "behind the wheel" portion. If payment is not received, the student will not be allowed to take the "behind the wheel" portion until it is paid.

ACADEMIC EXCELLENCE HONOR STUDENT

Any student who graduates from Seymour High School with a grade point average of 3.75 or higher after seven semesters will receive recognition commemorating that achievement. No other criteria will be considered in determining who will receive this award.

NATIONAL HONOR SOCIETY

Seymour Chapter of the National Honor Society was organized in 1961. Its purpose is to honor students who rank high scholastically and are also outstanding in character, leadership, and service. To be eligible for membership consideration, a junior must have a 3.6 cumulative grade average at the end of four (4)

semesters or a senior after six (6) semesters. A faculty committee then rates these candidates in regard to leadership, service, and character on the following scale: 4=superior; 3=above average; 2=average; 1=below average; 0=poor. A student must have an overall average of 14 points (13.5 or above counts as 14) in order to become a member of the Seymour Chapter. A formal induction ceremony will be held for the new members.

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

National Honor Society members should remember they have taken an oath to uphold the requirements of the Society and must refrain from violating those requirements. Failure to uphold the requirements will mean disciplinary action in accordance with the National Honor Society rules and regulations.

In any case where requirements for National Honor Society members are violated, the rule infraction will be reported to the National Honor Society sponsor first. That sponsor will determine if the faculty council is to be convened for disciplinary action.

SOCIETY FOR ACADEMIC ACHIEVEMENT

The Society for Academic Achievement (SAA) is based on scholastic performance. To qualify for membership, a student must meet the guidelines in accordance with SAA. The first time a student qualifies, he/she will receive a letter "S" and a certificate. During subsequent years when he/she qualifies, he/she will receive a gold seal to attach to the certificate

VALEDICTORIAN/SALUTATORIAN

Payson Seymour High School will utilize the student management system for the determination of valedictorian and salutatorian. The G.P.A as calculated by the student management system will determine class rank. The valedictorian will be the student who is ranked #1 in the class. The salutatorian will be the student ranked #2 in the class. GPA will be calculated to the thousandths place.

HIGH SCHOOL HONOR ROLL

The honor roll will be figured by the high school office staff each quarter and each semester grading period. All classes are figured into the student's grade point average for honor roll. To be listed on the honor roll, a student must have a grade point average of 3.6-4.8. Honorable Mention will be awarded to those students with a 3.0-3.59 grade point average. Furthermore, a student must be carrying at least four (4) academic classes each semester to qualify with no grades below C.

JUNIOR HIGH HONOR ROLL

Honor roll for junior high students will be calculated quarterly.

High honor will be awarded to those who have a 3.5 to 4.0 grade point average or above based on all classes taken. Honorable Mention will be awarded to those with a 3.00 to 3.49 grade point average on all classes taken. A D or below in any class will keep a student off either honor roll.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR DRUG AND ALCOHOL TESTING PROGRAM

CUSD #1 maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege, and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parents(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student will not participate in extracurricular activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a positive result is obtained from the follow-up test or any later test, the same previous procedure shall be followed.

The superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect CUSD #1 policies, practices, or rights to search or test any student, who at the time, exhibits cause for reasonable suspicion of drug and/or alcohol use.

Student Athletes

A student may be suspended or dropped from an athletic team for

1. Failure to maintain academic standards.
2. Violation of the Student Code of Conduct for Athletes
3. Conduct unbecoming an athlete.

REQUIREMENTS FOR PARTICIPATION IN I.H.S.A. ACTIVITIES

To be eligible to compete in extracurricular school events a student must be passing work in all academic classes of high school course work per week. Students must have passed at least four (4) academic courses the preceding semester to be eligible. Those who do not will be ineligible the entire semester following the semester they become ineligible. Eligibility will be checked each week, as well as at the end of each semester, to ensure those students are eligible. If the student does not pass all academic courses each week, he/she would be ineligible the following week.

Eligibility is determined in the following manner:

1. Students are to be declared eligible or ineligible based on a cumulative grade. This means if they were to transfer to another school at the moment of eligibility check, they would need a cumulative passing grade to be declared eligible. If their cumulative grade is not passing, they would be ineligible in your class.
2. Students who do not have a cumulative passing grade may not be declared eligible. Example: A student has a *B* average for the previous week. His/her cumulative average is still an *F*. He/she is to be declared ineligible; he/she cannot be eligible until he has a cumulative passing grade.

