

2025-2026
ASHTON-FRANKLIN CENTER CUSD #275
STUDENT HANDBOOK



ASHTON-FRANKLIN CENTER ELEMENTARY SCHOOL
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ASHTON-FRANKLIN CENTER JUNIOR-SENIOR HIGH SCHOOL
611 WESTERN AVE. ASHTON, IL 61006
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ASHTON-FRANKLIN CENTER CUSD #275 MISSION, VISION, & CORE VALUES

Our **Mission** is to develop and empower curious, well-rounded problem solvers through strong relationships, academics, and co-curricular experiences.

Our **Vision** is to create an atmosphere and culture where students LEARN, GROW, and THRIVE.

- Our students learn core academic and life skills.
- Our students grow through experiences that stimulate curiosity and ignite a passion for learning and achievement.
- Our students thrive through strong, positive relationships and social-emotional support.

The **Core Values** we commit to embodying are as follows:

- Respect - We believe in creating a safe learning environment where individual differences are appreciated and everyone is treated with dignity.
- Positivity - We have pride in our school and community. We look for the best in one another. We treat challenges as opportunities to grow.
- Achievement - We support a comprehensive education and the well-rounded development of all learners. We believe academic and social-emotional learning happens in and out of the classroom.

DISCRIMINATION STATEMENT

It is the policy of Ashton-Franklin Center Community Unit School District #275 not to discriminate on the basis of a person's color, race, nationality, religious affiliation, creed or physical limitation including pregnancy in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments of other laws.

ASHTON-FRANKLIN CENTER C.U.S.D. #275 RESIDENCY POLICY

Ashton-Franklin Center C.U.S.D. #275 shall require proof of residency for all new students and for any students who may be in question. Parents will be required to provide one of the following: apartment lease or real estate tax bill, addressed mail, library card, employee identification, drivers license, utility bill or notarized affidavit of residence from the parent or person with whom the child is residing, affirming that the child eats and sleeps at the residence (not for the sole purpose of attending the school).

1. The residence of a person who has legal custody of a pupil is deemed to be the residence of the pupil.
2. "Legal custody" means one of the following:
 - a. Custody exercised by a natural or adoptive parent with whom the pupil resides.
 - b. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
 - c. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
 - d. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code [305 ILCS 5/1-1 et seq.] for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district.
 - e. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed

nighttime abode for purposes other than to have access to the educational programs of the district.

Except as otherwise provided under Section 10-22.5a, only resident pupils of a school district may attend the schools of the district without payment of the tuition required to be charged under Section 10.20.12a. However, children for whom the Guardianship Administrator of the Department of Children and Family Services has been appointed temporary custodian or guardian of the person of a child shall not be charged tuition as a nonresidential pupil if the child was placed by the Department of Children and Family Services with a foster parent or placed in another type of child care facility and the foster parent or child care facility is located in another school district other than the child's former school district and it is determined by the Department of Children and Family Services to be in the child's best interest to maintain attendance at his or her former school district.

ATTENDANCE OF NON-RESIDENT STUDENTS

Non-resident students may attend District schools upon the superintendent's recommendation, approval of the School Board and subject to the following:

1. The student will attend on a year-to-year basis. Approval for one year is not authorization to attend the following year.
2. The student will attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

The superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both the superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

EXCHANGE STUDENTS

The superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.

HOMELESS CHILDREN

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the superintendent shall inform the student's parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

BUILDING SAFETY ISSUES - DISASTER & EMERGENCY DRILLS

Students must be alert to the various alarms. Practice drills will be conducted during the school year according to state guidelines. Teachers will go over directions regarding each specific drill with their students.

All students and all school personnel will participate in disaster drills. The administration will communicate verbally with the teachers whenever possible; teachers should note the directions for specific drills within their faculty handbooks and stay in control of students assigned to their classrooms. Custodians and teachers not in charge of a group should report to the office before proceeding to their assigned areas. Do not dismiss students because of bells or a desire to move to a better location unless directed to do so by voice over the intercom or a message from the office.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

ASBESTOS NOTIFICATION

The schools in Ashton-Franklin Center C.U.S.D. #275 comply with all State and Federal laws pertaining to the management of asbestos containing building materials (Cam's). There is a management plan housed in the Superintendent's office in Ashton. The plans are available for public inspection during normal school hours given notification of such intent 24 hours in advance. Copies are available at a cost of fifteen cents (\$0.15) per page for all or parts of the documents.

