

# North Clay High School

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

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

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

**Adopted by the NCCUSD #25 Board of Education, May 12, 2011**

**North Clay High School  
500 S Rte 45  
Louisville, IL 62858  
Ph (618)665-3102 Fax (618)665-4270**

Welcome to North Clay High School. The administration and faculty welcome you to take advantage of our academic and extra curricular opportunities.

We hope that you will always be conscious of North Clay's traditions and requirements and have the spirit to make this an outstanding year. Working together, we can make this a great school.

"Can't Hide that Cardinal Pride"

### **SCHOOL SONG**

Rally sons of North Clay High  
Sing her glory up to the sky  
Rally Cheer her color's true and cheer her team on through  
Rah, rah for North Clay High

Cheer, cheer for ole North Clay High  
Wake up the echoes, victory is nigh  
Send the rally cheer on high  
Shake down the thunder from the sky.

Although our odds be great or small  
Ole North Clay High will win over all  
While our Loyal Sons are marching onward to victory.

(Repeat from Cheer, Cheer for ole North Clay High)

After the second time through the cheerleaders yell:

Cha ha, Cha ha, Cha ha ha ha  
North Clay Cardinals  
Rah, Rah, Rah

School mascot: Cardinals  
School colors: Scarlet and black

### **MISSION STATEMENT**

The mission of North Clay High School is to create a variety of learning experiences and opportunities for all students. By working as a team of students, parents, and staff we will help our students know the value and importance of their education.

### **VISION STATEMENT**

North Clay High School exists to provide appropriate learning opportunities that promote academic, physical, and ethical growth of students enabling them to become productive citizens in an ever changing global society.

## **ABSENCES/ATTENDANCE**

Only the officials of the school shall determine whether an absence is excused, unexcused, or truancy. Neither parents nor students of any age, have the legal authority to allow absences outside the description set below.

School attendance is a responsibility for both children and their parents. Whoever has custody of a child between the ages of 7 and 16 shall cause that child to attend some public school in the district of residence the entire time school is in session unless:

- 1) the child is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program,
- 2) the child is temporarily excused for good cause by the principal or a teacher,
- 3) the child is necessarily lawfully employed according to the child labor laws with the consent of the Superintendent of the Educational Service Region or
- 4) the child is over 12 and under 14 years and in attendance at confirmation classes. If a student is below the age of 7 or above the age of 16 but enrolled in school, persons in custody of that child are also responsible for regular attendance of the child during the regular school term. [105 ILLS 5/13-3 & 5/26-1]

Pupils cannot profit to the fullest extent from school unless they attend school regularly. Regular attendance in class is so closely associated with good scholarship that parents and students who cooperate with the school in keeping a fine attendance should be looked upon just as one would regard a position in a business concern; if one is not present he/she receives no pay. Persistent absence will result in a referral to the truancy officer. After 10 absences per school year, a doctor's statement will be required for an absence to be excused. Homebound instruction will be provided if warranted by a physician. It would be the parent's responsibility to request this type of instruction.

There are occasions, however, when an absence cannot be avoided. When this occurs, the pupil should request that his/her parent or guardian call the high school office (665-3102) before 10:00 a.m. to report the absence. If no telephone call can be made the pupil should report to the office with an excuse signed by the parent or guardian. A statement by a physician indicating inability to attend school will be required to excuse absences in situations where prolonged or very frequent absences occur. After an absence, the pupil should report to the office to secure permission to return to his/her classes. This permission must be presented to each of his/her teachers as he/she reports to them during the day and left with the last teacher. Students will not be admitted to class without securing an admittance slip from the office.

If the absence is justifiable, the pupil receives an excused slip that will permit them the privilege of making up work missed. For each day absent, students shall have one day to make up work missed. Students have the responsibility of obtaining assignments and tests missed from teachers.

Students receiving unexcused absences will be expected to make up their work for 50% of the grade. All students are allowed two (2) unexcused absences for the year without this penalty, except for any suspensions. In other words, work can be made up for full credit on the first two unexcused absences.

### The following are examples of excused absences:

Illness of the student  
Illness within the immediate family  
Death in the immediate family  
Marriage in the immediate family  
Church holiday  
Urgent family plans (prearranged through the school office)

### The following are examples of unexcused absences:

Hunting, fishing, etc. (except IHSA sponsored)

Shopping, trips

Work, babysitting

Oversleeping

Friends to doctor

Car trouble

Concerts

Failure to check absence through the office

Court appearances (unless subpoena provided)

There are certain cases where an absence is on a pre-arranged basis. All pre-arranged absences must be reviewed and at the discretion of the administration, be limited to four days. Lack of pre-arrangement may result in partial or no credit given. An example of this would be a family needing to go out to town. In this case the student makes arrangements for his/her make up work before leaving school, completing the work before hand when possible. Arrangement should be made in advance as soon as possible.

### **ACCIDENT REPORTS**

Any accident that occurs in school or in connection with a school sponsored activity is to be reported immediately to the teacher in charge. If medical attention is required, an accident report must be filed.

### **ARTICLES PROHIBITED AT SCHOOL**

The school is not responsible for personal possessions. Weapons, aerosol cans, glass containers, skateboards, radios, CD players, MP3 players, lasers, water pistols, bean shooters, sling shots, camera phones, electronic pagers, Ipods, knives, lighters, hazards to the safety of others, or distraction will be impounded if brought to school. Disciplinary action will be taken when appropriate, in addition to confiscation of the item.

### **ATHLETIC ELIGIBILITY**

The athletic program at this school consists of golf, volleyball, cross country and baseball in the fall, boys and girls basketball in the winter as well as cheerleading and scholar bowl, and track, bass fishing, boys baseball and girls softball in the spring. These sports are available to students enrolled in school who meet the eligibility requirements of the Illinois High School Association.