I.H.S.A ELIGIBILITY RULES

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

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any questions concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due-process procedure. Only the IHSA executive director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA office.

Information contained here highlights only the most important features of the IHSA by-laws regarding your athletic eligibility. The information here is only a general description of major by-law provisions

and does not contain the statement of the by-laws in their entirety. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents/guardians, your coaches, your athletic director, and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

Attendance

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

Scholastic Standing

1. "No pass-No Play." Any student with an *F* average in any class will be deemed ineligible for the next week from Sunday to Saturday.
2. According to IHSA rules, you must have passed and received credit toward graduation for twenty (20) credit hours of high school for the entire previous semester to be eligible at all during the ensuing semester.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, the parent who has been assigned custody by the court, or court appointed legal guardian. (If you do not reside with both of your biological parents, your eligibility may be subject to special provisions.) Check with your principal to be sure you are eligible before you participate.

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

1. You attend the public high school in the district in which you live full time with both of your parents/guardians; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents/guardians, and you continue to pay tuition as a high school student in the same district.
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial school and have attended a private/parochial high school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents/guardians.

Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty (30) days from the date you start attending classes at the new high school. In addition, you will

be ineligible for that entire school term in any sport in which you engaged in any team activity including, but not limited to, tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you participated in cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

3. If you transfer attendance from one high school to another high school, you will be ineligible unless
 - A. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent, or court appointed guardian from one public school district to a different public school district.
 - B. Your transfer is between high schools within a public school district and both you and your parents, custodial parent, or court appointed guardian change residence to the district attendance area for the school to which you transfer.
 - C. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer.
 - D. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent, or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer.
 - E. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA executive director.
7. In all other transfer situations, a ruling by the IHSA executive director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

Participation Limitation

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may possibly have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

Age

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

Use of Player

1. You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench in uniform if you are not eligible to play. Also, you may not compete as an exhibition contestant if you are not eligible.

2. If you have reason to believe you are ineligible, you are expected to inform the athletic director.

Playing Under a False Name

1. If you compete under a name other than your own, your principal will immediately suspend you from further competition, and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

Physical Examination

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

Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee; receiving pay for teaching lessons, or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the executive director before you can compete again.

Recruiting of Athletes

1. The by-laws prohibit the recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited, and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an athletic scholarship or any other special benefit from your school provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. Special inducement include, but is not limited to:
 - A. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school
 - B. Offer or acceptance of room, board, clothing, or financial allotment for clothing.
 - C. Offer or acceptance of pay for work that is not performed or that is in excess of the regular pay for such service.
 - D. Offer or acceptance of free transportation by any school-connected person.
 - E. Offer or acceptance of a residence with any school-connected person.
 - F. Offer or acceptance of any privilege not offered to non-athletes.
 - G. Offer or acceptance of free or reduced rent for parents/guardians.
 - H. Offer or acceptance of payment of moving expenses of parents/guardians or assistance with moving of parents.
 - I. Offer or acceptance of employment of parent(s)/guardian(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - J. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics; even when special remuneration or

inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also provided or made available to all prospective students at the school.

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in a penalty to you and/or your school's coaching personnel.

Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in a non-school competition as an individual in the same sport or in any skill of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the national governing body for the sport, your principal must request approval in writing from the IHSA office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the year.
5. You will become ineligible if you play on a junior college, college, or university team during your high school career.

"All-Star" Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports, and still play for other school teams provided
 - A. The high school season in that sport has been completed.
 - B. The all-star contest has been approved by the IHSA. You may lose your eligibility for other interscholastic sports if you play all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

Coaching School

1. A coaching school, camp, or clinic is defined as any program sponsored by an organization or individual, which provides instruction in sports theory and/or skills, which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.

3. You may attend coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. You may not attend a coaching school, camp, or clinic for any sport after Saturday of week number four (4) in the IHSA standardized calendar.

Misbehavior during Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsman-like conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

Policies Concerning the Athletic Events

All regulations concerning athletic events are based on the following two objectives:

1. They should contribute to the welfare of the student and his/her successful pursuit of a high school education.
2. They should contribute to the success of our school and to the objectives of education.