INTEGRATED PEST MANAGEMENT

Ashton-Franklin Center C.U.S.D. #275 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. If you wish to be notified prior to pesticide application, please contact the school office.

CHAIN OF COMMAND

Students or parents experiencing difficulties with a teacher should request a conference with that teacher to discuss the matter. If an impasse is reached between the student, parents and the teacher, the student and parents may wish to speak with the principal. If the matter is yet unresolved, the student or parent may request a meeting with the superintendent of schools. If the matter is still not resolved, the student or parent may request a hearing with the Board of Education. It is expected that the foregoing "chain of command" will be followed at all times.

Any other action, which could result in disruption of the learning environment, may also be treated as a suspendable offense. The administration receives the right to alter steps in the discipline policy when it is believed that the seriousness of the offense warrants such action.

STUDENT HANDBOOK

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, and rules and regulations, which are subject to change, by the discretion of the administration and board.

The administration may make changes to the student handbook before the Board of Education approves them. The principal will give the written rule change to the superintendent and then the board as soon as possible. In addition, each principal, within his or her own school, may establish certain written rules and regulations consistent with those established by the superintendent and the Board of Education.

STUDENT INSURANCE AND OPTION TO PURCHASE ADDITIONAL STUDENT INSURANCE

Each student is covered against medical expenses for accidents that occur while attending regular school sessions, or that occur while the student is participating in activities exclusively organized, sponsored and supervised by the school. This coverage includes travel time for the student traveling from his or her residence to attend regular school sessions, and travel to and from a school-sponsored activity in any vehicle furnished by the school and supervised by school employees.

Since most families have insurance protection, ISDA Student Accident Coverage can help to fill the gaps in coverage left by deductibles or coinsurance payments. Please see the Student Accident brochure for coverage benefits, limits, and exclusions. The Student Accident brochure also provides for the purchase of additional optional coverage for 24-hour coverage, extended dental coverage and grade 9-12 tackle football coverage. Grade 9-12 tackle football coverage varies from year-to-year. Contact the school for specific cost and the portion paid by the school district.

ASHTON-FRANKLIN CENTER SCHOOL SEX EDUCATION INSTRUCTION GENERAL GUIDELINES

- Grades K to 3: Focus is on “good touch, bad touch” concepts, health and hygiene issues, positive self-image and respect.
- Grade 4: Will include body changes and hygiene needs presented separately to girls and boys. Peer pressure on drugs, alcohol, gangs and smoking begins.
- Grade 5: More specific body changes and hygiene needs for separate groups. Change in the opposite sex. More detailed than in grade 4.
- Grade 6: Peer pressure topics to include grade 4-5 topics and dating (along with concepts of infatuation vs. love). AIDS awareness.
- Grade 7: Intercourse, STD's, pregnancy and contraception introduced. Courtesy and respect for the opposite sex and peer pressure on sex to be included. Abstinence stressed.
- Grade 8: Expand and reemphasize topics in grade 7. “No never means yes.”
- Grade 9-10: Reinforcement of grades 6-8 topics in greater detail during health class. Abstinence stressed.

REGISTRATION

AFC utilizes online registration through Skyward. Parents are required to register their children. Registration fees must be paid prior to the start of the school year unless arrangements are made with the Superintendent. Registration for each new school year will open in April for new and returning families. A \$25 discount will be applied to those who register by June 30 (including the payment of school fees). In order to be eligible for the early registration discount, all prior year's fees must be paid in full. A \$25 fee per student will be assessed for late registration (registration after July 31st). Students attending an alternative school program must pay Ashton-Franklin Center CUSD #275's registration fee, as well as any fees associated with the alternative placement. Students registering after the school year has begun must wait a minimum of one day after registering AND until after we have received transfer paperwork from the students' previous district. Transfer paperwork should include the ISBE “Student Transfer Form,” medical records, birth certificate, academic reports, assessment reports, etc. A late fee will not be assessed for students transferring in after the start of the school year.