All student athletes participating in athletic competition for North Clay High School are automatically under the jurisdiction of the Illinois High School Association. Their rules are our guide, and they must be followed.

In addition to these IHSA rules, all athletes and cheerleaders must adhere to rules and regulations in the Athletic Code of Conduct handbook, including the No Pass/No Play policy. After a student has been ineligible for three weeks, they will be dismissed from the team.

If school is in session, any athlete must be in attendance at least 1/2 day to be eligible for the contest that evening. If a student becomes ill in the afternoon and leaves school, he/she will not be allowed to participate in that evening's events. If student leaves for a medical doctor's appointment he/she will still be allowed to participate.

Any participant with a doctor's excuse from PE on the day of a contest will automatically be ineligible from athletic competition.

If school is not in session the day of an athletic event due to weather, all students can assume the sporting event scheduled for that evening will be canceled. The only exception to this might be a tournament.

## **AUTOMOBILES**

Students may drive to school and school activities provided they observe all traffic and safety regulation and are licensed drivers. **Any vehicle driven onto school property is subject to a search.** The person driving the vehicle is deemed to consent to a complete search of the vehicle, all of its compartments and contents, by school officials or law enforcement personnel for any reason whatsoever. This applies to all vehicles of any type and is in force 24 hours a day. Students must register their vehicle, including their make, model, and license registration. Vehicles must be vacated immediately upon arrival. Under no circumstances will students be allowed to sit in vehicles parked on the school parking lot. No student is allowed to go to the parking lot during the school day unless authorized by the high school office. Students are not allowed to park in the teacher's lot or the south side of the vocational building. This area is reserved for school employees and visitors.

It is the student's responsibility to re-register any change(s) if the vehicle is driven on school property. At the option of the School District, vehicles may be impounded or searched if not properly registered.

Students may not use their vehicles during school hours or go to their vehicles unless permission has been granted by the office. Students are not to drive off school property or ride off with individuals during lunch.

Failure to follow the policy may result in loss of parking privileges and/or other discipline action.

## **BOOKS/SUPPLIES**

The office collects book rental on registration day or on the first day of school for the basic textbooks. All students are required to pay the set fee. Students are responsible for the care of rented texts during the time that they are issued to them. Texts are to be kept clean and handled carefully. Fines will be based on the judgment of teachers or the office for abused or lost books.

## **BULLETIN BOARDS**

Notices of activities, daily announcements, and news may be found on any of the boards. All bulletins are to be posted with the knowledge and approval of the principal. Pamphlets, posters and other published materials brought to school or posted on school bulletin boards or lockers must be approved by the administration. Information may also be accessed on the school website at [www.northclayhighschool.com](http://www.northclayhighschool.com).

## **BUS TRANSPORTATION**

Students should remember that riding buses provided by the school is a privilege and that disregarding the rules could jeopardize the right to bus transportation. Bus transportation is provided for all students who live a mile and a half or more from school, roads permitting. The task of transporting students is complex; therefore, all students should help the system to operate efficiently by being on time and cooperating with the driver in all ways.

Video cameras are placed on buses. Students are asked to observe the rules that are established by the district. Failure to cooperate will result in the principal (and possibly the superintendent and the school board) taking action. This could result in losing the privilege of riding the bus for a period of time. In such cases the responsibility of getting to and from school reverts back to the student and the parents, not the school district.

All students are asked to observe the following rules:

- Be on time at the school bus stop; help keep the bus clean.
- Stay off the road at all times while waiting for the bus.

- Wait until the bus comes to a complete stop before entering.
- Be careful in approaching the bus stop.
- Keep hands and heads inside the bus at all times.
- Assist in keeping the bus safe and clean at all times.
- Avoid loud talking, laughing, or confusion that may result in an accident.
- Never tamper with the bus or any of the equipment.
- Leave no books, lunches, or other articles on the bus.
- Keep all articles out of the aisles.
- Look out for the safety of smaller children.
- Do not throw anything out the windows.
- Be courteous to fellow students and the bus driver.
- In case of emergency, stay in the bus until instructed by the driver.
- Food and drink are not allowed on the bus.
- When it is necessary to cross the highway, cross at least 10 feet in front of the bus and remain there until signaled by the driver.
- Remain seated at all times when the bus is in motion.
- Observe all rules on other trips under school sponsorship as you would observe between home and school.

#### **CAFETERIA**

Lunch money is collected on the first day of the week preceding the start of classes. No lunch account will be allowed to accumulate a debt of more than \$25.00. Biometric finger scanning is used to verify lunches. Students are to remain on the high school side of the cafeteria while eating and not fraternize with the elementary-junior high students.

#### **CELL PHONES & ELECTRONIC GADGETS**

To help ensure the privacy of all students, camera phones are prohibited on school grounds. Students are not to have their electronic devices out during the day, nor have them turned on. On the first offense, the item in its entirety will be confiscated for one day. The second offense will result with the item being confiscated for seven days and parent notified. On the third offense, the phone will be taken for thirty days. And on the fourth offense, the phone will be taken for thirty days and a four hour Saturday School will be assigned. If a student is caught with their cell phone out while in a restroom or locker room, the punishment will include the phone confiscated and the student will receive a suspension.

#### **CLASS OFFICERS**

Class officers (president, vice-president, secretary, treasurer) will be elected as soon after the beginning of school as possible. Popularity alone should not be sufficient to insure election to office. Consideration should be based on academic standing, good attendance, moral character, ability to deal with situations, persons and a willingness to work. All class officers must have a cumulative GPA of 77%. Petitions are to be obtained from class sponsors for student signature. Voting will be by secret ballot with the class sponsors tabulating the results.

#### **COLLEGE REQUIREMENTS**

Requirements for entering a 4-year college vary according to the institution and the area of study students wish to pursue. In general the following are required:

- 4 years English
- 2-4 years Mathematics, including Geometry
- 2-4 years Science

2-4 years Social Science  
1-2 years Foreign Language

There are many scholarships, grants, loan, and work programs available. The guidance counselor has all the information needed for application of these aids.