Regulations Concerning the Player of Athletic Events Include the Following:

1. He/she is to be in attendance in school the day of an athletic event or practice. If you miss school due to illness, you will not be allowed to participate that day/evening. When an event occurs on Saturday, the preceding Friday shall count as the day of attendance.
2. He/she is to be in attendance in school the day following an athletic event.
3. He/she is to report on time and to be ready to ride the players' bus and to return by the same method, unless permission has been granted by the parent/guardian to return by alternate transportation.
4. The student is to fulfill the requirements of the coach in regard to attendance at practice, etc.
5. Students must comply with the extra-curricular policy concerning participation in those activities. The violation of the code will mean loss of playing time or permanent suspension from the team.
6. Failure to comply with the above regulations may result in the suspension from the squad.
7. Any deviation from the above will be acted upon by the high school principal or the athletic director.

Tobacco-Free Campus

The Illinois State Board of Education has declared school property to be tobacco free. Therefore, there will be no designated smoking areas on campus.

1. All people in the parking area will be told to attend the activity in the gym or leave the premises. Police, when used, will be authorized to enforce this.
2. No student will be allowed to leave the building without permission. Permission would be granted on a case by case basis. No permission would be granted for smoking.
3. If a student leaves without permission, he/she will NOT be allowed to re-enter.
4. If a student were caught smoking outside the building, then the code of conduct would be applied.
5. Adults would be allowed to step out for smoking purposes as long as they leave the school property.

Bus Transportation for Activities

When students participate in any activity for which bus transportation is provided, they must use this transportation. The sponsors may deviate by allowing students to use only such other transportation as has been requested by the parent/guardian as being necessary and acceptable. These requests must be direct and not relayed by the student. All such requests must be signed by the parent/guardian and the principal. For all school sponsored trips, —Trip Authorization Forms must be signed by all parents/guardians of students going on the trip. Students are to use the same transportation both ways on the trip, unless arrangements have been made between the parent/guardian and the principal or sponsor.

SOCIAL ACTIVITIES OF THE SCHOOL

Parties/Open Gym

Petitions for all social functions of the school must be presented to the principal. The principal must pre-approve all petitions. All arrangements will also be approved by the Central Office secretary to confirm no conflict of activities should occur. Consequently, all clubs and organizations must plan well in advance so that they will have the petitions in to the principal prior to the function. Below are the regulations which govern our parties, subject to any revision the faculty may make.

1. First preference for parties should be Friday or Saturday nights or just before a holiday.
2. Faculty sponsors must be present during club and class activities. When there are more than thirty (30) in a party, one additional chaperon must be obtained.
3. Students are notified in advance when the party begins and ends and what time doors will open.
4. Sponsors must be on hand fifteen (15) minutes before doors are to open.
5. Customary clean-up committees function after each party.
6. Mid-week parties are to end by 10 P.M. and weekend parties or parties before a holiday are to end by 11 P.M.
7. All parties are closed to guests unless the club or group and the principal agree to open the party to guests.
8. Students that are in school or out of school suspension are not eligible to attend.
9. In addition, students who accumulate a significant number of office referrals will not be allowed to attend.

Dances

Dances are sponsored by various organizations in the school for the enjoyment of the student body. Attendance is a privilege. Generally, two types of dances are held—sock hops which follow basketball games and generally last an hour and one-half, and celebration dances to celebrate a particular event: (Homecoming, Christmas, etc.) and lasting from 7:00 until 10:00 P.M. The principal must approve such dances. The regulations, which govern sock hops and dances, are as follows:

1. All dances are closed. Students will be able to obtain one guest pass to enable their guest to attend. Guests must be in high school or not exceed the age of twenty (20) years old. No Junior high students will be allowed at high school dances and vice versa.
2. Chaperons needed will be according to district policy.
3. Individuals will not be admitted to a dance 30 minutes after the beginning of a three (3)-hour dance. Students will not be readmitted if they leave after the dance has begun.
4. Students who wish to attend but will be later than one hour need to get permission in advance to be able to attend.
5. Students must dress appropriate to the event and school or community standards. No admittance if not appropriately dressed for the event,
6. Students may only be crowned king or queen once per school year.