RENTALS AND FEES

Registration

ECE-6th:	\$75.00
7-8:	\$100.00
9-12:	\$150.00
Late Fee (per student):	\$25.00

Food Service

K-6 Hot Lunch:	\$2.50
7-12 Hot Lunch:	\$3.50
Milk at Meals:	\$0.25
ECE Yearly Milk Fee	\$40.00
Kindergarten Yearly Milk Fee:	\$40.00

Other Fees

Parking:	\$30.00
WACC:	\$250.00
Drivers Ed:	\$250.00
Ag Fee:	\$10.00
Agenda:	\$5.00
Replacement Lunch Card	\$3.00
P.E. Uniform:	\$15.00
Credit Recovery (per class):	\$50.00
Computer Technology Grades: K-12:	\$30.00

SPORTS FEES

HS Athletic Transportation and Equipment Fee:	\$100.00/\$50/\$0
6-8 Athletic Transportation and Equipment Fee:	\$50.00/\$25/\$0
HS Academic Bowl:	\$25.00
Jr. High Academic Bowl:	\$20.00
High School Pass	\$50.00
Jr. High Pass	\$50.00
High School & Jr. High Pass	\$75.00

Athletic passes are NOT valid for admission to tournament play or IHSA-sponsored post-season games.

STUDENTS CANNOT PARTICIPATE IN ANY SPORT OR OTHER EXTRA-CURRICULAR ACTIVITIES UNTIL REGISTRATION FEES ARE PAID IN FULL WITHOUT ADMINISTRATIVE APPROVAL.

RESTRICTIONS ON ENROLLING SUSPENDED OR EXPELLED STUDENTS

Any student who has been suspended or expelled from another school district will not be admitted into Ashton-Franklin Center School District #275 before the length of his/her suspension or expulsion has been completed.

RESTRICTIONS ON RE-ENROLLING DROPOUTS

Re-enrollment shall be denied to individuals over the age of 16 years who have dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before their 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED or diploma.

HOMESCHOOLING

Students who are home-schooled will not be allowed to participate in extra-curricular activities according to district policy. Students who have been home-schooled may be required to take entrance exams to determine proper grade placement in Ashton-Franklin Center Schools.

HOMEBOUND INSTRUCTION

Students absent for an extended period of time who have been certified by a medical doctor as being unable to attend school for health reasons for a minimum of ten school days may be eligible for homebound instruction. Under the arrangement, the school provides a teacher at the home of the student. Information regarding homebound instruction is available by contacting the principal.

TEXTBOOKS/CHROMEBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are to make sure they put their names and grades in the proper place in the book in case it is misplaced. Students will be charged a fine based on the life, replacement cost, and degree of misuse and abuse. Lost textbooks must be paid for at "new" cost.

HEALTH RECORDS

All students are to have a physical exam card on file in the office. Students entering kindergarten, sixth, and ninth grades must have a current physical exam and proof of necessary immunizations before entering their grade.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

The Illinois School Code requires that each child present proof of having immunizations and health examinations in accordance with the law and rules and regulations of the Department of Public Health upon:

- entering Kindergarten, 6th and 9th grade
- transferring from another school outside of Illinois, irrespective of grade.

A sports physical does not count as a school physical.

Dental Examination

The Illinois School Code also requires that each child in kindergarten, 2nd and 6th grades present proof of having an oral health examination in accordance with the law and rules and regulations of the Department of Public Health by May 15th of the current school year.

Vision Examinations

All students enrolling in Kindergarten or in school for the first time shall present proof before October 15th of the current school year that the student received an eye examination within one year prior to entry to kindergarten or the school.

Physicians licensed to practice medicine in all of its branches are responsible for the health examinations, as specified by the Department of Public Health, and must sign all portions of the health examination form, as well as any portions of the examination performed by a registered nurse. Licensed dentists must sign all dental examination forms. Vision and hearing tests are to be conducted in accordance with Department of Public Health rules and regulations and may only be administered by individuals who the Department of Health has certified.

IF A CHILD DOES NOT SUBMIT PROOF OF THE REQUIRED HEALTH EXAMINATION AND IMMUNIZATION REQUIREMENTS BY THE FIRST DAY OF ATTENDANCE, THE CHILD WILL BE EXCLUDED FROM SCHOOL UNTIL SUCH TIME AS PROOF IS PRESENTED.

Children whose parent or legal guardian objects on religious grounds need not receive the immunizations if they present to the appropriate school authorities a signed statement of objection which details the grounds for such objections; these objections are due by the first day of school or the child will be excluded from school until such time as proof is presented. If the physical condition of the child precludes immunization on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs.