### **COLLEGE VISITS**

All students are encouraged to visit several college campuses. Many colleges host open houses over the weekends and holidays when high school classes are not in session. These are usually activity-packed weekends and are designed to give students an introduction to college. Two absences from school for the purpose of college visitation will be allowed. (One day may be taken during the junior year.) Students will be excused after proper arrangements have been made in the guidance office. This college visit will not count toward semester exemptions. Students' interested in the military are to follow this procedure. During the course of the school year, the guidance office will have scheduled visits by college/military representatives to the school. Please check the notices posted outside the guidance office for those scheduled listings. These visits are for seniors who have made arrangements with their teachers and have signed up for the presentation.

### **COMPUTER USE AND INTERNET ACCESS**

Illegal use of the computers, such as going into the mainframe, games, etc. will be considered gross misconduct. Students are not to access their e-mail while at school. Each student wishing to access the Internet must have completed an Internet Policy form once during their high school career. Access to the internet must be the purpose of education or research and be consistent with the educational objectives of the school. Unacceptable use of the Internet will result in the elimination of the privilege. A letter will be sent home to notify the parents.

Some examples of unacceptable uses are:

- a. using the internet for any illegal activity
- b. unauthorized downloading of software
- c. downloading copyrighted material
- d. using the network for private or commercial gain
- e. wastefully using resources, such as file space
- f. gaining unauthorized access to resources
- g. invading the privacy of individuals
- h. using another's password or account
- i. posting materials authorized or created by another without their consent
- j. posting anonymous messages

### **CO OP**

North Clay offers an Interrelated Cooperative Program in conjunction with the Vocational Program. The Co op course is offered to senior level students who have been involved in a particular vocational program in the first three years of their high school career. The job should be related to this vocational program. The student attends classes for at least five forty-six minute periods a day. Only students that are involved in an athletic extra-curricular may Co op in the morning. Other students will Co op in the afternoon following a 1:30 dismissal. The Co op program consists of at least two periods of on the job work experience and one period of classroom related activities. If Co op students are absent from school, they are not to work those days. A student must be in attendance one-half of his/her school day. A member of the vocational staff supervises the Co op program. This includes obtaining the training stations, placing students, conferring with the employers and evaluating the progress of the student.

**Prerequisites:** Students must have a minimum of a 78% average; not less than ten absences during their junior year and not more than 4 discipline notices in the preceding year.

1. A student must have senior standing and be enrolled in enough classes to qualify for graduation.
2. Students entering their senior year must have successfully completed all required classes up through and including English III.
3. A student must maintain at least a cumulative C (78%) average and a C average in their vocational area. Students with a C-(77%) or below average can follow step #7.
4. A student failing the first nine weeks in any subject will be given one additional quarter to bring his/her grades up to a passing level. Students receiving a failing grade in any subject at the end of the first semester will be dropped from the Co op program the second semester unless specified otherwise by an Individual Education Program designated for special education students.
5. A vocational student may not be in Co op if enrolled in other Co op programs.
6. Students must have successfully completed at least 2 credits in their chosen vocational area before their senior year to qualify for Co op. The remainder two credits may be taken their senior year.
7. A student denied enrollment in the Co op class can submit a written appeal to a committee composed of the guidance counselor, the principal, Co op teacher and vocational teacher in the affected area.
8. To qualify for the Co op program a student must meet the following criteria in the following vocational areas:

#### AGRICULTURE

All students must successfully complete at least 4 credit hours chosen from the following courses:

- \* Introduction to Agriculture Industries
- Agriculture Science
- Agriculture Business Operations
- Agriculture Business Management
- Agriculture Machine Service
- Agriculture Mechanics
- Computer concepts and Applications
- Horticulture

#### BUSINESS EDUCATION

All students must successfully complete at least 4 credit hours chosen from the following courses:

- Accounting I
- Accounting II
- Business Communication
- \* Computer Concepts and Software Applications I
- Computer Concepts and Software Applications II
- Desktop Publishing
- \* Keyboarding
- \* Office Procedures
- Web Page Design

#### FAMILY AND CONSUMER SCIENCES

All students must complete 4 credit hours of the following:

Adult Living/Parenting  
Foods and Nutrition I/Child Development  
Food Services/Child Care  
Food Service and Occupations I & II  
Living Environment/Consumer Management  
\* Orientation to FCS

\* REQUIRED COURSE

#### **CREDIT OF CLASS STANDING**

Students will not be permitted to participate with their age group unless the credit requirements are met.

A freshmen class member is a student having less than 5 credits.

A sophomore class member is a student having less than 11 credits but at least

5

A junior class member is a student having less than 17 credits but at least 11

A senior class member is designated as a student having at least 17 credits. It is the responsibility of each senior to make an appointment with the guidance counselor to discuss requirements that must be met before graduating from this high school. This should be done the first part of school in case schedule changes need to be made. Twenty-four credits are necessary to graduate.

#### **DAILY SCHEDULE**

The school day begins at 8:05 AM and closes at 3:10 P.M. Passing time between classes is 4 minutes. To avoid being tardy it may be necessary for students to carry enough books with them so that they will not have to stop at their lockers between classes.

No student is encouraged to come to school before 7:50 A.M. If students arrive before this time they need to report to the gymnasium and remain seated there until the morning bell. Do not sit in or on any vehicle parked in the school parking lot. If a student is serving a detention, he/she should go directly to the office for further supervision. Pupils are not to be in the building after 3:40 unless they are working with a teacher or under a teacher's supervision.

#### **DETENTION RULES**

(Detentions are arranged through the office)

1. Being late will result in another detention being assigned.
2. Detentions will not be served on days when there is an early dismissal.
3. Students will be required to remain seated and quiet during detention.
4. Student must read or do homework.
5. Students are responsible for arranging their transportation.
6. Students are required to serve their detention within the scheduled time.

