

## **ALTON HIGH SCHOOL** **A MESSAGE FROM THE SUPERINTENDENT**

We are proud to be able to offer our young adults a quality education in a school that has been nationally recognized by *U.S. News and World Report* as being one of the nation's best. Alton High School, however, cannot be any better than its students. Partnering with instructional staff, students have the responsibility to work to maintain this fine reputation.

At the beginning of the school year and when students transfer into the District during the year, an orientation of the discipline policy will be given to students, parents, and school employees. The Board of Education believes that parents/guardians are responsible for the conduct of their children. The Board of Education's Student Discipline Policy forms the basis for our expectations of student behavior. We encourage you to read this information and to discuss the importance of good citizenship and appropriate conduct with your child. If you have a specific concern with the Conduct Guidelines, you are encouraged to discuss them with your child's principal.

It is the belief of the Alton School District that students should be in an environment where effective teaching and learning can occur. Therefore, we expect all students to behave in an appropriate manner. The conduct of students that is disruptive to a good learning environment will not be tolerated. The District's discipline policy will be strictly enforced in a consistent manner by school personnel and by the Board of Education in order to promote the orderly operation of our schools. Discipline will be administered fairly, firmly, and consistently in an effort to maintain a good learning environment, to promote the development of good self-discipline among the students, and to modify unacceptable behavior. Individual student rights will be respected and protected, but the right of expression by students does not permit the disruption of normal operations of the school nor does it permit interference with the lawful rights of others. In cases of gross disobedience or misconduct, disciplinary action may include suspension by the assistant principal, principal, or superintendent. It may also include expulsion by the Board of Education in accordance with Chapter 122, Section 10-22.6 of The School Code of Illinois. When criminal acts are committed on school property; the appropriate law enforcement officials will be involved.

Dr. Kenneth Spells, Superintendent

## **A MESSAGE FROM THE PRINCIPAL**

Dear Students and Parents/Guardians,

On behalf of the administration and staff, I welcome you to Alton High School. You are embarking on a journey that will shape the most important years of your life. Several academic, social, performance and athletic opportunities are available to guide you in future endeavors. You will begin to plan and prepare for your future with the classes you take, the friends you make, and the memories you create. Seek assistance from the teachers, counselors, and administrative team when you have academic questions or any concern. My door is open, as well, any time you have a question or concern. Your high school experience is what you make it!

There are many ways to make the most of your high school years. Most importantly, you must apply yourself academically. There are an extraordinary number of educational opportunities available to you at Alton High School. I encourage you to take advantage of as many different courses as possible. It is as important to have a variety of experiences in order to develop yourself as a well-rounded individual.

Next, seek out those activities which will enrich your high school experience such as sports teams, clubs, and organizations. You will find that your high school experience will be much more rewarding if you become an active participant. By becoming involved in extracurricular activities, you will meet new people, expand your horizons, and open your mind to different concepts.

One tool which will help you achieve academic success is the use of this agenda. Read and understand the information provided in this book and carry it with you daily. You are responsible for knowing the information provided here. Additionally, using this agenda will assist you with organization and keeping track of your homework, assignments and tests. Parents may wish to make use of this planner to communicate with teachers on a regular basis.

I want to again welcome you to Alton High School. We begin each year with the promise of hope and success. It is my goal that each student, in collaboration with the AHS staff and their parents/guardians, will work to realize their full potential. This is where your journey begins!

Dr. Russell P. Tepen, Principal of Alton High School

## **MISSION STATEMENT**

*Alton High School: A positive environment which facilitates learning through clearly-defined goals, aligned assessments, and support services.*

## **ALTON HIGH SCHOOL MOTTO**

**Redbirds Soar Above the Rest!**

## **HISTORY OF ALTON HIGH**

The year 1850 marked the beginning of the first high school in Alton. It was housed in the basement of The Unitarian Church on Third Street and consisted of a two year course of study. In 1870, during Mr. E.A. Haight's term as superintendent, the curriculum was expanded to three years. Inadequate facilities made it necessary to erect a new building. This twelve room structure first called No. 2 and later Lincoln School contained one room devoted to the high school students. In the first two years, each student paid a tuition fee of one dollar. The one room in the Lincoln School soon became too small. Within a few years, enrollment had increased to a point that the entire third floor and two rooms of the second floor were used for the high school. By 1896, enrollment had reached approximately 120. There were four faculty members, and a four year course of study was being offered.

The Lincoln School building was too small to house both elementary and secondary students. In autumn of 1902, the Roosevelt building was ready for occupancy. The new home of the high school was a three story building with over-all capacity of four to five hundred students. When the school opened there were six faculty members. This facility served the needs of the community for twenty-seven years.

In 1926, a new building was erected on the present site of Alton Middle School. The graduates of 1929 were the first to matriculate from the new site. In 1943, the Old East Junior High School located directly across from the high school was opened. The addition allowed the high school to become an attendance center for the tenth, eleventh and

twelfth grades only. The next expansion of the campus came in 1952 with opening of the Olin Building. The addition provided space for instruction of industrial arts, vocational classes, home economics and business curriculum. An Annex was added to the old East Junior High in 1966 to create the third building on the campus. The last addition was the J. B. Johnson Career Development Center, located on Humbert Road at the Union School site, which became operational in 1976.

In 2006, a new high school was opened on the site of the J.B. Johnson Career Development Center on Humbert Road. Alton High School has been continuously accredited since 1906 and is part of the North Central Association of Colleges and Secondary Schools now known as AdvancED. Today the high school campus has approximately 2100 students, 156 faculty members and represents a fine educational center that offers the most extensive curriculum outside of Chicago.

## **ACADEMIC ADVISEMENT POLICY**

Below are some guidelines that are used in advising students on maximum and minimum academic load and changes in course status.

1. **Schedule Changes - The high school builds its master schedule based on student request; the master schedule is then used to determine staffing needs and the number of course sections for the entire school year. Only schedules that require correction due to inaccurate information or a verified schedule conflict will be changed.**
2. **Minimum Load** - All students must be enrolled in a minimum of five (5) academic classes.
3. **Dropping a Sixth Course** - During the first and second semesters, students will not be able to drop a sixth regardless of the reason (e.g., lack of interest or academic difficulty). At the **end** of the first semester, students receiving a grade of D or lower in a year course may: (1) drop the course and take a study hall or no class if appropriate; (2) drop the course and add a different course if class size permits.
4. **Changing Levels In the Same Subject Area** - During the first four weeks of a new semester, counselors, teachers, students, parents, and department heads can recommend and cooperatively change levels of courses.
5. **Changing From One Instructor to another Instructor of the Same Course** - Generally speaking, requests from students or parents to change instructors will **NOT** be honored.

## **ACADEMIC AWARDS FOR GRADUATION**

The following scholastic recognitions are based on the cumulative grade point average (GPA) of graduating seniors:

- Graduating seniors with a cumulative GPA of 4.5 or above receive a Platinum Alpha.
  - Graduating seniors with a cumulative GPA of 3.75 to 4.49 receive a Gold Alpha.
  - Graduating seniors with a cumulative GPA of 3.0 to 3.74 receive a Silver Alpha.
- Students with identical GPA will have the same class rank. The student(s) with the highest GPA will be named Valedictorian(s). The student(s) with the second highest GPA will be named Salutatorian(s). Commencing with the class of 2006, to be eligible to be recognized for the Valedictorian and Salutatorian awards, graduating seniors must have completed eight semesters or have been approved for early graduation and have a minimum of 22 credits earned.

## **ACCREDITING AGENCIES**

Your high school has been continuously accredited since 1906. The fact that the school is accredited gives it membership in the North Central Association of Colleges and Secondary Schools. The North Central Association is now under the umbrella agency known as AdvancED. There are over 27,000 public and private high schools in the United States alone that belong to the Association. There are 65 countries in the Association. (Graduates from a North Central Association high school may enter colleges or universities belonging to the Association providing the student meets the college's other requirements for admission.)

Accreditation is gained through the submission of annual reports and by visitation of representatives from accrediting agencies. The school must meet standard requirements pertaining to the physical plant and its equipment, the teaching staff, the library, the course of studies, the success of graduates, the extracurricular activities and morale. Alton High was reaccredited by an AdvancED committee (formerly North Central Association) in the spring of 2014. The Illinois Office of Education and the Superintendent of Educational Services also extends a similar type of recognition to high schools meeting these requirements. Alton High School has met or exceeded these standards over the years.