PERMANENT RECORDS

A parent, or any person specifically designated as a representative by a parent, has the right to inspect and copy all school permanent and temporary records for that person's child. Students may also inspect and copy their records. Simply make your request to the building principal and pay a \$0.15 copying fee per page.

ASHTON-FRANKLIN CENTER SCHOOLS OFFICIAL RADIO STATIONS

WRHL 102.3 in Rochelle and WIXN 101.7 in Dixon will be our official radio stations for announcing school closings and changes in athletic schedules or other events due to inclement weather or other conditions. Other stations may be added to this list during the school year. Notice of additional stations will be provided when applicable.

GENERAL RULES AND REGULATIONS

The safety of the students is a primary concern and therefore the following rules and regulations must be followed. The school cannot be responsible for supervision of students on school premises more than 15 minutes before the start of classes unless they are transported by school bus or 15 minutes after the final dismissal bell. Therefore, students should not arrive at school more than 15 minutes before the start of classes unless they are transported by school bus. Students arriving early do so with the express permission of their parents, who retain responsibility for normal safety and behavior issues. If necessary for reasons of safety, school administration may demand that specific students not report to the school or its grounds until a time specified by the administration. Also, for safety reasons, students are not to be in the streets when boarding or skating to and/or from school. Boarding and skating is prohibited on school grounds between the hours of 7:30 a.m. and 4:00 p.m. Violation of this may result in loss of use.

Students are expected to leave school grounds immediately after dismissal unless attending extracurricular activity practice, detention or other school related activities. Students will not be permitted into classrooms after 3:30 p.m. without teacher or administrative approval.

Students arriving at school in the morning may not proceed to their classrooms until the admittance bell rings. Students are to enter the buildings through the main doors at the front of each building.

Students are not to wear shoes with metal cleats, rubber heels or soles that damage or mark the floor. Elementary students should have their boots, overshoes, sweaters and jackets clearly labeled with the student's name.

Students should not bring articles to school that may endanger the safety of others or interfere with school procedures. The teacher may collect such articles brought to school. Backpacks and purses are to be stored in a student's locker during school hours. Toy guns, toy knives or other play weapons are not to be brought to school as these articles are considered inappropriate in terms of the school's responsibility to

teach and encourage the development of effective social skills. Additionally, the “look-alike” nature of these “weapons” can create confusing supervision situations.

The school cannot be responsible for the safety or well being of items students elect to bring to school. Students and parents need to know that any items brought to school are NOT covered by school insurance and the Board of Education and the school staff will not assume liability in the event such items would be lost, damaged or stolen. Such items as expensive toys, collectibles (such as baseball or other sports cards) are not to be brought to school. Electronic devices such as lasers, mp3s, or other entertainment devices are not needed at school and should be left at home. For the same reason, students should be discouraged from bringing large amounts of money or other valuables to school. After appropriate comments or warnings, teachers will collect any item if it proves to be disruptive to instruction or to present a student safety problem.

Both in the buildings and on the grounds, all paper and trash should be discarded in containers provided.

Students are expected to walk in the hallways, keeping noise in halls and restrooms to a minimum.

Only pre-packaged treats (store bought) or items bought at a bakery are allowed to be given out at class parties. No home-made treats are allowed. If a cooking project is done at the school, all ingredients used are to be brought into the school in their original and sealed packages.

APPROPRIATE CONDUCT

For optimum learning to take place in a classroom, a teacher must have adequate control of the students. An atmosphere must be maintained that is conducive to good learning. Teachers are required to use many forms of influence to maintain such an atmosphere. Most of these influences will be positive in nature and designed to promote self-discipline among the pupils. The following section of this handbook outlines behavioral expectations and discipline procedures which are considered both important and acceptable by the Board of Education, the teaching staff, the administration and parents who have participated in their development and/or revision.

The Board of Education endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors;
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community;
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained;
4. Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation and goal of the school. Diligence and a sincere desire to profit from the opportunities offered is an obligation of the student, and the provision of such opportunities is an obligation of the school.

We must acknowledge that students learn in individual and different ways. Also, children behave in individual and different ways. This range of behavior is as broad and varied as that of learning ability.

Inappropriate behavior can be minor or extreme, incidental or malicious, accidental or premeditated. Behavior is apt to change depending on (1) what expectations are being made; (2) by whom; and (3) under what conditions. Students may behave differently at home than they will with teachers at school. Interaction with other pupils or students in the group setting of the school affects each child's behavior. Acts of inappropriate behavior also vary depending on the age of the student.