Junior-Senior Banquet Prom

1. Students eligible for the Junior-Senior Banquet Prom include:
 - A. All juniors and seniors in good standing with their class financially. Juniors would have \$75 in their class dues accounts and seniors would have \$100 in their class dues accounts to be considered in good standing. Community service hours must be completed as follows: Freshmen 0 hours, Sophomores 4 hours, Juniors 8 hours, and Seniors 12 hours.
 - B. Once a student has graduated, he/she may attend as a guest of a junior or senior provided they do not exceed 20 years of age.
2. Any student who has not paid dues, sold quotas established, or owes the class money will not be allowed to attend the Junior-Senior Prom. Students must be in good standing six weeks before the Prom is scheduled. They must have paid all financial obligations by that date. If a student does not pay these fees by this time, the administration and sponsors may choose to allow late payment. There may be a late fee assessed at that time.
3. Students may not attend the prom as a guest of another junior or senior to avoid being an active class member.

4. All Students should have the \$25 class dues paid by October 1st. This includes freshmen and sophomores to ensure they can attend prom as a guest of a junior or senior.
5. The junior class is responsible for sponsoring the Junior-Senior Prom. Their responsibilities include the following:
 - A. Selecting a date (should be done by the end of the sophomore school year). The date should not conflict with State track, baseball and softball tournaments.
 - B. Selecting appropriate music (band or D.J.)
 - C. Selecting a theme and selecting decorations (usually using senior colors).
 - D. Determining what meal will be served.
 - E. Inviting seniors, faculty, Board of Education, school administration, secretarial staff and high school non-certified staff. Invitations should be sent three (3) to four (4) weeks before prom.
 - F. Selecting a photographer.
 - G. Paying for the meals of all seniors in good standing, high school principal, junior and senior sponsors and their guests.
 - H. Contracts from place, caterer, music and photographer should be on file once the decision is made. Those called should be told that they would be contacted a second time if the class selects them.
 - I. Select and order favors. Obtain approval from the Board of Education concerning favors.

SENIOR CLASS TRIP (The trip should have some educational significance.)

Any senior who has not paid dues, sold quotas established, or owes the class money will not be allowed to go on the senior trip. This is a separate amount of money set by the class that is earmarked for senior trip and does not include the \$100 of class dues monies.

1. The senior must be in good standing by February 28th of the senior year or have made arrangements to pay obligations. Lunch balance must be positive or arrangements made by Monday prior to the trip.
2. Senior sponsors and class will determine the following concerning the class trip:
 - A. Where the seniors will go. This will be determined by December 1.
 - B. What type of transportation will be used.
 - C. What will be paid by the class and what will be paid by each student.
 - D. Dates for the trip will be set by December 1. Generally, class trips may use two (2) school days. Class trips could be from one (1) to four (4) days in length. The senior trip must be taken prior to track, baseball and softball regionals.
 - E. Dates for all required permission forms or other paper work will be determined by the senior sponsors. Any student who does not comply will not go on the trip.
 - F. A meeting with parents/guardians to describe the trip, to communicate expectations for students, and to sign permission forms in person is required.
 - G. Any student in good standing who chooses not to go on the senior trip must put that refusal in writing with parent/guardian and student signatures.
 - H. The destination, dates, and general itinerary should be presented to the Board no later than January of each year.
 - I. Students eligible for the senior trip include:
 - (1) All students in good standing with their class financially.
 - (2) Any junior who elects early graduation and wants to attend the senior class trip must be in good financial standing. The junior graduate will have the average dollar earned by their junior class transferred to the senior class account. Any amount the senior class has earned per person that is greater than what the early graduate has earned will be paid by the junior.
 - (3) Any student who graduates in the middle of the senior year will not be allowed to go on the senior trip.
3. Seniors will not be allowed to attend the senior class trip in the following circumstances:

- A. If a student is arrested and convicted of crimes including, but not limited to, the possession of alcohol or drugs, drug paraphernalia, vandalism, malicious mischief, burglary, theft, or breaking and entry during grades 9-11 he/she will be placed on probation for the first occurrence. If a second incident occurs in grades 9-11, he/she will be barred from the senior class trip at School Board discretion.
- B. Any student who is at school or on a school-sponsored activity (field trip, ball game, etc.) and is using, possessing, or selling alcohol or other illegal drugs or drug paraphernalia will be placed on probation during grades 9-11. If a second incident occurs during grades 9-11, that student would be barred from the senior class trip.
- C. If a student is arrested and the case has not been adjudicated or the student is arrested and convicted for crimes including, but not limited to, the use, sale, or possession of alcohol and drugs or drug paraphernalia, vandalism, malicious mischief, burglary, theft, or breaking and entering **during their senior year**, they could be barred from Senior Class trip. It will be at the discretion of the administrators and the Board of Education.
- D. Any student found with drugs, alcohol, or tobacco products in bags/luggage or in their possession for senior trip will not be allowed to go. All monies in relation to the trip will be forfeited.
- E. Any student who has unexcused absences totaling more than nine (9) school days by April 1st will be unable to attend senior trip.
- F. Any student that have two (2) major behavior referrals in his/her senior year by the end of 3rd quarter will be unable to attend senior trip.
- G. Any student in risk of not graduating due to credits/grades will not be allowed to participate on senior trip. A student must be passing all classes at the end of 3rd quarter and 2 weeks prior to senior trip leave date in order to participate.
4. Participation on the senior trip is a privilege. Therefore, in addition to the above stated rules, participation may be denied for other disciplinary reasons.
5. Students who are caught on the senior trip violating rules concerning drug and alcohol use/abuse will have the following penalties applied
 - A. Students who are arrested or caught by sponsors for use, possession, or sale of alcohol or other illegal drugs would be sent home from the trip if accommodations and time allow.
 - B. Penalties for students caught using, possessing, or selling controlled substances would include ten (10) days of suspension (as per student handbook) and no graduation ceremony.
 - C. Money is to be withheld from each class in order to send rule violators back. An attempt to collect the money from parents would be made after the trip.
6. If you choose not to go on senior trip, you are expected to attend school during normal school hours.

OFFICERS OF ORGANIZATIONS

No student shall hold more than two offices in clubs, classes, or other organizations.

If you are a member of Student Council, you are not considered an officer in an organization. You may hold office in two other groups. If you are an officer in the Student Council, then you may hold office in one other group. Any exception to this rule must be approved by sponsors and administration.

ORGANIZATIONS

Art Club:

The purpose is to provide students with learning art techniques outside the classroom environment and help develop and use those skills in the community and school setting.

FFA

The purpose is to encourage members in the development of individual agricultural programs and establishment in agricultural related business.

Letter Club

The purpose is to benefit and promote students earning letters and the associated events by assisting coaches, sponsors and participants and promote school spirit.

National Honor Society

The purpose is to academically honor the student with a GPA of 3.6 or above. This group provided services to the school and community.

Pep Club

The purpose is to support the team by showing school spirit, attending the games, backing the cheerleaders, etc.

Spanish Club

The purpose is to provide students with opportunities to further study of the Spanish language and culture.

Student Council

The purpose is to create harmony among students, teachers, and organizations of the school and to aid in the internal administration.

CLASS MEMBERSHIP INFORMATION

CLASS DUES/REQUIREMENTS FOR ACTIVE CLASS PARTICIPATION

Class dues of \$25 must be paid each year. Active class membership shall mean payment of dues by October 1 and will enable the student to be in "Good Standing". This money is intended to assist in paying for prom and graduation if not enough money is raised through fundraisers. All further funds collected by students in the class will be intended for senior trip. This will be calculated separately from the \$25 annual dues for class membership. Furthermore, each active class member must participate in the activities established by the class. Failure to meet the above standards each year will result in the student being dismissed from active class member status. Students who are not active class members can be excluded from participation in class activities, such as voting for class officers and committees organized by the class, Off-Campus lunch, or attending school dances/proms. This is not an all-encompassing list. All students who wish to run for a class officer position must be in good standing with their class in order to do this.

FUND OWNERSHIP

The class owns all funds earned by a student through class sales or dues. If a student should leave Seymour High, they are not entitled to those dollars earned for the class.

LATE ENROLLMENT

1. If a student enrolls at Seymour High after the Freshman year but before the Senior year, his/her financial standing will be determined from his/her date of enrollment. For example; if a sophomore enrolls in November and the moneymaking project is after that date, he/she would be expected to participate in that project to be in good standing with his/her class financially. If the moneymaking project has already occurred, he/she would be in good financial standing without having participated in the project. The student would need to participate in future moneymaking projects. This would apply for the purposes of senior trip. If the student wants to attend prom, they will need to pay the class dues for that year.
2. Students who transfer to Seymour High during their senior year will be allowed to participate in the Senior Class Trip, if they meet the following criteria:
 - A. They are willing to pay the cost-for the trip. Their participation in money making projects will help pay that sum.