#### **DIRECTORY INFORMATION**

Parents/guardians are placed on notice that certain information will be released to the media unless the parents notify the school that they do not wish to have their child's name published. This information includes, but is not limited to, student's names in honor rolls, student of the month, sports articles, and other school-related activities.

#### **DISCIPLINE POLICY/PROCEDURE**

The district, principal, and staff can discipline a child if he/she interferes with the educational process and/or the teacher's ability to teach.

Students committing acts of gross disobedience or misconduct at school or school-sponsored events may be placed on probation, detained after school, suspended from school, expelled from school or otherwise disciplined. The administration, at their

discretion, can supersede the steps in the discipline procedure based upon the severity of the violation. Only the Board of Education, on the recommendation of the Superintendent, may expel a student. If a student receives an out of school suspension, he/she is not allowed on campus or at school-related activities during the length of the suspension.

The rules and regulations given are a partial listing intended to provide guidelines for students with an understanding of the conduct expected of them. The list is not all-inclusive, but rather exemplifies the type of misconduct which is prohibited and which will result in disciplinary action.

A misconduct point system was adopted to insure that students conform to the school rules and policies. Points will serve as a notice of some type of misconduct and/or violations of a school rule. The following rules apply:

1. Points are issued upon violation of school rules.
2. Points accumulate throughout the school year and do not carryover the following school year.
3. Accumulation of points will result in consequences such as being placed in detention, Saturday School, suspension or expulsion.

## **DEMERITS**

### **Possible detention (will be at the discretion of the administration)**

- Dress code/Appearance
- Failure to serve a detention (original detention must be served)
- Hallway/Classroom Disruption
- Gambling
- Cafeteria violation
- In parking lot during unauthorized time
- Projectiles
- Busing violation

### **10 points**

- Third Unexcused tardy
- Lying
- Cheating
- Forgery
- Failure to serve Saturday School
- Disrespect toward staff
- Failure to follow a reasonable request
- Refusal to follow directive
- Obscenity/Profanity
- Gang/Satanic Graffiti/symbols/signage
- Inappropriate use of technology (including electronic devices)

### **15 points**

- Possession of tobacco products
- Pornography (possession and/or distribution, including sexting)
- Inappropriate physical contact
- Misconduct under a substitute teacher
- Rough housing / horseplay

### **20 points**

- Defiance of authority/gross misconduct

### **30 points**

- Theft

- Fighting
- Vandalism/damage to property
- Use of tobacco products
- False fire alarm

**40 points**

- Harassment/intimidation of a student/bullying

**50 points**

- Threat/intimidation/harassment toward staff
- Battery of student

**60 points**

- Bomb threat
- Explosive device
- Assault/battery of staff member
- Weapons possession/use
- Drug/alcohol abuse; possession, under the influence, etc
- Drug look alikes (such as K-2)

**Accumulated points**

**Consequence**

5	verbal warning
10	lunch detention
20	before or after school
25	2 hour Saturday School
30	4 hour Saturday School
35	In school suspension
40-50	1-3 days suspension
55+	3-5 days suspension

Students that receive an in school suspension will be allowed to make up the work for 75% of their grade. Students that receive an out of school suspension will be permitted to make up their work at 50% of the grade. This work should be completed the following day the student returns to school.

**DRESS CODE**

North Clay High School students are expected to dress in conventional, acceptable, and respectable attire. Personal cleanliness, proper dress, and good grooming should be practiced daily and are the responsibility of the student and their parents. The best interest of the school and the students in regard to the health, welfare, and safety must be kept in mind. It is mandatory that shoes or sandals be worn for reasons of safety and sanitation.

There will be full shirts with no skin exposed from the shoulder to the top of the pants or skirt. Head gear, tube tops, tank tops, fish net type tops or mid riffs are not allowed. Tank tops under other appropriate top are permissible. Students will not be allowed to wear jeans/slacks with holes above the knees, unless the student is wearing leggings under the jeans.

The length of skirts and shorts must be mid-thigh (4" inseam). No profanity, alcohol, tobacco, drug advertisement, satanic references, gang related, or sexual references are to be displayed in writing or pictures on any article of clothing worn to school. No sagging jeans, shorts, etc.

On the first occasion of improper dress in the judgment of the principal, the student will be required to change or wear a cover-up. Any further incidents of improper dress may result in demerits issued.

## **DRIVER'S EDUCATION**

Driver's education is not a required class and therefore is considered optional. Additional charges are levied for driver's education. Pursuant to the provision of P.A. 88-188 (H.B. 418) a student must have passed at least 8 courses in the previous two semesters (with one of those semesters being in high school) and be 15 years old. No ninth grader will be allowed in driver's ed during their first semester. In accordance with no pass, no play, students will not be permitted to drive if they are failing any class.

## **DUE PROCESS**

**SUSPENSION AND EXPULSION** - The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." When citizens act irresponsibly, violate the rights of others, or present actual or threatened danger to persons or property, they are subject to lose some of their rights. Such is the case with the right of an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be forfeited. No governmental agency such as a school may deprive a citizen of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper action, or to attempt to prove innocence.

A Supreme Court decision has held that prior to the imposition of suspension the following procedures shall be observed:

- The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
- If the student denies the charges, an opportunity shall be given to the student to present an explanation in conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as practicable.

Suspended students will not be permitted on school grounds or allowed to participate in extra-curricular activities during the period of suspension. School authorities will determine the length of suspension. Parents will be notified in writing of the action taken and will be given opportunity to a hearing to determine a satisfactory solution to the student's conduct.

## **EQUAL EDUCATIONAL OPPORTUNITIES - Sex Equity**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

The Superintendent shall appoint a Coordinator for Nondiscrimination (the "Coordinator") for the School District. Students and parents/guardians shall be notified annually of the District's sex equity policy, their right to initiate a discrimination grievance, and the Coordinator to whom such grievances shall be directed.