For each child, the school is a unique environment. Unlike the home, the school has more students doing more things while being responsible to more people. Each student's behavior should be directed toward what is good for the group. School personnel should strive to provide an appropriate learning environment for all students - an environment which should be free of habitually disruptive behavior.

Though individual behavior varies, expressions of such behavior must lie within limits that have been established for the benefit of all students. Part of an organized and consistent approach to the management of student behavior includes helping each child recognize his responsibility to others in the school. PARENTAL SUPPORT is necessary and essential to the school's management of student behavior. A pupil enters school, whether as a kindergartner or as an older child, as a product of a particular home environment. This environment helps determine whether a pupil is able to cope with school situations where other children's needs must also be considered. Respect for other children and adults, as well as acceptable conduct, are learned in the home and reinforced in the school. To meet this commitment, the impact of the home in preparing the child for the experience of attending school cannot be discounted. Thus, the parent and the school must work together to help the student understand the importance of appropriate behavior.

RESPONSIBILITY FOR DISCIPLINE

Effective discipline ultimately aims to cultivate responsible self-control and respect for democratically established authority. Discipline should support the achievement of this overarching goal. It shall be the responsibility of each student to abide by the rules and regulations of the school, which are designed to achieve these ends and to provide effective direction and control of the activities of large groups of individuals.

The teacher has the primary responsibility for discipline, but may obtain assistance from the principal or other appropriate school personnel in maintaining this responsibility as necessary. Sections 24-24 and 34-84a of the Illinois School Code provide that in all matters relating to discipline in the school, teachers stand in relation to parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

LOCKERS

Lockers are the property of the school district and are to be used as storage areas for books, school supplies, outdoor garments and lunches brought from home. School authorities reserve the right to periodically inspect lockers to insure the health, safety and general welfare of students, faculty and school property. School officials may conduct searches at any time. Should school officials have reasonable suspicion to believe that an illegal substance, dangerous material or stolen property is located in a locker, they may search the locker with or without the student being present and without the student's consent.

CELL PHONE & PERSONAL ELECTRONIC DEVICES

Students may not use a cell phone during the school day. Cell phones brought to school must be placed in their locker and powered off.

GENERAL CONSIDERATIONS ABOUT STUDENT CONDUCT AND DISCIPLINE (K-12 Students)

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone or other electronic personal device.
7. Using headphones/earbuds for nonacademic/noninstructional purposes.
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores, and wrongful use of AI.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. 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.

23. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

ARTIFICIAL INTELLIGENCE OR “AI”

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without the permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

WHEN AND WHERE CONDUCT RULES APPLY

The grounds for disciplinary action also 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 time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall

not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

ISOLATED TIMEOUT, TIMEOUT, AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. Staff members using physical restraint are trained in Crisis Prevention Intervention (CPI) and part of a school team. The school may not use isolated time out and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may

be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANG & GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

DUE PROCESS FOR SUSPENSIONS

1. Principals are authorized to suspend a pupil from school for gross disobedience or misbehavior for a period not to exceed ten (10) school days.
2. When a suspension is being considered, except in emergencies (situations that might involve danger to the health and/or safety of the individual or to others) the conduct of a student must first be discussed with the student who is provided an opportunity to present his/her view of the situation.
3. Any suspension shall be reported immediately to the parents or guardians of said pupil (first by telephone, if possible, and then possibly in writing in the form of a suspension letter). This information must include a full statement of the reason for such suspension and a notice of parents' right to a review. The superintendent for presentation to the Board of Education shall retain a copy of this statement.
4. Upon request of the parents or guardians, the superintendent shall review the action of the administrator who suspended the pupil. If the issue is not satisfactorily resolved, parents/guardians may request a review by the Board of Education.
5. Neither the principal nor the superintendent shall serve as the hearing officer.
6. At the review hearing, the parents or guardians of the pupil may appear and discuss the suspension with the board or with the designated hearing officer.

7. If a hearing officer conducts the review, this hearing officer shall report to the superintendent and the Board of Education via a written summary of the evidence heard at the meeting and shall notify the parents as to his/her action.
8. After receipt of the written report from the hearing officer, or at the conclusion of its own hearing, the school board may take such action as it finds appropriate.