## **ATHLETIC CODE OF CONDUCT**

The Athletic Code of Conduct is an opportunity for our students to commit to the high standards expected of student athletes who participate on any Alton High School athletic team. The Code is in effect throughout the calendar year. Penalties, regardless of the level of offense, shall be cumulative beginning with, and throughout, a student's participation in athletics at Alton High School. Penalties for infractions shall be applied during the first available season in which the student participates as an athlete. This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy. Athletic code violations are independent of and not subject to any other type of student discipline or requirements for the imposition of such other student discipline. Athletic code violations are enforced solely on the basis of the criteria contained herein. It is understood that any academic out-of-school suspension or expulsion will take precedence and preclude all participation in athletic extracurricular activities.

### **Coverage**

This Athletic Code of Conduct covers:

- A. Grades 9-12
- B. Sports, in or out of season, and offenses involving tobacco, alcohol, illegal drugs and criminal charges anytime during the calendar year. (Formal criminal charges pending in a court of law; no conviction, resolution or dismissal are necessary to constitute a violation of this provision.)
- C. When students from Alton High School participate in summer activities such as sport camps as representatives of Alton High School, handbook rules and athletic policy will apply.

### **Punishable Offenses**

These regulations will be enforced throughout the calendar year.

- A. Possession, use, purchase, or act of being under the influence of any tobacco product, alcoholic beverage, mood altering medication, controlled substance, other illegal drug, look-alike drug (a substance, that because of its physical

characteristics, would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance), drug paraphernalia, or the inappropriate use of prescription drugs is prohibited. Penalty guidelines for these violations are listed on the accompanying chart.

- B. Conduct unbecoming of an Alton High School athlete will not be permitted. A student will be considered to have engaged in conduct unbecoming an Alton High School student-athlete when the student engages in certain activities that reflect negatively on the Alton High School athletic program. Examples of such conduct would include hazing, theft, vandalism, fighting or other criminal offenses as defined by federal and state laws. Criminal offenses include criminal charges filed in a court of law without regard to conviction, dismissal or disposition of the pending case. Offenses are not limited to those examples listed here. The punishment for these offenses shall be generally in accordance with the punishments on the accompanying chart. If, however, the conduct is of such a nature that the Athletic Director determines it to be a more serious offense, the student may be removed from participation in athletics for up to one calendar year.
- C. The sale or distribution of controlled substances or illicit drugs, or the unlawful possession of a firearm or weapon is conduct that will not be permitted. A student whose conduct falls within these guidelines may be removed by the Athletic Director from participation in athletics for up to one calendar year.
- D. If, in the opinion of the Alton Community Unit School District #11, the offense is deemed to be gross misconduct, either in or out of school, the athlete may be removed from all sports.

### **Procedures for Alleged Violations**

- A. Upon being informed of, or observing, a possible Athletic Code violation, any coach or staff member must first inform the Athletic Director in a timely manner.
- B. Upon being informed of a possible Athletic Code violation, the Athletic Director will obtain information relating to the alleged violation. Before making a determination whether any punishments will be imposed, the Athletic Director will meet with the student to obtain his/her information relating to the offense. After completion of the investigation and determination of an Athletic Code violation, the consequence will be assigned by the Athletic Director.
- C. A meeting will be held to communicate the consequences to the athlete. This meeting will consist of the athlete, his/her parent(s)/guardian(s), the coach, and the Athletic Director.

### **Review Committee**

- A. There will be a review committee that is made up of five people: three coaches, one administrator, and one teacher. Anyone who coaches (or has coached) the student in question will not be on the committee.
- B. The student has the right to send his/her case to the review committee after receiving their penalties. The Athletic Director also has the option of sending the case directly to the review committee.
- C. The role of the review committee has two different parts:
  - 1. If requested by the student, they will re-evaluate the penalty and make any necessary appropriate adjustments. These may be more or less severe than those assigned by the Athletic Director.
  - 2. If requested by the Athletic Director, they will make the initial determination of penalty and are not bound by attached guidelines.

- D. The decision of the Review Committee is final and binding with no further opportunity for appeal.

### **Suspensions**

- A. If the violation occurs during the season, the suspension will take place immediately. If the suspension is not completed by the end of the season, the remainder will take place at the beginning of the next season in which the athlete participates.
- B. If the violation occurs outside of the season, the suspension will take place at the beginning of the next season that the athlete participates.
- C. If an athlete serves a suspension, but does not complete the season in that sport, then the suspension will start over at the beginning of the next season in which they participate and make the team.
- D. For the consequences to be considered served, the student must start the activity or sport on the original starting date. Students are prohibited from circumventing the penalty by enrolling in an activity or sport in which he or she has not participated in and completed the entire year.
- E. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years.
- F. Any coach will have the authority to enforce other regulations deemed necessary for the good of the sport.

### **Student Transfers**

Alton High School will not include in its athletic programs those student-athletes who have transferred into our district to avoid athletic suspension elsewhere. Moreover, any student-athlete who transfers into our district from another district and has disciplinary action pending will be subject to review by the Athletic Director and Principal. They will determine the application of this policy with the understanding that the continuance of discipline cannot be less than the standards of this policy for participation.

### **Athletic Director's Absence**

If the Athletic Director is unavailable, that role may be replaced by the Assistant Athletic Director, Principal or the Principal's designee.

## **ATTENDANCE**

When you return to school after an absence, report on time directly to your first class. It will not be necessary to go to your counselor or to the attendance office as passes or excuses will not be used. (Your teacher will have a report on all students as to their excused or unexcused status). **However, if your absence is due to suspension from school and it has been requested, you must see your assistant principal before reporting to your first class. If you are absent from school, it is the responsibility of your parents/guardians to call the attendance office within 72 hours in order for that absence to be excused. After 72 hours, parents/guardians may still verify an absence, but the absence will be unexcused.** An Assistant Principal should be notified if the student is out more than 3 days in a row. **If a student leaves school for any reason without going through the nurse or attendance to verify with the parent/guardian, they will not be excused.** Zero to one hour of absence equals nothing, two to three hours of absence equals ½ day of absence, and four to six hours of absence equals a full day of absence. If a student is under 17, the Illinois State Truancy Law is implemented. **Students are allowed no more than 8 excused**

## days per year.

If there is a need for someone other than your parents/guardians to excuse you from school for illness, arrangements must be made with the attendance office prior to your first absence. The Attendance phone number is: **474-2250**. The Attendance Office telephones **WILL NOT** take messages through an automated answering service. If the line is busy when you call, please try again. We have made these changes to improve our services to parents and students.

According to high school policy, students are expected to attend school on a regular basis and to be on time for classes. **Attendance is a parent/guardian and student responsibility.** Parents must keep the school informed of their current address and telephone numbers where they can be contacted during the day. This is for both attendance purposes and in case of emergency.

**Student attendance in class and study hall is not optional, but is a requirement.** The administration and staff have a duty to rigorously and consistently enforce school regulation dealing with class attendance and punctuality. It is the student's responsibility to check his/her attendance status when returning to school after an absence and to request missing assignments. Medical appointments should be arranged through the Attendance Office. Parents may call stating pickup time and the doctor's name. Excuses must be signed by the doctor's office and returned to the Attendance Office upon student's return to school. Students are to officially check out through the office or designated areas prior to leaving school property during the school day.

## **BULLYING AND CYBER BULLYING**

***Bullying has evolved into a 24 hour/7 days per week torment for some children. This is not tolerated at Alton High School. Every single child belongs here and deserves respect.***

Cyber Bullying is defined as the act of tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting a preteen or teen by another preteen or teen using the internet, interactive and digital technologies or mobile phones. The methods used are limited only by the child's abilities and access to technology. This is not a one time occurrence, it involves a pattern of behavior. The bully holds the power or perceived power.

Bullying and Cyber Bullying have become a tremendous problem experienced by school-aged children. As technology becomes more prevalent, the ways that children can intimidate are no longer only in the hallways and playgrounds of our schools and neighborhoods. They can now use text messaging, phone calls, e-mails, and social networking sites such as Twitter, Instagram and Facebook. Parents must be diligent in checking on their children to ensure they are not bullying others nor are they a victim of a bully.

Sexting is a form of cyberbullying that involves sending nude or sexually explicit pictures through mobile phones, social network or other electronic devices. It is a crime to send or forward these messages. If received, it should be reported to authorities immediately. To protect your child, the school is mandated to report this activity to the local police department.

Only 1 teen out of 10 who is being bullied or threatened by electronic means tells a parent. One half of all teens have been the target of online bullying. Cyberbullying victims most likely suffer from poor self esteem, often leading to suicidal thoughts.