- B. There must be adequate time to include them in making arrangements for transportation, lodging, etc.

COMMUNITY SERVICE

Community service hours [a total of sixteen (16)] are a requirement for graduation at CUSD #1. Students must earn four (4) hours each year. Any additional hours worked will not carry over to the following year. Community service hours are considered volunteer work completed for a non-profit organization that benefits the community. Work that is done for a teacher/faculty member during the school day will not be accepted as community service hours. A service for which any form of payment or financial benefit is received will not be accepted. Time spent during fundraising activities for athletics or clubs in which the student is a member will not be counted as credit toward community service hours. Students will receive a list of non-profit organizations for which work may be performed. If desiring to work for an organization that is not on the list, students must receive permission from a class sponsor prior to working. Community service hours must be fully documented in ink on the form provided by CUSD #1. The form must be submitted to a class sponsor within two (2) weeks of the date the service was performed. If the community service is performed during the summer, the service hour sheet must be turned in to the class sponsor by October 1st.

SENIOR FEES/COMMUNITY SERVICE

Students must pay all dues and fees they owe by May 1 of their senior year. Community service hours must also be completed and turned in by May 1.

MEMORIALS POLICY

The Payson Community Unit School District #1 Board of Education recognizes that the loss of a member of the school community is deeply felt and that on occasion family members may desire to remember a deceased student or staff member through a school district memorial. As public facilities designed primarily to support learning, school sites should not serve as the main location for memorializing students or staff. However, in respect for family members who request a memorial in a specific school facility or on school district grounds, guidelines have been established.

All items received as memorials become property of Payson Community Unit School District #1 and the district cannot guarantee that memorials that become damaged or worn will be replaced at district expense.

Approval of Memorials

All memorials must be approved by the Board of Education before being placed within a school building or on school grounds. To avoid unnecessary expense and possible disappointment, the District recommends that the family refrain from purchasing any type of memorial until approved by the board.

The location of all memorials on school grounds or in school facilities will be determined by the board and administration. While requests of family members will be considered when possible, the board and administration must consider such issues as design parameters, whether the memorial blends with the school campus, ongoing/future maintenance, along with the effect that the memorial may have on students and staff.

Appropriate Memorials

Plantings on School Grounds (trees, shrubs, perennials, etc) or Ornamental Stones. The type and placement of the planting must be approved by the board and administration before being placed. Such plantings may be accompanied by a moveable flat ground marker no larger than 12 x 6 inches. The engraving on the marker must be limited to the student or staff member's name, dates of birth and death, and the words, "In Memory Of". Memorial stones, bricks, or similar objects shall be placed in a location that is approved by the Board of Education.

A Memorial Scholarship. If desired, the Payson Schools may be used as a resource to establish and administer the scholarship. Application and award guidelines should be finalized prior to the scholarship being announced. A typed copy of application and award guidelines, along with the timeline for the scholarship implementation, is to be kept on file at the office of the appropriate building principal.

Purchase of Library Books, School Supplies, Facilities Improvements, and Equipment. The district will maintain a “wish list” of these items from which a person establishing a memorial may choose. Books may include a bookplate and equipment/supplies (if applicable) or may include an engraved plate no larger than 2 x 6 inches. Wording on each plate must be limited to “Donated in Memory of” or “In Memory Of”, along with the student or staff member’s legal name and dates of birth and death. The family making the memorial request will incur the cost of the engraved plate. Memorial money may be used for the improvement of the school facilities and equipment that may benefit the students of Payson Schools.

A Memorial Plaque. The following procedures shall be used in establishing and conducting memorials within the District:

1. A memorial plaque and/or dedication plate may be placed in a particular room or area within a district school in an individual’s honor under the following conditions:
 - a. Memorials in recognition of a person’s contribution to public education in the district may only be made after the death of the person who is being considered for recognition.
 - b. Students who have died during their time of attendance at a district school may be recognized through a memorial or dedication.
 - c. No district monies shall be expended for memorial plaques and/or dedication plates.
 - d. All memorials will be uniform in size, shape, and design.
2. The school board shall be responsible for coordinating the placement of approved memorial plaques and/or dedication plates within the district building. A committee appointed by the superintendent shall plan the dedication program and ceremonies.