DUE PROCESS FOR EXPULSION

1. A pupil can only be expelled by the Board of Education at a regular or special meeting of the board (Code: 10-22.6).
2. Expulsion shall be recommended to the school board only by the superintendent.
3. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board to discuss their child's behavior.
4. Such requests shall be made by certified mail and shall state the time, place and purpose of the meeting.
5. The board, at such a meeting, shall state the reasons for expulsion and the date on which it is to become effective.
6. The board will hear any evidence to be presented by the parents or guardians prior to making its decision.
7. The board may take such action as it finds appropriate.

VIDEO AND AUDIO MONITORING SYSTEMS

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

DEFINITIONS

Detention - Detentions may be assigned at the discretion of school personnel. Times and days of detention(s) may vary based on the situation. Students have the right to bring their parents in for a meeting regarding the detention at which time the disciplinary action will be discussed.

In-School Suspension - The student remains in school, works on his/her assignments. in an alternate location. In order to receive full credit on any assignment, all work must be turned in at the end of the day of the suspension. Students cannot attend or participate in any school events or be on school grounds after school hours (3:30 p.m.) on the day(s) of their suspension.

Out-of-School Suspension - The student cannot attend school, nor participate in any school events or be on school grounds for the length of his/her suspension. All work missed during this suspension is due immediately upon the student's return to class; students can receive up to 60% credit on any work turned in upon their return to school.

Expulsion - Permanent removal of the student for the remainder of the school term or longer. Only the school board can expel a student. The student cannot attend school, nor attend or participate in any school events, or be on school grounds for the length of his/her expulsion.

Removal from Class - Upon a student's second removal from class, he/she **may** be suspended from that class until a meeting can be arranged between the teacher and the student's parent(s)/guardian(s). Teachers will contact the parent(s)/guardian(s) immediately to arrange a parent/teacher conference to discuss the student's behavior and possible disciplinary action.

ADMINISTRATIVE DISCRETION

It is recognized that not all disciplinary problems and situations can be identified for "general" guidelines. The administration reserves the right to act appropriately at its discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to overrule or suspend the guidelines due to an unusual or unique set of circumstances. Any such "change" or "ruling" by the administration is not deemed to be policy or precedent setting. Certain offenses may be immediately referred to legal authorities, such as, but not limited to the following:

1. Threatening a teacher or staff member (including but not limited to physically, electronically, verbally, written);
2. Striking a teacher or staff member;
3. Alcohol and/or drug infraction;
4. Vandalism;
5. Theft;
6. Gang activity;
7. Weapons infraction;
8. Sexual harassment.

STUDENT QUESTIONING BY LAW ENFORCEMENT OFFICIALS MAY TAKE PLACE TO ASSIST IN ANY INVESTIGATION.

CANINE SEARCHES

Law enforcement officials on school grounds may conduct searches by dogs specially trained to detect the odor of narcotics. School officials on a random basis will schedule the searches. The searches will be criminal and treated as any other law enforcement search. Students face prosecution if narcotics are discovered. Lockers and vehicles parked on school property will be searched. The student's person will not be searched unless reasonable suspicion exists that a school policy or law has been violated. The canine search will be conducted during school hours.

BULLYING, INTIMIDATION AND (SEXUAL) HARASSMENT

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

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

Bullying means any severe or pervasive physical or verbal act or conduct. The terms “intimidating, hostile and offensive” include conduct which has the effect of humiliation, embarrassment or discomfort. This conduct includes communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the school. This can also include urging other students to engage in such conduct on or off school property if it is initiated on school property. Examples of prohibited conduct include, without limitation, unwelcome touching, crude jokes or pictures, spreading rumors, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment or other comparable conduct that could be seen to interfere with the educational setting.

Students are prohibited from engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Examples include but are not limited to the use of “Facebook” and similar internet sites, and cell phone pictures/videos.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the school counselor or building administrator. Complaints will be kept confidential to the extent possible given the need to investigate. Administration will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have made false accusations of harassment will be subject to disciplinary consequences.