Here are 10 things you can do to help:

1. **Talk with and listen to your kids- everyday.** If your children feel comfortable talking to you before they're involved in a bullying event, they're more likely to talk to you after.
2. **Spend time at school and activities.** Sixty-seven percent of bullying happens when adults are not present. You can make a real difference by volunteering on school campus.
3. **Be a good example of kindness and leadership.** Any time you speak to another person in a mean or abusive way, you are teaching your child that bullying is OK.
4. **Learn the signs.** Learn to recognize possible signs of being victimized and if you suspect that a child might be bullied, talk directly to your child about the situation.
5. **Create healthy anti-bullying habits early.** As early as kindergarten it will help to role play what to do (and what not to do) in bullying situations with your child.
6. **Help your child's school address bullying effectively.** Whether your children have been bullied or not, you should learn about what is occurring at the school.
7. **Establish household rules about bullying.** Your children need to know your expectations of how they treat others and how others treat them.
8. **Teach your child how to be a good witness.** Although it's never a child's responsibility to put him or herself in danger, kids can often effectively diffuse a bullying situation.
9. **Teach your child about cyber bullying.** Cyber Bullying is as harmful as physical violence and must not be tolerated.
10. **Spread the word that bullying should NOT be a "normal part of childhood".** All forms of bullying are harmful to the perpetrator, the victim and to the witnesses.

If you suspect your child is being bullied, please report this to a counselor, social worker, administrator, or the SRO (School Resource Officer).

Applicable laws include Cyberstalking: knowingly and without lawful justification, on at least 2 separate occasions, harassing another person through the use of electric communication toward that person or a family member, making a call with intent to abuse or harass any person at the called number, or causing the telephone of another to repeatedly ring. This is a Class 4 Felony. There is a higher penalty if one student is under 13 and the bully is over 16.

Harassment by phone or electronic communication: Making any comment, request, or suggestion which is obscene or lewd. This is a Class B misdemeanor. Please note that if the transmission of information is from a school computer or a school network (including the Chromebook), the penalty could be more significant and student will lose internet privileges and the use of the Chromebook.

Some symptoms that your child might be a victim of a bully include avoiding school or the bus through headaches or stomachaches, frequent loss of personal items, or a change in sleeping or eating habits. Also watch for isolating behaviors, loss of friends and spending a lot of time alone, especially with electronic devices. Any change of behavior warrants discussion with your child.

## **BUS CONDUCT**

The bus driver is responsible for safe transportation of the students to and from school. The driver has complete charge of student conduct while on the bus. Any student who refuses to obey the bus driver will be referred to the appropriate administrator and may receive a disciplinary consequence up to and including the denial of the privilege of transportation. Parents will be notified of disciplinary situations. In the interest of safety, and in compliance with state law and school rules, students shall obey the following bus rules:

1. Remain seated at all times. There is no standing allowed except when loading or unloading the bus. At the discretion of the bus driver, sit in the assigned seat.
2. Keep all parts of the body in the bus.
3. There shall be no loud conversation, singing, boisterous conduct, unnecessary noise, or profanity. Don't shout to anyone outside the bus.
4. Walk on and off the bus.
5. Use emergency door only in emergency.
6. Good behavior is required - behavior that will not distract the bus driver from operating the bus safely. Crowding, pushing, scuffling and other commotion must be avoided, especially when loading or unloading the bus.
7. Window ventilation is to be regulated by drivers only and not by students.
8. Obey the instructions of the drivers at all time. They are trained to protect you.
9. Keep the bus neat and clean.
10. Student behavior at pick-up and drop-off points is under the same regulations as expected on the school campus.
11. Refusal to follow rules may result in being removed from the bus.
12. Students shall only board the bus and/or exit the bus at designated locations as determined by the school and/or the bus company. Drivers are not allowed to drop students at non-designated locations.
13. If a student needs to ride a different bus on a particular day, they must present a signed note from a parent or guardian. This should include a phone number (for verification) and be turned into an assistant principal before lunch.

## **CLINIC/ILLNESS AT SCHOOL**

1. The Clinic, Room C174, is located on the first floor near the locker rooms across from the Discipline Office. Become familiar with the location, should you need the services of the nurse in matters of illness or health. Go to the Clinic before school or during passing, if at all possible, in regard to illness, injury or P.E. excuses. A student must have a pass to go to the Clinic during a class period.
2. Please make sure documentation is on file in the Clinic should you have a chronic illness. Students may carry inhalers and keep medication in the Clinic if a Medication Authorization form is completed and on file in the Clinic. Forms may be obtained from the School Nurse or online at the AHS website under School Nurse.
3. **SHOULD YOU BECOME ILL DURING SCHOOL, YOU MUST HAVE THE NURSE'S OR ASSISTANT PRINCIPAL'S PERMISSION TO GO HOME IF YOU EXPECT THE ABSENCE TO BE EXCUSED (474-2700 ext. 16824 or 16819).**

## DRIVING AND PARKING

1. The privilege of parking a vehicle on school property is granted to Juniors/Seniors and awarded based the following criteria:
  - (a) Attendance-no more than 10 unexcused **hours** from their previous year
  - (b) Students who have 20 or fewer discipline points from their previous year
  - (c) Fewer than five tardy referrals from first and second semester of previous year
  - (d) All previous school year's fees must be paid in full
  - (e) Students must have at least 11 credits
2. Students who are granted parking must adhere to school zone regulations.
  - (a) Wear seatbelt at all times.
  - (b) No cell phone use
  - (c) No texting while driving
  - (d) No speeding
  - (e) No "U-turns" in the business parking lots across the street from the school
3. A parking permit application must be completed and returned signed by the student and/or parent/guardian with current vehicle information. Replacement permits are available in the parking office for lost or stolen permits.
4. The parking permit must be hung from the rear-view mirror-**NO EXCEPTIONS**
5. Vehicles are to be parked only in their assigned spot.
6. The following are prohibited: **NO WARNINGS!**
  - (a) Exceeding the posted 10 M.P.H.
  - (b) "Revsing engines"
  - (c) "Burnouts"
  - (d) Littering and bus signals
  - (e) Sounding horns unnecessarily
  - (f) Loud music
  - (g) Reckless driving
  - (h) Failure to adhere to traffic signs
7. Students who are excessively tardy, truant, have unexcused absences from class or a discipline problem, as determined by school administration, will have their parking permit suspended or revoked.
8. In return for the privilege of parking on school property, students consent to school searches of the vehicle and personal belongings therein without notice and without suspicion of wrong doing.
9. All parking spots are numbered and reserved. Not all Juniors & Seniors will be allowed to park. The spots will be awarded strictly on the listed criteria.
10. Second semester, the early graduates' parking spaces will be given out following the same criteria as above to Seniors then Juniors.
11. Sophomores may be considered at semester after qualifying Juniors and Seniors are placed based on their GPA and the above criteria.
12. Students are not allowed to share hangtags with anyone.
13. Students are required to exit the vehicle upon parking. Students are not allowed to remain in the parked vehicle.

## DRIVING AND PARKING VIOLATIONS

Any violation shall result in the following minimum consequence, but not limited to:

**1st offense:** Attend Traffic Safety School: an after-school driver safety refresher course for driving offenses; warning for parking offenses

**2nd offense:** 10 day suspension of parking privileges and/or \$25 fine

**3rd offense:** Semester suspension of parking privileges and/or \$25

**4th offense:** Full year suspension of parking privileges and/or \$25

**Any student caught parking on school property without authorization/permit, will lose future parking privileges. Students helping other students get a permit who are not eligible will have their permit revoked, plus receiving student will not be able to purchase a parking permit for the first semester when they become eligible.**

## **VEHICLE SECURITY/TOWING**

Always lock your vehicle. The school cannot assume any liability for damages to vehicles or property stolen from vehicles parked on school property.

Unauthorized vehicle or vehicles parked in an unauthorized area, is subject to the above regulations, plus may be fined or towed at owner's expense.

## **ELECTRONIC DEVICES**

Students are not to bring electronic cigarettes, radios, video cameras, digital cameras, MP3 players, iPods, laser pointers, hand-held video games, walkie-talkies, and pagers to school unless so authorized by a building administrator. Cell phones/Smart phones/tablets are allowed on campus; however, they must be powered off and not visible during regular school day hours. Text-messaging and taking videos/pictures with a camera and/or cell/smart phone/tablet are subject to authorized use. Sexting is strictly prohibited. Unauthorized use of devices that are similar to and/or perform the same functions as items listed, but not necessarily limited to those items listed above, will result in confiscation and school discipline. If permission is granted, then the student will be held responsible for the operation and safety of the item. The district's "Bring Your Own Device" policy (Board policy 6:220) applies to electronic devices.

Possession of electronic cigarettes and/or related paraphernalia is subject to confiscation and school discipline. The severity of the discipline may be subject to the circumstances of the possession, including but not limited to unauthorized use of an electronic device, tobacco offense, and/or drug offense. Teachers will refer students who have their electronic devices out during class time for progressive discipline. Smart phones and other electronic devices may be used as educational tools and resources within the classroom and as permitted by the teacher.