Within seven (7) calendar days of inquiry by a student, parent/guardian or community resident, the Coordinator shall send a copy of the District's written grievance procedure to the person making the inquiry. Upon receipt of a written grievance, the Coordinator shall investigate the nature and validity of the grievance with District personnel responsible for the program or activity cited by the grievant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The Coordinator's written decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois, and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90 (b) of the Sex Equity Rules. Appeal outside the District shall be made in a timely fashion.

#### **GOALS AND OBJECTIVES -- Equal Educational Opportunities**

Equal educational opportunities shall be available for all students in the District, without limitations based upon sex, ethnic or racial background, language barrier, religious beliefs, physical and mental disabilities, or economic and social conditions.

#### **EXPULSION**

Suspension from school is used as a penalty for various infractions of school rules. After a student receives 3 suspensions his/her case may be referred to the school board for an expulsion hearing. This does not mean that a student must have accumulated 4 suspensions in a school year before their case will be presented. If the offense is particularly grave, the case can be referred to the board at its next scheduled meeting. Parents and all other concerned parties will be informed in writing of the board's decision. When the board has expelled a student they may be readmitted only by the board or in the manner prescribed by it. If a student is expelled for weapons, that expulsion will be for the duration of one calendar year. [105 ILCS 5/10-22.6(a)]

#### **FEES**

Each student is charged a registration fee. This covers textbook rental fees and is payable at registration. This fee does not include consumable items such as workbooks, gym bills, driver's education class, or other classes. If a person feels they are unable to pay school fees, they may request an application for a waiver from the principal's office. Lunch fees are to stay current and accounts will not be allowed to accumulate beyond \$25. If a balance is in excess of \$100 it will be referred to a collection agency.

#### **FIELD TRIPS**

All field trips are coordinated by the sponsor and approved by the administration. Students going on field trips must be passing all classes, have not been assigned a Saturday school nor have been suspended from school. Students are required to have a field trip form signed prior to the day of the field trip. Field trips will not be permitted the first two weeks or the last two weeks of the school year, unless special permission is obtained from the administration. Chronic truant students (absent more than 10%) will not be allowed to participate in field trips. It is the responsibility of the student to make up their work prior to the trip.

#### **FIRE DRILLS & SEVERE WEATHER DRILLS**

A list of directions is posted in each room. Each group is to remain under the control of its teacher both when leaving and re-entering the building.

#### **GIFTED/ENRICHMENT PROGRAM**

An enrichment class is offered at North Clay High School. The selection process is based upon testing, teacher referral and yearly grades. Each component is awarded points. Students are listed in order of points, with those receiving the highest points listed first and those receiving the lower points are listed last. A number of

students representing approximately 5-7% of the district's enrollment is invited to join the program.

#### **GRADE POLICY**

A	95-100	C	78-84
A-	94	C-	77
B+	93	D+	76
B	87-92	D	71-75
B-	86	D-	70
C+	85	F	69 and below

Incomplete is to be used whenever a student for some good reason has not been able to complete the assigned work before the end of a grading period. Incomplete grades must be changed to an official letter grade before the next grading period.

Grades will be given at the close of each nine-week period. Reports will be sent to parents of students doing below average work midway through each grading period.

Semester grades will consist of an average of the two nine-week grades and the semester test grade. Semester tests are given at the close of each semester and must count 1/5 of the total semester grades. All students are required to take these exams, unless they qualify for a semester exam exemption.

#### **GRADUATION REQUIREMENTS**

In order to graduate, a student must earn at least 24 credits with the following required courses:

- English 4 credits (English I, II, III required)
- Math 3 credits (Algebra I and Geometry required)
- Science 3 credits
- PE 3.5 credits
- Health .5 credit
- Consumer Ed\* .5 credit
- Speech .5 credit
- Social Science 3 credits
- Careers .25 credit
- Music, Art, Spanish or Voc. Ed 1 credit

All classes are semester classes and will receive .5 credit, except Driver's Ed and Careers.

In addition, all students must pass an exam on the state and federal constitution.

Under state guidelines, 11th and 12th grade students may be exempt from PE if they are participating in athletics. Those athletes are exempt only during the season of their sport. Students that choose to exempt out of PE will still need 24 credits to graduate.

\*This requirement may also be fulfilled through the consumer management course if the student is following the vocational program offered in the Family and Consumer Science Department, Agribusiness Management in the Agriculture Department or through successful completion of the state proficiency test.

#### **GUIDANCE OFFICE**

The counselor is available to discuss and answer questions regarding curriculum, operations, trade schools or colleges or military as well as to help with any personal, social or school problems. Although the counselor has many aspects to deal with, one of their main obligations to the students is to have an open door and an open

ear. The guidance counselor has training to help with solutions to personal problems and is working under a code of ethics to keep all information in the strictest confidence.

The counselor will also work with each student in their freshmen year to establish a four-year master plan as well as scheduling interviews with parents of any high school student.

The guidance counselor conducts standardized testing of classes throughout the year. The following tests are given to individualized classes. EXPLORE administered to freshmen, PLAN administered to sophomores and ACT and PSAT – administered to juniors. Registration is made through the guidance office.

#### **HARASSMENT/BULLYING/HAZING/COERCION**

Bullying is a person or persons of greater power whom repeatedly take(s) unfair advantage of a less powerful person or persons. Student harassment, bullying, hazing, or coercion in any form (peer to peer, adult to peer, peer to adult) will not be tolerated. All allegations will be investigated thoroughly and handled in an appropriate manner. A formal complaint form can be filed by a student and/or parent. Those forms are available in the office. Action, if warranted, will be taken and in accordance to Board policy and Illinois law.