The aggressor may be required to meet with the counselor at the administrator's discretion. The victim of harassment will be offered the opportunity to meet with the school counselor. In order to prevent behavior from becoming a larger problem, parent conferences will be scheduled even if the problem was “almost” (sexual) harassment. Any person making a knowingly false accusation regarding (sexual) harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Administrative Discretion: Some behaviors may not meet all the criteria above and will be first penalized as disruptive behavior. However, as some (sexual) harassment behaviors can be significantly more intimidating, hostile or offensive than others, some of the steps listed above may be bypassed. It is not the intent of the board or administration to be limited to the first penalty if the behavior is so excessive as to be an unconscionable, intolerable attack.

COMPUTER SECURITY POLICY/COMPUTER USE GUIDELINES

Staff and students' use of computers is a privilege not a right. The computers are tools for all students and must be handled accordingly. The computer is not personal property and any changes to the computer must be approved by the teacher/supervisor. Any problems with a computer must be brought to the

attention of the teacher/supervisor at once. No student may download or install or delete or change programs or files that are not owned by the student. Students are not allowed to make changes to hardware configurations or software configurations. Attempts of any kind to change, alter or make different any software or hardware components or the output thereof without permission will cause the loss of the student's computer use and privileges. If said change, alteration or differences causes damages, the student may also be liable for costs. This may cause civil lawsuits to be brought against the student by the software author or manufacturer or the hardware component. It is the duty of all citizens (and that includes students) to remember that there are laws governing the use of products and components (Copyright Law-Public Law 94-553 enacted January 1, 1978) and that we as an institution are obligated to ensure that all students learn about and obey those laws.

ADMINISTERING MEDICINES TO STUDENTS

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is for the critical health and well-being of the student. Parents/guardians may authorize their child to self-administer a medication according to the district's procedures for student self-administration of medications. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medications. An Illinois licensed prescriber shall prescribe all medications dispensed in schools. Students who require medication during the school day may bring the medication to school following these guidelines:

1. A written order for the medication must be obtained from student's licensed prescriber;
2. Medication must be brought to the school in the original package or prescription bottle;
3. The parents/guardians will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child.

STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer medication to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization form and/or Over-the-Counter (OTC) Authorization Form is filed. OTC medication can be administered by school health personnel, administration, or other trained office staff. OTC medication available at school is as follows: Acetaminophen (Tylenol), Ibuprofen (Motrin), Benadryl, Triple Antibiotic Ointment, Calcium Carbonate (TUMS), Hydrocortisone Cream, Refresh Eye Drops, Throat Pills/Cough Drops, & Toothache Ointment (Anbesol). A student without an OTC Authorization Form completed would require parental permission each time OTC medication is administered at school. Health Office visits will be logged in Skyward and available for parents to see via Family Access

ADMINISTRATION BY SCHOOL PERSONNEL

All student medication shall be left with the person designated by the building principal and shall be stored in a separate locked drawer or cabinet.

ADMINISTRATION BY STUDENT

A student may self-administer medication with parental consent and after the School Medication Authorization Form is on file with the building principal. The medication shall be stored for the student, unless the student requires an inhaler for his/her asthma. In that case, the student may carry his/her inhaler at all times as long as a doctor's note is provided to the school. Students will self-administer medication in

the school office in the presence of either an administrator or a member of the school office staff, who shall initial the record that reports when the student self-administered.

CONSEQUENCES FOR FAILURE TO FOLLOW POLICY

Medication not stored in the office is a potential threat to student safety for which the Board of Education is liable. Failure by the student to properly store medication will result in consequences appropriate to the level of school liability. Enforcement will be subject to disruptive behavior punishments.

If the medication is kept by the student and presented as a “look-alike” to a prohibited drug, the student will be subject to the alcohol and drug policy.

HEAD LICE POLICY

Students with live louse will be sent home immediately. At the discretion of school personnel, students with nits may be permitted to remain at school following CDC regulations. If school personnel determine that a student needs to be sent home due to live louse/nits, the following procedures are followed:

- **DAY ONE** - The student is to be sent home immediately. The parent will be instructed in the treatment regime as established by medical professionals. School personnel are not responsible for the removal of nits but will help parents with the best procedure for removal.
- **DAY TWO** - When the student returns to school, the student needs to be checked by school personnel to be found free of lice and nits before he/she may return to class. Students may be checked for re-admittance no more than twice in one day. If the excluded student has not returned to school or is still not free of lice/nits, the school may consider the student subject to the unexcused absence policies.