**The School District is NOT responsible for replacing items brought to school that are lost, stolen, or damaged.**

**STUDENTS WHO HAVE THEIR CELL PHONE OUT DURING TESTING (REGARDLESS OF THE EXCUSE), WILL RECEIVE A "0" FOR THE TEST/EXAM AND WILL BE REFERRED FOR PROGRESSIVE DISCIPLINE.**

## **FIELD TRIPS**

Field trips are considered to be the same as planned absences. Students know well in advance when they are expected to be absent from classes because of field trips. Arrangements should be made with individual teachers to complete all assignments before the absence. Students must get signed permission forms from their teachers and parent/guardian prior to the field trip. If a student is failing a class, they will not be allowed to participate on the field trip. All school rules apply while students are on field trips.

## **FIRE DRILLS AND DISASTER DRILLS**

Drills are serious business. Students are to move rapidly and quietly to the place

designated by the teacher. Students are to stay with their teacher during the drill. Any student setting off a false fire alarm will be subject to arrest and subject to expulsion from school by the Board of Education.

## FOOD SERVICES

Students may purchase meals in the cafeteria using their ID badges with the “Point of Sale” computerized system. With this system, students turn in their money, or a check made payable to Alton High School. The deposit is then entered into the computer. In the cafeteria, the students must have their ID badges, which are scanned at the checkout register, with the food purchase being deducted from the balance in the computer. The process is the same for students who qualify for a free or reduced-price lunch. Students may choose from a variety of food options, with a complete breakfast available for \*\$1.15 and lunch available for \*\$1.90. Alton High School has a closed campus policy. \*subject to change

## GRADUATION REQUIREMENTS

Twenty-two (22) credits and completing the PSAE are required for graduation:

<u>Subject</u>	<u>Credit</u>
English 1	1
English 2	1
English 3	1
English 4 (includes English Elective ½ & Speech & Theater or English Elective 1/2)	1
Communicating	½
Mathematics (Algebra 1 and Geometry)	3
Science (including Biology)	2
U.S. History	1
American Government	½
Social Studies Elective	½
Health	½
Physical Education	1 ½
Auto Safety	¼
Consumer Education	½
Music, Art, Foreign Language or Vocational	1
Elective Credits	<u>6 ¾</u>

22 Credits

1. All students must be enrolled in a minimum of six contact periods. All students must be enrolled in a minimum of five full credit academic courses plus one other contact period.
2. Students must pass two semesters of English 1, English 2, and English 3. All students must enroll in and pass Communicating. Twelfth grade students will need to complete 1 credit of English in which one-half may come from the Speech & Theater Department. It is strongly recommended that students taking technical courses or who plan to attend a technical college enroll in College & Technical Writing 3 and/or College & Technical Writing 4. All English classes include intensive writing instruction.
3. A maximum of two physical development credits may be counted toward the 22 credits required for graduation.
4. Credit earned in correspondence courses may be accepted toward high school graduation if prior approval has been obtained from the high school principal.
5. Summer School classes are implemented pending sufficient enrollment. Some students attend summer school to recover credits. However, of perhaps even greater

importance is the students desire to earn extra credits. Taking requirements and other subjects in summer school enables the ambitious student to enrich his/her program by working other important subjects into their program. See your advisor/counselor for details.

6. A total of 1.0 credit can be earned for Community Service. A Community Service form must be obtained and approved by your counselor prior to starting.

## HEALTH EDUCATION

Illinois High School students must pass one semester of health education to graduate. This course is based on the physical, mental, emotional, social, spiritual, and environmental well-being. Students will focus on the effects of their decisions on these aspects of wellness. To meet state requirements students will receive information on sexually transmitted disease including HIV/AIDS. A fee of \$10.00 is charged per student to receive First Aid, CPR, and AED certification. If you have questions concerning your child's involvement in this course, please contact the child's principal.

## HOMEWORK POLICY

A student who is absent from school for any reason, including suspension, is encouraged to continue to keep up with his/her school work. This recommendation is made for the purpose of helping students avoid major gaps in their educational program. In addition, keeping up with assignments during an absence is the best way for a student to ensure his/her ability to successfully complete assigned work upon returning to school following an absence. The guidelines governing work missed during an absence are as follows:

1. It is the student's responsibility to get assignments, lecture notes, and other material needed to keep up with work missed.
2. Students returning to class from an absence are responsible for making the arrangements (research papers, projects, major tests, etc.) for missed work. The work must be completed within a time frame representing a day for every day of absence, including suspension.
3. Students will receive grades and credit for work made up.
4. Partial to full credit will be given to students for work missed due to an unexcused absence. Amount of credit will be established and consistently applied by respective elementary, middle, and high school levels.
5. Students called or sent out of class for any reason will be expected to complete work missed except if sent out for cheating.

## IDENTIFICATION CARD

Each student will be provided with one ID card each year to be worn throughout his/her Freshmen, Sophomore, Junior and Senior years. This card bearing his/her photograph, name, and other pertinent data **must be displayed in the chest area and visible at all times**. If the card is lost, a replacement card may be purchased in B205 for a fee of \$5.00. After the school day starts, students with forgotten or lost ID cards are subject to school discipline and the student will be charged for a replacement/new ID. The ID card is the property of the Alton District #11 and shall be collected from the student who is leaving school.

## **IMPROPER DRESS**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Improper attire includes, but is not limited to the following:

- Gang colors or symbols are not permitted on school property or at any school function.
- Clothing which exhibits advertising for drugs, alcohol, or tobacco is not permitted on school property or at any school function.
- Clothing which exhibits profanity, vulgarity, or ethnic, or gender slurs is not permitted on school property or at any school function.
- Clothing which exhibits military or paramilitary insignia (this does not include camouflage clothing) is not permitted on school property or at any school function unless it is worn by military personnel or ROTC members.
- Mesh or see-through clothing or clothing which has been torn or cut away (including extremely short shorts) which expose body parts or under garments which are normally covered is not permitted on school property or at any school function.
- Although jackets and sweaters which are part of coordinated outfits are permitted, overcoats and other forms of outerwear are not to be worn in the classrooms.
- All top garments must cover shoulder to shoulder and the torso must be covered.
- Clothing bearing insignia and slogans that are offensive or profane or which exhibits weapons, ammunition or violence is not permitted
- Yoga pants, tights, leggings, jeggings, spandex, etc. are not permitted as primary clothing unless the entire top garment covers to below the fingertips when arms are extended straight down at the side and remains covered even while seated.
- Brief or sagging clothing with undue exposure of the body or undergarments. Pants must properly fit and be worn at the student's waist
- Shirts/tops must cover cleavage and midriff
- Safe footwear must be worn at all times, NO rubber flip flops or rubber thong-style sandals are to be worn at the middle school or high school
- Undergarments and buttocks must remain entirely covered even while seated, with no exposed skin above the fingertips when arms are extended straight down at the side

\*Any other items deemed inappropriate by administration are subject to dress code violations. Deviation from these guidelines will result in progressive discipline.

## **INJURY ON SCHOOL GROUNDS**

Please report immediately to the nurse or administrator any injury that you may incur on the school grounds. Please make sure an accident form is filled out.

## **INSPECTIONS AND QUESTIONING**

Desks, lockers, and other storage facilities utilized by students are the property of the school district. Acceptance of the use of such facilities by the student implies consent to inspection and examination of the contents by appropriate school personnel. The school principal or other designated school employee is authorized to inspect and examine the condition and contents of desks, lockers, and other storage facilities when necessary to the fulfillment of their responsibilities. Principals, teachers or other school employees in the normal course of their duties may find it necessary to question a student about the student's or other person's actions. In so far as circumstances permit, such questioning should be accomplished in private.

## **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

Law enforcement officials shall be involved in cases of felony which includes theft of/ or damage to property, bodily harm, possession of weapons (guns, brass knuckles, knives, tasers, mace, etc.) drugs (possession and/or selling). Involvement of law enforcement officials shall be sought for those criminal acts which include, but are not limited to the following:

- \* **Theft over \$300.**
- \* **Theft under \$300 when a teacher or administrator has direct knowledge regarding the incident.**
- \* **Theft from a person (purse snatching, etc.)**
- \* **Any sexual assault.**
- \* **Aggravated battery.**
- \* **Any weapon or ammunition, including toy guns.**
- \* **Assault with any kind of weapon.**
- \* **Aggravated assault - threat with a weapon.**
- \* **Drugs and alcohol.**
- \* **Disorderly Conduct.**
- \* **Terrorist Activity such as bomb threats, mob action, or any activity that may cause mass hysteria.**

**The liaison officer or appropriate authority shall be immediately notified of criminal acts. In criminal cases, the Superintendent of Schools or designee shall seek appropriate prosecution of violators regardless of whether or not the victim wishes to also prosecute.** The use of drug sniffing dogs by school officials may occur at any time on school premises, in accordance with district policy.