#### **HONOR ROLL**

The honor roll is a list of students published each quarter for the purpose of recognizing the outstanding scholastic achievement of the students at North Clay High School.

High Honors 94% - 100%

Honors 87% - 93%

#### **ILLNESS AT SCHOOL**

All students, ill or otherwise, desiring to leave their classes during the school day must report to the office. If a student is ill and/or needs to go home, the office will inform the parent and the student will be released or taken home by the school. Dental appointments and other student business should be arranged outside school hours as much as possible.

If proper check out procedures are not followed by signing in or out in the office and the pupil leaves school and/or is absent from class, the pupil will be given an unexcused absence for classes missed plus other possible disciplinary measures.

#### **INSURANCE**

The Board of Education annually contracts for supplemental student accident insurance as a service to parents and students. Each student is given a brochure explaining the program. This insurance is provided free to all students, and an optional 24-hour coverage plan, may be purchased. All athletes participating in school- organized and school – sponsored activities are covered by this supplemental plan. In case of an injury to a student, report the injury to the teacher in charge of the activity at once. Within 24 hours of the injury another report to the teacher or authorized school personnel should be made and an insurance claim form obtained from the office. This claim must be signed by the principal, filled out by the pupil, doctor, hospital, and the parents. Then, the properly completed claim form should be mailed directly to the insurance company. If this procedure cannot be finished within ten days, a notice of pending claim should be sent to the company by the office.

#### **INTERNSHIP**

An internship program is offered to seniors who have a cumulative GPA of 87% and have enough credits to graduate. The guidance counselor has more information

pertaining to this program.

### **LIBRARY/MEDIA CENTER**

The library is open from 8:05 AM to 3:40 PM. Hours can be flexible upon student request. Students are reminded that plagiarism (the act of copying someone else's works and using them as your own) is illegal. Feel free to ask the librarian for more information regarding copyright violation.

Nonfiction and fiction books may be checked out for three weeks. Periodicals behind the desk and videos may be checked out for one week. Reference materials may be checked out for one class period or overnight if the material is checked out after school. Current periodicals may not leave the library.

There is a two-day grace period when calculating fines on fiction and nonfiction books. There is a ten-cent per day fine for overdue fiction and nonfiction books, periodicals, videos and vertical file material. There is a ten-cent per hour fine for overdue reference materials. The maximum fine is price of book located on the shelf-list card. Students may continue to check out materials if they have overdue library material at the librarian's discretion. At the end of each quarter, students are encouraged to pay fines and return materials. If the student refuses, a letter is mailed home reporting the fine or overdue book. If the fine is not paid or the material is not returned, the student loses library privileges for the remainder of the year until their account is cleared. The librarian reserves the right to decrease fines.

If our library does not include material that the student desires, North Clay can borrow many items from Shawnee Trail Libraries. This might take two or three weeks so contact the librarian for additional information. Shawnee books may not be renewed and the fine for not returning Shawnee materials is \$1/day.

The Acceptable Use Policy will be enforced on all library computers. Students who violate the Acceptable Use Policy will not be allowed to use the library computers. Students who use the library computers must sign in correctly and state the objective of their computer research. The librarian has a list of many websites and access to many full-text databases. Students are encouraged to take advantage of these free resources.

### **LOCKERS**

Each student is assigned a locker and is expected to use only their assigned locker. Abuse of the locker will be the responsibility of the student to whom it is assigned. Although the school will make an effort to recover lost property, it will not assume responsibility for the same. All students are furnished locks upon their request and must assume full responsibility for their property. To protect their interests, students should keep lockers locked at all times and report any defective locks or lockers to the office immediately. Do not leave billfolds or money unprotected. Lockers should be kept clean and orderly. Lockers are to be clean of stickers and posters. Anything posted on a locker must have been approved through the office.

The school district reserves the right to have its officials inspect the contents of any locker at any time when the safety and welfare of the school or student is in question. Students should not keep anything in their lockers that they would not want others to see.

PE lockers are provided for gym class.

### **LUNCH HOUR**

Due to multiple lunch hours, students are not permitted to congregate in the halls, between buildings, nor allowed in the parking lots.

### **MEDICATION**

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the

student. All medications that are brought in their original container to school, with the exception of an asthma inhaler, must remain in the school office.

The self-administration of asthma medication at school is permitted provided the parent provides the school with written notification and waives liability and the doctor provides written certification stating the student has asthma and is capable of self-medicating. [105 ILCS 5/22-30]

#### **MORNING ANNOUNCEMENTS**

Morning announcements are posted outside the office and are also available for viewing on the school web site at [northclayhighschool.com](http://northclayhighschool.com).

#### **NO PASS-NO PLAY POLICY**

In order to be eligible to participate in any school-sponsored or school supported athletic and/or extracurricular activity, a student must maintain a 70% in each class and be in good standing. Instructors turn an eligibility list into the office on the first school day of each week. An ineligible student will be suspended from the activity for one week. Three weeks of ineligibility will result in an athlete removed from the team.

#### **ORGANIZATIONS**

Each student is urged to participate in extracurricular activities. Following is a list of clubs and organizations that are offered.

**BUSINESS CLUB** This club is limited primarily to students who have a major interest in the field of business and plan to make a career in business.

**DRAMA CLUB** This club is provided for those students interested in learning about and working in dramatic arts.

**FCCLA** This organization is affiliated with the national Family Career and Community Leaders of America and is oriented toward the Family and Consumer Sciences.

**FFA** This group is affiliated with the national and state organizations of FFA and is oriented toward Agriculture.

**NATIONAL HONOR SOCIETY** A faculty panel of five members (appointed by the principal) selects students from the junior and senior classes. The panel must follow the national rules and base membership on the following:

Scholarship –Cumulative gpa of 94%

Character -- All faculty consulted

Leadership - Good influence and leadership in organizations

Service - Amount of participation in church, school and community activities.