## **LOCKERS**

Each student is assigned to a locker for his/her personal use. Your schedule will show the locker and combination assigned to you. The rules and regulations to be observed in connection with lockers are as follows:

1. Students may go to their lockers before and after school and during passing periods as long as they do not interfere with the learning process of others.
2. Students may not have enough time to go to their lockers after each period. It may be necessary to carry books for more than one class. Tardiness as a result of a trip to one's locker is unexcused. A locker problem is not a pass, always go to class first.
3. Students should not allow others to use their lockers nor should they use any locker other than their own. Students sharing lockers can be subject to disciplinary action.
4. Students should keep their locker locked at all times. Money or other valuable materials should not be kept in lockers.
5. Students should report locker difficulties to the welcome desk and fill out the appropriate form. Students must then report back to the welcome desk two full class periods after the form is filled out to get a locker repair update.
6. Locker repair requested for students' lockers other than your own will be thrown away.
7. Lockers must be cleaned out and all items removed at the end of each semester.
8. Locker inspection may be initiated by school authorities at any time. The lockers you use are property of the school district. It is recommended that students use assigned lockers and mark all personal items for purpose of identification. Keep your locker

locked.

## MEDIA CENTER

The library is open for student use before and after school. Students with a **signed pass from their teacher** may also use the library during school hours and at lunch. You must sign in upon entering and are expected to follow all school and library rules. Failure to do so may result in disciplinary action. Students are responsible for returning all books and other materials checked out of the library **on or before the due date**. If you have overdue materials or owe fines, you will receive written notice of this obligation. If you abuse the rules for returning library books, you may have your library privileges curtailed and may face disciplinary action. It is your responsibility to pay for lost books and any fines by the end of each semester. If you fail to meet these obligations, record clearances will be filed against you and you will not be able to obtain transcripts of your grades.

## MILITARY RECRUITERS ON CAMPUS

Students under 18 do not have to give information about name, address, and phone number to recruiters. Under 105 ILCS 5/10-20.5b, if a student or his or her parent or guardian submits a signed, written request to the high school before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the high school), that indicates that the student or his or her parent or guardian does not want the student's directory information to be provided to official recruiting representatives under 105 ILCS 5/10-20.5a, the high school may not provide access to the student's directory information to the recruiting representatives.

## PART-TIME EMPLOYMENT - WORK PERMITS

The school does not encourage students to take a job which requires them to work long and late hours. In most cases, school work suffers when students get insufficient rest. Of course, the state has certain laws which govern the employment of young people. These must be followed by both the employee and the employers. Paperwork to obtain work permits is available at the Alton High School Main Office if needed.

## PHYSICAL EDUCATION

Passing three semesters of physical education is required for graduation. Students are graded on their participation, effort, skill improvement, knowledge of the activity, and sportsmanship/attitude. **Students must purchase and wear the required uniform to participate and receive class credit.** The uniforms are red AHS shorts and gray AHS shirts to be purchased during the first week of PE class. Students must provide their own socks and tennis shoes with tied laces for participation. All jewelry must be removed to ensure student safety. No piercings are allowed. Students must be in their assigned locker room when the bell rings, change into their uniform, and line-up for roll in a timely manner. Students may not leave class unless dismissed by the teacher. Students that are not properly dressed will walk in an assigned area and do not receive daily participation points. Students not dressing three times in one quarter will receive a failing grade for the quarter. On the fifth no dress day, a student will receive a detention and discipline will progress with each no dress. Students will participate in a wide range of activities. Each activity will last approximately three weeks. Students will receive a cumulative quarter grade in P.E. A note from a parent/guardian is required to be excused from P.E. for a one, two or three day illness/injury. After that, a doctor's note is required.

## **PLANNED ABSENCES**

The student may obtain a Planned Absence from his/her Assistant Principal's office. The Planned Absence should be obtained 5 days prior to the absence so that processing can be accomplished. The parent must fill out this special form and sign it to request the planned absence. Then, the student must have it signed by each classroom teacher, counselor, and assistant principal before the date of his/her planned absence. It is the responsibility of the student to find out the work he will miss and make all arrangements for doing the make-up work. Planned absences cannot be obtained during final exam week. Planned absences may be used for:

- (a) College visits during the student's junior and senior year. Two college visits per year. The student should make arrangements previous to the college visit. These college visits may be taken without penalty toward final exams. A form must be obtained from the Assistant Principal prior to the visit.
- (b) Trips or visits requested by parents.
- (c) Student Personal Day.

## **POSTERS IN HALLWAYS**

All posters to be displayed anywhere in the building must be approved by the principal or assistant principal. Failure to get administrator approval and signature on flyers will result in disciplinary consequences. Attach only to a tack strip, and do not attach to painted walls, doors or varnished surfaces. Signs or posters shall not be posted more than 5 school days prior to the event and must be removed the 1st day following the activity.

## **REDBIRD STORE**

You may purchase pencils, paper, erasers and usual supplies of this type FROM THE **REDBIRD STORE** LOCATED OFF THE CAFETERIA, first hallway to the left, before school and during each lunch hour.

## **RENAISSANCE, A NEW COMMITMENT TO EXCELLENCE IN EDUCATION**

The purpose of the Renaissance Program is to recognize, encourage, and reward academic excellence. The students will receive cards which authorize them to receive free merchandise, discounts, and school privileges. When they receive their card, a list of rewards for which they will be eligible will be given to them.

**GOLD CARD HOLDERS** - These students receive a semester GPA of 4.0+ in courses taken during the previous semester.

**RED CARD HOLDERS** - These students receive a semester GPA of 3.00 to 3.99 in courses taken during the previous semester.

Contact the counseling clerk for further information: 474-6900

## **REPORT CARDS**

Report Cards are usually distributed approximately one week following the end of the grading period. Please see the calendar regarding the end of the quarter dates.

## **REQUIRED HEALTH EXAMINATION AND UP-TO-DATE IMMUNIZATION**

1. All 9<sup>th</sup> grade students are required to show proof of having received a health exam within one year of the first day of school. The section titled "Health History"

on the back of the form must also be completed. 9<sup>th</sup> grade physicals **must** be on the State of Illinois Certificate of Child Health Exam form. **Sports physicals cannot be accepted as 9<sup>th</sup> grade physicals.**

2. All students must be current on immunizations for the following diseases: Diphtheria/Pertussis/Tetnus, Polio, German/Red Measles/Mumps, Varicella and Hepatitis B.
3. If a parent objects to their child receiving health and/or immunizations on religious grounds, they may submit a statement of objection detailing the grounds for the objection. The objection must be a personal letter. Form letters will not be accepted.
4. Beginning with school year 2014-2015, any student entering 9<sup>th</sup> grade must submit proof of receiving two doses of Chicken Pox vaccine or proof of having had the disease.
5. Beginning with school year 2015-2016, any 12<sup>th</sup> grader must submit proof of receiving MCV4 (meningococcal) vaccine on or after their 16<sup>th</sup> birthday.

Students, who fail to comply with this policy by October 1, shall be immediately excluded from school. Students who transfer into the district will be given 30 school days to meet these requirements.

## **RESPECT FOR PROPERTY**

We ask your cooperation in staying off the lawn and keeping the entire school grounds free of litter. The high school campus represents a school worthy of every student's pride. The buildings and grounds can only remain in good condition through the cooperation of all students and staff. You are encouraged to make careful use of all facilities, thus helping maintain their present condition.

## **SAFETY WALKING TO SCHOOL**

In an effort to keep our students safe, crosswalks have been designated on both Union School Road and Humbert Road. There are also pedestrian signals at this intersection which indicate proper times for pedestrians to cross the street. Students are required to obey the signals when crossing the street. Pedestrians who violate the signals or walk outside of the crosswalks will be subject to citation by Madison County and students may receive school discipline.

## **SCHOOL CLOSING DUE TO SEVERE WEATHER**

In the event of severe weather conditions, the Superintendent of Schools will determine the advisability of closing school. If the schools are closed, the decision will be made prior to 6:00 a.m. and will be announced on radio stations WBGZ, WRTH, KYKY, and KMOX. **Please listen to these stations for announcement of school closing** rather than calling the school or school personnel. The school closings are posted on Channels 2, 4, and 5. You will receive a message from the school if the correct phone number is listed in the Skyward system.