**PEP CLUB** Organized by the cheerleaders, this student organization is responsible for supporting the athletics at North Clay.

**SCIENCE CLUB** This organization is oriented toward students interested in any particular phase of science.

**SPANISH CLUB** Students that are currently enrolled or have already received credit for a Spanish class may join the Spanish club.

**STUDENT COUNCIL** organization consist of representatives elected by each class which become involved in the affairs of the school by sharing students' ideas, interests, and concerns with the staff and administration. The Student Council is responsible for planning Homecoming.

#### **PESTICIDE APPLICATION**

The Buildings and Grounds Supervisor or Superintendent shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and

employees in their building, at least two (2) business days before a pesticide application in or on school buildings and grounds. The notification must:

(1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor or Superintendent is responsible for compliance with the Structural Pest Control Act's requirements regarding an integrated pest management program. If the Superintendent determines that an integrated pest management program is economically feasible, the Buildings and Grounds Supervisor shall develop a program incorporating the Department of Public Health guidelines. If the Superintendent determines that an integrated pest management program is not economically feasible, the Buildings and Grounds Supervisor shall comply with the notification mandates in the Structural Pest Control Act (225 ILCS 235/2).

#### **PHYSICAL EXAMINATIONS**

The state of Illinois requires every high school freshman to have a physical examination, performed by a physician licensed to practice medicine in all its branches, before entering school. This must be done before school starts and the school must have a copy of the doctor's report for the student's file. The forms for this examination may be obtained from the local school office or the Regional Superintendent's Office.

The IHSA requires a physical examination for each student who participates in a sport. This exam must be taken before the sport begins. Copies of this report may be obtained from the coach or the school office.

#### **SCHOOL DANCES AND ACTIVITIES**

1. The class or organization sponsoring the dance will be in charge of decorating.
2. Chaperones will include school personnel.
3. Individuals who cause disturbances, possessing alcoholic drinks, smoke in the building, etc. will be asked to leave and will be banned from attending dances for the remainder of the school year. If the offender is a student, then the student handbook will apply.
4. Out of school guests must complete a dance form available in the office.
5. Doors will be locked 30 minutes after the dance begins. After this time no one will be allowed in without special permission from the chaperones.
6. Individuals who leave the building during the dance will not be readmitted.
7. All dances will end by 11:00 p.m.
8. Individual sponsors with administrative approval may issue guidelines for individual activities.
9. Junior high students or anyone over the age of 21 will not be allowed at high school dances, unless pre-approved by the administration.

#### **SCHOOL PROPERTY**

Good citizenship by our student body is necessary to have a neat appearing building and campus. Misuse of chewing gum, graffiti, writing or carving of furniture and fixtures can all mar the appearance. Respect the property; do not sit on the desks or tables. It is the duty of each student to cooperate in caring for our facilities. Students

found responsible for destruction and/or abuse of school property will be required to pay for repair or replacement of the damaged property. Legal authorities will be contacted if warranted.

#### **SEARCH AND SEIZURE**

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches (with or without canine) of school property, equipment, students, and their personal effects.

#### **SECRET SOCIETIES AND GANGS**

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

1. Being a member of, joining, promising to join, becoming pledged to become a member of, or soliciting any other person to join any public school fraternity, sorority or secret society.
2. Involvement in gangs or gang-related activities including the display of gang symbols or paraphernalia.

Student found to be in violation of this policy shall be disciplined by the administration on an individual basis.

#### **SEMESTER EXAM POLICY**

An exemption means that a student may choose not to take final exams depending on their grade point average. A student can take exams for which they are exempt. In that case, the exam would only be figured into the semester grade if it helped the student's grade

If a student chooses to take an exemption in a class, their semester grade will be determined by averaging the two quarter grades. Freshmen and transfer students will be required to take all final exams their first semester because they do not have an established grade point average.

Semester exemptions will be issued by the teachers to students based upon the following criteria:

1. A student cannot miss a class more than four times a semester. Each tardy will count as 1/3 of an absence.
2. Must have a minimum of 87% in the class.
3. Cannot have had more than two detentions for the semester nor assigned a Saturday School.
4. Cannot have been suspended during the semester.

#### **SENIOR TRIP GUIDELINES**

1. Any senior going on their senior trip must be passing all classes.
2. Any senior not going on the senior trip will be required to forfeit funds that were raised on behalf of the class.
3. Any senior not going on the school trip will be required to be in school during that time if the maximum days of absences (10 non-medical) has been met or is failing a class.

4. A student can only have one suspension during their freshman, sophomore or junior years, and may not have been assigned a suspension during their senior year.

5. A student must be in good financial standing with the office.

6. Any senior that does not qualify to go on the senior trip may write a letter of request and appear before a senior trip committee that consists of the senior sponsors, principal, assistant principal and superintendent.

#### **SEX DISCRIMINATION**

Recent Federal Law places many restrictions on discrimination on the basis of sex. No educational services or programs may be denied on the basis of sex. All courses and classes that were traditionally "male" or "female" must be available to all students regardless of gender.

Extra-curricular activities also must be open to all students. The Department of Health, Education and Welfare has issued rules, however, that permit separate teams of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. Schools must provide equal athletic opportunity for members of both sexes including the factors of programming, equipment and supplies, travel allowances and other services and facilities. [20 U.S.C. 1681]

#### **STUDENT CODE OF CONDUCT**

1. Protect the rights of others to study and learn.
2. Attend school daily unless ill or legally excused.
3. Be on time for all classes.
4. Obey school rules.
5. Volunteer information and cooperate with school staff in disciplinary cases.
6. Complete all in-class and homework assignments and meet deadlines.
7. Respect public property and carefully use and return all materials and equipment.
8. Come to class with necessary books and materials.
9. See that school correspondence to parents reaches home.
10. Avoid abusive language, verbal or written.
11. Dress appropriately and practice good habits of personal cleanliness.
12. Participate in and enhance the educational process, attain the best possible level of academic achievement.
13. Respect authority both in school and at school-sponsored activities.
14. Be responsible for your own actions.
15. Know reasons and methods of discipline – including suspension and expulsion.
16. Inform teachers of any special needs or situations that might affect your education.