## **SCHOOL SONG**

We're loyal to you - Alton High  
To the Red and Gray - Alton High  
We'll back you to stand 'against the best in the land  
For we know you have sand - Alton High - Rah! Rah!  
So crack out that ball - Alton High  
We're backing you all - Alton High  
Our team is our fame protector  
On boys - for we expect victory from you - Alton High  
Che-he! Che-ha! Che-ha-ha-ha!  
Che-he! Che-ha! Che-ha-ha-ha!  
Alton High - Alton High - Alton High  
Fling out that dear old flag of Red and the Gray  
Cheer on your sons and daughters - fighting the fray  
Like men of old, on giants, placing reliance  
Shouting defiance, Oskey wow-wow  
Amid the broad green plains that nourish our land  
For honest labor and for learning we stand  
And unto thee we pledge our hearts and hand  
Dear Alma-mater - Alton High!

## **SECRET CLUBS**

Fraternities, sororities, and secret clubs are forbidden in public schools by Illinois State Law. Hazing of any student is prohibited.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or 2. Has the purpose or effect of: a. Substantially interfering with a student's educational environment; b. Creating an intimidating, hostile, or offensive educational environment; c. Depriving a student of educational aid, benefits, services, or treatment; or d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

## **SPECIAL EDUCATION FILES**

Under Illinois Student Records Rules and Regulations, any student records pertaining to special education, such as psychological evaluations and comprehensive case studies, are classified as Temporary Records and are normally destroyed with all other Temporary Records five years after the student graduates or otherwise permanently withdraws from school. These Temporary Records may have future use and may therefore be transferred to a parent or to the student if he/she has reached the age of majority (18 years of age). Copies of these records can be obtained by written request through the Special Education Office, 1854R E. Broadway, Alton, IL 62002. Any citizen of the Alton School District #11 may request a copy of the Procedural Safeguards for Parents/Guardians of Students with Disabilities from the Special Education Office.

## SPECIAL EDUCATION PROGRAM

Illinois Special Education Rules and Regulations and Federal Law require public schools to provide a free and appropriate educational program to anyone between the ages of 3 years old and until the day before their 22nd birthday who has been identified as eligible for special education services. Once a student receives their diploma, the responsibility for special education services from Alton School District #11 will be terminated. The Alton School District provides a variety of services for students found eligible for special education. Each student with an IEP (Individualized Education Program) receives the services as determined by a multidisciplinary team of professionals to meet the student's individual needs. Services range from support within the general education classroom to a self-contained special education classroom. The district promotes a co-teaching model where a special education teacher works with the general education teacher within the general education classroom. A parent who feels their child may be eligible for special education services may contact their building principal or the Special Education Office at 618-463-2137 for more information. As part of a Response to Intervention (RTI) process, a team of professionals within the building will identify and implement interventions to assist the child within the general education classroom. Data is collected on the success of these interventions. Every attempt to keep the student in a general education classroom and provide interventions is made before the school team recommends the child be brought to referral conference. When a referral has been made, the building of attendance will gather the information about the child. Data is presented at a referral conference and determination for further testing may be made. We encourage parental participation throughout the referral process. The Director of Special Education will notify the parents of the outcome of the referral meeting. If it is a recommendation from this team that further testing is warranted, a Case Study will begin and testing will be completed. A Child Review meeting involving parents, teachers, and other professionals will be held to review the evaluation data and determine eligibility. If a child is found eligible for Special Education services according to eligibility criteria an IEP will be written and services provided. Home teaching is provided for students that will be out of school due to health reasons for more than two weeks. A child's physician must complete a home teaching application to be eligible.

## STUDENT CONDUCT

Proper conduct is expected from each student.

1. Each student is expected to be in their assigned classroom by the time the last bell rings at each period throughout the day.
2. Every student in the hallway during class hours must carry a pass in their agenda signed by a staff member. Each student with a pass should go directly to where the pass states and return directly to the staff member. Students should not stop at their lockers; use the restroom, etc. unless that is specifically where the pass states that they are to be going.
3. Students and teachers must understand that any teacher has authority to maintain discipline in the hallways regardless of whether the student is enrolled in the teacher's class.
4. Each student will **WEAR** his student I.D. card in chest area at all times and must present it at the request of a teacher or school employee. Students, who are refusing to do so, will be subject to suspension.
5. Students are not to block halls or stairways at any time.
6. The use of **CELL PHONE CAMERAS, CAMERAS, and/or ALL OTHER ELECTRONIC DEVICES USED TO RECORD VIDEO** must be authorized by a building administrator.

Students found recording within the school and posting video on the internet (You Tube and other social networking sites) will be subject to disciplinary action. Any unauthorized use will result in confiscation of the cellular telephone or video recording device; parent involvement; possible suspension; and possible police involvement. **THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR REPLACING ITEMS BROUGHT TO SCHOOL THAT ARE LOST, STOLEN, OR DAMAGED.**

7. Electronic Bullying and/or Harassment, by any means which causes a disruption to the educational process, in an attempt to torment, threaten, harass, humiliate, embarrass, or otherwise target another student or staff member will result in disciplinary action.
8. In order to avoid unsanitary conditions, no food or beverage should be in the hallway or classrooms. It is prohibited for students/parents to bring food to the school from local restaurants.
9. There should be no running or "horse playing" in the hallways or classrooms.
10. Display of affection should not occur on the school campus at any time. It is in poor taste, reflects poor judgment, and brings discredit to persons involved. This may result in discipline.

## **STUDENT COUNCIL ELECTIONS**

As a potential candidate, you will be representing Alton High School; therefore, grades, discipline, and attendance is important in determining possible candidacy and will be reviewed by Student Council advisors and administration before final acceptance as a nominee.

- Students must have the appropriate credits to be considered for grade level elections.
- Absolutely **NO** OSS or ISD.
- Attendance will be reviewed concerning unexcused absences.
- Reviews will be for the semester in which the voting takes place.

## **STUDENT DISCIPLINE POLICY**

### **PROHIBITED STUDENT CONDUCT**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling electronic cigarettes, paraphernalia, and/or related materials and devices.
3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia, including but not limited to medical marijuana and electronic cigarettes. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
5. Using, possessing, controlling, or transferring a weapon and/or ammunition in violation of the "weapons" section of this policy.

6. Using or possessing electronic signaling and cellular radio-telecommunication devices (i.e. cell phones/walkie-talkies), or laser devices unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using bullying, electronic bullying, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
11. Being a member of, joining, promising to join, becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
12. Involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
14. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, 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 which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

## **STUDENT GUIDE TO SCHOOL DISCIPLINE POLICY**

A team has established building-wide expectations for behavior in all locations throughout the building. These positive expectations are continuously communicated to the student

body. The premise of PBIS is to teach, model and reinforce the behavior expected and desired.

The cooperation and support of every member of the student body is needed in order to achieve the educational objectives of Alton High School. Following instructions, exercising courtesy, working hard, and developing and practicing school loyalty can do much to minimize problems which are always present when large numbers of people get together in a limited area. If each student accepts the responsibility for his or her own conduct, he or she can contribute much toward keeping Alton High School an excellent school.

The administration, faculty, and student representatives of Alton High School, wish to provide a clear set of procedures for a consistent and orderly school. Answers to common questions can be found in the material which follows. If changes seem advisable, they may be recommended to the administration and reported to the Board of Education. Students desiring any change in this material should contact a Student Council member. Appropriate action will be taken by the administration for any situation or incident not specifically covered in this publication. The following procedures shall be implemented at Alton High School:

### **Classroom**

1. Teacher intervention.
2. Make a PBIS referral or Pillars of Support referral to the appropriate individual.
3. Severe clause - student(s) shall be referred immediately to the office. Examples would include, but are not limited to: fighting, obscenity, insubordination, destruction of school property.
4. Students should not expect that they will automatically receive the minimum or maximum action.

**Due to the Illinois Student Records Act parents/guardians will not be given information by District personnel on the discipline action taken against other students involved in a given situation.**

**By law, only parents/guardians will be able to receive attendance, grades and discipline.**

# HIGH SCHOOL ACTION TO BE TAKEN

Violation	Range	First Occurrence	Repeated Occurrence(s)
Absences, Unexcused, Failure to Follow Directive to Attend All Classes, Truancy	Min.	Parent Involvement	In-School Detention
	Max.	In-School Detention	Drop/Alternative Placement/Court Action
Assault & Battery	Min.	Long Suspension**	Expulsion**
	Max.	Expulsion**	Expulsion**
Cheating	Min.	Parent Involvement/Detention/Loss of Credit	Short Suspension/Loss of Credit
	Max.	Short Suspension	Course Failure
Coercion/Bullying	Min.	Conference/Detention	Parent Involvement/Short/Long Suspension
	Max.	Expulsion**	Expulsion**
Computer Violations: Internet Use Agreement & Acceptable Use	Min.	Parent Involvement/Detention/Loss of Privileges**	Loss of Privileges**
	Max.	Short Suspension**	Privileges Revoked/Long Suspension**
Defiance of Authority	Min.	Conference/Detention	Suspension
	Max.	Short Suspension**	Expulsion**
Destruction of Property/Vandalism	Min.	Parent Involvement and Restitution/Detention	Long Suspension and Restitution
	Max.	Expulsion and Restitution**	Expulsion and Restitution**
Disorderly Conduct	Min.	Short Suspension**	Long Suspension**
	Max.	Expulsion**	Expulsion**
Disruption	Min.	Informal Talk	Parent Involvement/Detention
	Max.	Short Suspension	Long Suspension**/Expulsion**
Non-Prescribed Drugs and Look-Alike Drugs, Narcotics, Alcohol & Paraphernalia (Possession, Use of or Distribution of)	Min.	Short Suspension**/Parental Involvement/SAP Referral	Expulsion**/Parental Involvement
	Max.	Expulsion**/Parental Involvement	Expulsion**/Parental Involvement
Electronic Devices, Unauthorized (Use of) (Refer to Electronic Device Guidelines)	Min.	Informal Talk/Confiscation/Parent Involvement**	Parental Involvement/Detention/Confiscation/Short Suspension**
	Max.	Short Suspension/Confiscation**	Suspension/Confiscation**
Failure to Identify One's Self or Display ID	Min.	Conference	Short Suspension
	Max.	Detention/Short Suspension	Long Suspension
Fighting/Entering into an Existing Fight	Min.	Long Suspension**	Long Suspension**
	Max.	Expulsion**	Expulsion**
Fire and Emergency Equipment Tampering	Min.	Short Suspension	Long Suspension**
	Max.	Long Suspension/Expulsion**	Expulsion**
Fireworks and Explosive Devices (Possession or use of)	Min.	Short Suspension	Long Suspension
	Max.	Expulsion**	Expulsion**
Food and/or Drink in Halls, Classrooms & on School Buses	Min.	Informal Talk	Parent Involvement
	Max.	Detention	Short Suspension
Forgery	Min.	Conference/Detention	Short Suspension
	Max.	Short Suspension	Long Suspension
Gambling	Min.	Conference/Detention	Short Suspension
	Max.	Long Suspension**	Expulsion**
Gangs and Related Gang Activities	Min.	Parent Involvement**	Long Suspension**
	Max.	Short Suspension**/Activities' Suspension	Expulsion**/Activities' Suspension
Guns/Ammunition	Min.	Short Suspension**	Long Suspension**
	Max.	Expulsion**	Expulsion**
Hallway Conduct	Min.	Informal Talk	Short Suspension
	Max.	Short Suspension	Long Suspension
Harassment	Min.	Parent Involvement/Detention	Short Suspension**
	Max.	Short Suspension**	Expulsion**
Improper Display of Affection	Min.	Conference/Detention	Short Suspension
	Max.	Short Suspension	Long Suspension
Improper Dress	Min.	Informal Talk-Corrected if Deemed Necessary	Conference/Detention
	Max.	Short Suspension	Long Suspension
Instigation	Min.	Detention	Short Suspension
	Max.	Short Suspension	Long Suspension
Leaving Campus Without Permission	Min.	Parent Involvement/Detention	In-School Supervision
	Max.	In-School Supervision	Long Suspension
Loitering	Min.	Conference/Detention/Parent Involvement	Detention
	Max.	Short Suspension**	Long Suspension**
Motorized Vehicles and Bicycles	Min.	Informal Talk/Detention	Permanent Loss of Permit
	Max.	Loss of Permit	Long Suspension
Physical Aggression	Min.	Detention	Short Suspension
	Max.	Expulsion**	Expulsion**
Profanity	Min.	Conference/Detention	Short Suspension
	Max.	Short Suspension	Long Suspension
School Bus Conduct	Min.	Informal Talk	Bus Suspension
	Max.	Bus Suspension	Removal from Bus/Long Suspension
Sexual Harassment/Sexual Misconduct	Min.	Parental Involvement	Parental Involvement with Short Suspension
	Max.	Expulsion**	Expulsion**
Snowballs/Rocks	Min.	Conference/Detention	Short Suspension
	Max.	Short Suspension	Long Suspension
Tardiness	Min.	Conference	Parental Involvement/Detention
	Max.	In-School Detention	In-School Supervision/Short Suspension
Theft	Min.	Short Suspension	Long Suspension
	Max.	Expulsion**	Expulsion**
Tobacco (Possession or Use of)	Min.	Short Suspension**	Short Suspension**
	Max.	Short Suspension**	Long Suspension**
Verbal Abuse/Threats	Min.	Parental Involvement/Detention	Short Suspension
	Max.	Expulsion**	Expulsion**
Weapons or look-a-like Weapons including look-a-like and toy guns	Min.	Parental Involvement	Long Suspension**
	Max.	Expulsion**	Expulsion**

**\*\*POLICE INVOLVEMENT**

## GLOSSARY

The following definitions apply to all K-12 students in attendance in district instructional and support programs as well as school sponsored activities and events.

### **Ammunition**

Projectiles fired from guns or explosive devices.

### **Arson**

The malicious, intentional attempt to burn any property.

### **Abusive Language**

Name calling, racial slurs, or derogatory statements addressed to others.

### **Assault and Battery**

Attempting to cause and/or causing injury to another student or staff member.

### **Breaking and Entering**

Forceful entry into the property of another or into any portion of the school property.

### **Bullying/Coercion**

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student.

### **Cheating**

Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.

### **Electronic Devices**

Including, but not limited to, cell phones, smart phones, tablets, pagers, text messaging devices, camera phones, MP3 players, walkie/talkie, radios, CD/tape players, laser pointers, electronic cigarettes, and/or other devices that are similar to and/or perform the same functions as items listed.

### **Complicity**

Association or participation in a wrongful act.

### **Conference**

A meeting conducted among students, parents, and school officials where participants may be notified either verbally or in writing of misconduct.

### **Controlled Substance**

1. any alcoholic substance
2. other illicit drugs or look alike drugs
3. any potentially mind-altering substance

### **Defiance of School Authority**

Refusal to comply with reasonable requests of school personnel.

### **Detention**

Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

### **Disorderly Conduct/Instigation**

Any action of such unreasonable manner as to alarm or disturb another and to provoke a breach of peace.

### **Disruption**

To disturb the regular or normal function as related to a standard of behavior. A breakdown in the orderly process of instruction and/or school activities.

**Disrespect**

Display of rudeness or discourteousness toward a school employee.

**Explosive Device**

Any device or material that may explode or ignite.

**Extortion**

The act or practice of obtaining something from another person by force or undue or illegal power or ingenuity.

**Fighting**

Engaging in physical contact for the purpose of inflicting harm to another person. Entering into an existing fight.

**Forgery**

The false making or alteration of a written document or another person's name or signature.

**Gambling**

To play a game for money or for other stakes.

**Gang Activity**

Any violation of school rules/policy/malicious or criminal behavior that a group of individuals come together to commit.

**Harassment**

To annoy continually. Words and/or actions directed toward an individual which are intended to harass that individual based on a person's sex, race, religion, or ethnic origin are considered harassment.

**Intimidation**

Threats or verbal comments with the intent to cause fear.

**Instigation**

Comment or action that promotes violence or inappropriate behavior.

**Insubordination**

Any action involving open or persistent defiance of authority and/or school rules and regulations.

**Intoxicating Agent**

Any substance, including but not limited to medical marijuana, used to excite or stupefy to the point where physical and mental control is markedly diminished.

**ISD**

In School Detention.

**ISS**

In School Supervision.

**Loitering**

Standing, littering, or traversing private property going to or from school, the bus stop, or any school sponsored event will be considered loitering when one of the following conditions exist:

1. after a reasonable request to leave

2. does not have any legitimate reason for being there
3. does not have written permission to be there from anyone authorized to grant permission.

### **Long-term Suspension**

Removal of a student from school and school activities for a specific period of time, usually more than four days.

### **Look Alike Drugs and Weapons**

Any material or substance that has the appearance of or is similar to the real thing.

### **Lying**

Intentionally giving untrue communication.

### **Loss of Privileges**

Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

### **Malicious Damage**

The intent to cause loss or harm resulting in injury to person, property, or reputation.

### **Non-Prescribed Drugs**

Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

### **Normal Educational Process**

Generally accepted action or operation of being educated.

### **Normally Established Rules**

Generally accepted prescribed guide for conduct or action.

### **Obscene**

Statements and materials that school officials applying contemporary school standards would find offensive.

### **OSS**

Out of School Suspension.

### **Paraphernalia**

Accessories, apparatus, or equipment that may be used in the manufacture of or utilization of a controlled substance.

### **Physical Abuse**

Any act intended to cause injury to another.

### **Physical Aggression**

A provoked or unprovoked attack using part of one's body.