#### **STUDENT RECORDS**

Parents of students and students have the right to inspect, copy and review student records. A written consent may be requested. Access must be granted within 15 school days after the date of receipt of the request. In compliance with state and federal law, the District shall maintain two sets of student records. These shall be:

1. A permanent record shall include:
  - Basic identifying information
  - Academic transcripts
  - Attendance record
  - Accident/health reports

Information pertaining to release of this record  
Additionally, the permanent record may include:  
Honors/awards  
Activities/athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

2. A temporary record will include:

Family background  
Intelligence/aptitude scores  
Achievement test results  
Psychological reports  
Honors/awards  
Athletics/activities  
Disciplinary information  
Teacher anecdotal records  
Special education files  
Information pertaining to release of this record  
Other relevant information not required to be in the permanent record

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. [105 ILCS/10/1 et/seq.]

#### **STUDENTS WITH DISABILITIES**

Disabled students have the right to a free and appropriate public education. The district policy for students with disabilities including behavioral interventions is housed in the high school main office.

#### **TARDINESS**

1. Four minutes of passing time is allowed between each class period.
2. Each student is responsible for prompt passage from their classes.
3. When a student is late to class they should go back to their previous teacher for a tardy slip. If the previous teacher did not cause the tardiness, then the student must report to the office to determine if the tardiness is to be excused or unexcused.
4. Students who enter class after the tardy bell will need a tardy slip, or they are subject to disciplinary action. Students are assigned a detention after the third time they are tardy in a particular class each semester.
5. Students who are tardy to school or from lunch a third time will be assigned a detention.
6. For the purpose of absences, three unexcused tardies count as an absence. A tardy is assigned when a student misses less than 15 minutes of a class. Missing more than 15 minutes will count as an absence.

#### **USE OF SCHOOL TELEPHONE**

The use of the school telephone will only be permitted in cases of emergency. Students may use their cell phones in the office with permission from school officials. Permission to use the phone must be granted by a member of the office staff. A pay phone is provided in the corridor of the gymnasium for personal calls that can be made by students during lunch hour. Personal calls should not be made during class time. In emergency situations long distance calls will be permitted on the school phone. Incoming messages for students will be placed on a message board located outside the office which students should check regularly.

#### **VENDING MACHINES**

Vending machines are located in the student union and may be accessed over lunch hours and after school.

#### **VIDEO CAMERAS**

Video cameras may be used on buses and in the building to monitor student behavior. Disciplinary actions can be taken from videos.

#### **VISITORS**

NCHS is a closed campus and students from other schools will usually not be permitted to visit the campus. Please contact the administration prior to inviting visitors to the school. All visitors are required to register in the office upon arrival at the school. Alumni may be granted passes to visit faculty members and classes at the prerogative of high school principal and the faculty members involved.

#### **WITHDRAWAL FROM SCHOOL**

If a pupil withdraws from school for any reason, he/she should obtain a clearance sheet from the office and complete it according to the directions.

All school owned books and materials are to be brought to the office. The pupil should have the clearance form signed by the teacher once he or she has returned the materials.

All withdrawal requests should be made in writing by the parent and the pupil.

As of January, 2008, no student will be allowed to quit school under the age of 17.

**Disclaimer: This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies of the everyday functioning of the school. As in any situation in an ever-changing society, changes may occur.**

**NCHS  
SCHOOL CALENDAR**

**Important Dates for 2011-2012**

**I. Holidays and Teacher Institutes**

Aug. 15	Teacher Institute
Aug. 16	Teacher Institute
Sept. 5	(No School) Labor Day
Oct. 10	(No School) Columbus Day
Oct. 17	Parent/Teacher Conferences – no student attendance
Nov. 11	(No School) Veteran’s Day
Nov. 23-25	Thanksgiving Break
Dec. 23 – Jan 2	No School – Christmas Break
Jan. 3	Teacher Institute
Jan. 4	School resumes with student attendance
Jan. 16	(No School) Martin L. King Jr. Day
Feb. 20	(No School) President’s Day
Apr. 5-9	(No School) Spring Break
May 16	Last Day of School (unless emergency days needed)

**II. Nine Weeks Periods**

Aug. 15 – Oct. 14  
Oct. 17 – Dec. 22  
Jan. 3 – March 9  
March 12 – May 16

**III. Parent/Teacher Conferences**

Monday, October 17 (**no student attendance**), noon-7:30 pm conferences  
Friday, Feb. 17 (1/2 day attendance – 11:10 a.m. dismissal),

**IV. Early Dismissals**

Wednesday, September 21	11:10 p.m. –School Improvement Day
Friday, October 14	2:00 p.m.- End of 1 <sup>st</sup> Quarter
Tuesday, November 22	2:00 p.m. – Thanksgiving Break
Thursday, December 22	2:00 p.m. – End of 2 <sup>nd</sup> Quarter
Wednesday, February 1	11:10 p.m.- School Improvement Day
Friday, February 17	11:10 a.m.- Parent/Teacher Conference
Friday, March 9	2:00 p.m. – End of 3 <sup>rd</sup> Quarter
Last Day of School for Students	11:10 a.m. – End of 4 <sup>th</sup> Quarter

Notes

**This page is intentionally left blank so the consent form on the other side may be torn out and returned to the school.**

**HANDBOOK AWARENESS STATEMENT**

The signatures below indicate that the North Clay High School handbook has been received for the 2011-12 school year. Furthermore, we understand the policies stated and intend to abide by them.

Student's name (print) \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO YOUR HOMEROOM TEACHER.**

**THANK YOU.**