### **Project Success/Student Assistance Program**

An optional educational support program provided to students through the Student Assistance Coordinator. Conducted after the school day, it may be offered to any student as a prevention program or as a reduction of suspension in some infractions (pending completion of a required number of sessions which provide training in substance abuse prevention, social skills, communication, emotional self-control, and conflict resolution).

### **Profanity**

The act of uttering contemptuous language for the purpose of debasing the dignity of another person. The departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area.

**Referral**

A written notice of alleged misconduct to the appropriate administrator.

**Refusal to Identify Self**

Refusal to give correct name when requested to do so by school personnel.

**Reprimand**

Warning or disciplinary action taken by a school official for student misbehavior.

**Restitution**

Restoration of something to its rightful owner: the making good of or giving an equivalent for some injury (as a loss of or damage to property).

**Restriction of Bus Privileges**

Temporary exclusion of a student from school transportation.

**Restriction Pending a Parent Conference**

Removal of a student from school, school transportation, and school activities until a parental conference is held with the appropriate building administrator.

**Robbery**

The taking of property of another by force, violence, or threat.

**Sale of Intoxicants**

The transfer of ownership from one person to another for a price or item of value, those substances that excite or stupefy to the point where physical and mental control is markedly diminished.

**Sexting**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate picture or images. Includes, but is not limited to, creating, sending, sharing, viewing, receiving or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

**Sexual Harassment**

Policy 7:20 contains a complete definition of conduct which constitutes sexual harassment.

**Sexual Misconduct**

Inappropriate behavior of a sexual nature; may include, but is not limited to, physical, verbal, written and/or electronic communication.

**Short-term Suspension**

Removal of a student from school and school activities for a period of 1 to 4 school days.

**Special Assignment**

Occurs when a student is given any additional work to perform that other students in a non-disciplinary situation are not required to do.

**Time-Out**

Removal of the student from the regular academic setting or a restriction of privileges.

**Theft**

Taking property that does not belong to that person.

**Threats**

Disrespectful or other language that expresses an intent to do harm toward persons or property at school or school-related events.

**Tobacco**

Dried leaves of plants or liquids used for smoking, chewing, and snuffing.

**Trespass**

The unauthorized presence of an individual on school property.

**Truancy**

The intentional absence from school without legitimate cause.

**Vandalism**

Destroying, mutilating, and defacing objects or materials belonging to the school, school personnel, or other persons.

**Verbal Abuse**

Disrespectful language and/or language which is threatening in nature to a staff member or a student.

**Vulgarity**

The use of offensive language; repulsive language; profane language.

**Weapons**

A weapon shall be defined as any object used or which could be used to cause harm.

## **PROGRESSIVE DISCIPLINE**

The Alton Community Unit School District #11 utilizes the concept of progressive discipline in assigning consequences to students who exhibit inappropriate behavior. By assigning more significant consequences to students who continue to exhibit behaviors which disrupt the educational process, we are hoping to give children an opportunity to develop an understanding that they need to begin to exhibit appropriate behavior on a regular basis in order to benefit educationally. The assignment of consequences for inappropriate behavior is at the sole discretion of the administrator, after consulting the guidelines in the Student Conduct Handbook. The progression of consequences may result in a recommendation for expulsion.

## **DISCIPLINARY ACTIONS**

**Informal Talks**

A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

**Student Conference**

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and kept on file.

**Parental Involvement**

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted with the student, his/her parent(s), a

school administrator, and/or the teacher as appropriate. Action taken and results of the conference are recorded and kept on file.

### **Referral to Counselor/Social Worker**

Students may be required to meet with an assigned counselor/social worker on a periodic basis. The counselor/social worker will advise students concerning ways of improving his/her behavior. The counselor/social worker may recommend special projects to the student including reading, attending seminars, etc.

### **Assignment of Extra Work or Duties, or Restitution**

Depending on the nature of the behavior or infraction, duties may be assigned or restitution sought to match the nature of the offense and are to be completed by the student on his/her own time. This work shall be assigned, supervised and evaluated by an administrator, teacher or designee. This assignment of extra work or duties, outside of school hours, must have parental permission.

### **Detention**

Students may receive a detention before or after school hours, during lunch hour, or from a specific class at the discretion of the teacher and/or principal. Parents of students should be notified by the principal or teacher if the student is to be detained. The parents are responsible for the student's transportation. Action taken and results are to be recorded and kept on file.

### **Referral to PBIS Team**

The premise of PBIS is to teach, model, and reinforce the behavior expected and desired. After reviewing the referral, the team may recommend positive interventions to be taken by the teacher, parent, staff and student.

### **Deprivation of Privileges**

Extracurricular activities are special privileges offered to enhance the students' over-all learning experience. Other benefits, such as riding the bus to and from home are also privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded and kept on file.

### **Detention/In-School (Middle School & High School)**

In-school detention (in-school supervision) requires that the student be removed from the student population. The student will be placed in the ISS/ISD room for a prescribed period of time. The student, while in ISS/ISD, will be responsible for completing all daily assignments provided by his/her teacher(s).

### **Restorative Practices**

Restorative practices help students deal with the harm they have caused to individuals and to the school community. The goals of restorative practices apply to both those involved and to the larger educational community, and encourage accountability and responsibility through personal reflection within a collaborative planning process. A few examples of restorative practices include circles, conferencing, mediation, restitution, and peer jury.

### **Suspension/Out-of-School**

Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. All extra-curricular privileges are also suspended. Students shall not be present on any Alton School District property during suspension. Students receiving an out-of-school suspension are expected to remain

current with class assignments. Action taken and results are recorded and kept on file.

**Short suspensions consist of 1-4 days. Long suspensions consist of 5-10 days.**

### **Administrative Transfer/Placement**

Administrative transfer/placement occurs when a student eligible for suspension or expulsion is transferred to a state-approved alternative program.

### **Expulsion**

Expulsion is the removal of a student from school by action of the Board of Education.

## **STUDENT RECORD INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
  - (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
  - (3) The right to consent to disclosures of personally identifiable information contained in the parent/ guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  - (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605
- Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the

directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever our regular teachers are absent. A Substitute Teacher plays an important role in our schools. You are expected to be polite, respectful, helpful, and considerate to them as you would any faculty or staff person.

## **SUPPLEMENTAL MATERIAL FEE**

All regular fees and rentals at Alton High School are charged on a flat rate fee basis. In other words, a flat fee of \*\$75.00, paid annually, covers books, visual education, lockers, identification card, and all normal classroom charges. Other materials such as wood, dress goods and items not reusable are charged for separately in the class involved. If needed, a payment schedule will be made at the time of registration. Any necessary loans for fees must be arranged in advance of the start of school by contacting the counselor and the counselor must have authorization from parents. A Record Clearance Card is placed on file if you have any financial obligations to any school in the district that has not been resolved. Transcripts will not be released for students who have a Record Clearance Card on file. Severely damaged and unreturned books will result in a \$60.00 or more (depending on the book) replacement fee for each book. You will be charged \*\$5.00 for each additional replacement ID card. You will be charged for each additional replacement agenda book. \*subject to change

## **SUSPENDED STUDENTS**

Students who are suspended from school should do all work for credit. Assignments are due on the day the student returns to school. Students are prohibited from being on Alton C.U.S.D. #11 school property during their suspension. Students who are assigned to **IN-SCHOOL DETENTION** should arrange with teachers for assignments prior to reporting or assignments will be requested. Assignments are due the day the student returns to regular class.

## **TRANSFERRING TO ANOTHER SCHOOL**

If you are moving to another city and are to attend another school, certain records must be cleared before the transfer can be made. See the Guidance office clerk to work out the details prior to leaving.

## **TRUANCY**

Parents have the legal obligation (Illinois School Code, 105 ILCS 5/26 and City of Alton Ordinance No. 6107; Title 7, Chapter 16) to cause their children to attend school at all times it is in session. Truancy is absence without valid cause. It shall be unlawful for any person subject to compulsory school attendance to be absent from such attendance without valid cause for all or any part of the school day, 5% or more of the previous 180 regular attendance days. It shall be unlawful for any person having custody or control of any child subject to compulsory school attendance to knowingly and willfully permit such

child to be absent from such attendance without valid cause for all or any part of a school day, and shall be deemed to have permitted truancy. Any person violating this law, upon conviction, shall be subject to a fine not to exceed Seven Hundred and Fifty Dollars (\$750.00), and in addition thereto or in lieu thereof, a period of community service and/or possible incarceration of the parent. Each day upon which a violation occurs shall constitute a separate offense. **Parents must excuse their child within 72 hours of the absence by calling the AHS attendance office: 474-2250.**

***This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. The information provided is correct at time of deadline for publication.***

ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11  
Alton, Illinois

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