STUDENT ATTIRE

The policies of the Board of Education of Ashton-Franklin Center School District #275 include items describing the rights of students. Courts have clearly held that clothing and attire are an extension of the right to free speech. However, courts continue to uphold the principle that such freedom will not be permitted if the exercise thereof disrupts the educational process.

Students have the right to dress in such a way as to express their personality. However, students are expected to dress and groom in a manner meeting reasonable standards of health, cleanliness and safety. Equally important, students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming not in accord with these reasonable standards will be considered inappropriate.

Certain portions of the rules for student attire have been adopted in the belief that they are consistent with the mandated responsibility of the school to provide appropriate instruction in the area of alcohol and substance abuse, including smoking and the use of non-smoking tobacco products. Other portions of these rules also recognize that obscene or profane graffiti counter efforts to provide a positive teaching/learning climate. Building principals will administer the following guidelines and be responsible for determining the appropriateness of student dress.

Students in the school building during the school day may not wear hats or other head coverings. The length of shorts or skirts must be appropriate for the school environment. Students are not permitted to wear coats or jackets in the classrooms. Students are encouraged to keep a sweater or sweatshirt in their locker for such use.

No clothing that leaves a bare midriff or back will be allowed. No “see-through”, open mesh, or spaghetti strap items or off the shoulder clothing may be worn, except over other appropriate clothing. Clothing should be worn so that a student’s underwear is not visible at any time. Clothing promoting violence or with alcohol or tobacco product advertising is not to be worn in the school setting. Chains will not be permitted on clothing, wallets, jewelry or the like. Clothing with pictures and/or messages that would generally be considered to be obscene or profane will not be allowed. This would be considered inappropriate to the mission of the school to provide a positive teaching/learning climate. Each principal, or designee, should any questions arise on the appropriateness, will make a determination should it become necessary to do so. Students will be sent home or parents will be called for a change of clothes should their original outfit not be appropriate for school.

Any body piercing that is disruptive to the educational environment will be prohibited and must be removed when participating in PE. The Illinois High School Association will not permit such jewelry to be worn in IHSA athletic events because of the danger of such items being torn from the flesh.

Any tattoos that are disruptive to the educational environment must be covered. All visible tattoos must be school appropriate. Students must follow AFC athletic codes in regards to tattoos when participating in athletic events .

Not all circumstances or choices of attire are covered in the student handbook. Use good judgment and common sense in determining what to wear to school.

PHYSICAL EDUCATION UNIFORMS

Students in grades K-6 will be required to have a pair of tennis shoes for PE. Students in grade K-6 are not required to wear a school-issued uniform.

Students in grades 7-12 will be responsible for purchasing a P.E. uniform at the beginning of the school year (see “Rental and Fees” section for cost). Students are expected to wear their P.E. uniform each day. Uniforms are to display the student’s first and/or last name in the designated area. Uniforms may not be worn inside out. The uniform is not to be altered in any manner. Examples include, but are not limited to, decorating with drawings, graffiti or cutting off the sleeves, neckline, or hemlines. In the case of inclement weather, students will be allowed to wear sweatpants over or under their uniform with teacher approval. Students must bring personal hygiene products and a separate pair of gym shoes and socks as well as their phys. ed. shorts and t-shirts that are to be purchased at registration. Glass containers (i.e. aftershave, perfume) are not to be in the locker rooms

ATTENDANCE/EXCUSED OR UNEXCUSED ABSENCES GRADES PK-12 UNLESS OTHERWISE NOTED

Regular attendance is one of the primary factors in successful schoolwork, and it is important that absences be held to a minimum. The educational achievement of a student can be hampered if he/she is allowed to leave school early for any number of reasons. In case of illness or family emergency, parents are asked to contact the office before 9:00 a.m. If a student is not in attendance at school, he/she is not allowed to attend extra-curricular activities after school unless it is pre-approved by administration.

Except for illness and emergencies, a student will receive an unexcused absence if he or she is absent without the prior knowledge of the administration. Excessive tardies or absences may be referred to the Lee/Ogle/Whiteside Regional Office of Education Attendance Support Program (ASP) for assistance. A

student may be referred to the ASP after six (6) unexcused absences and ten (10) excused absences during the previous 180 days of school attendance. If a student misses three (3) consecutive days, they must bring in a physician's note for the absences to be considered excused. Also, after nine (9) absences per school year, to excuse each absence thereafter, a physician's note will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Students are permitted to return to school while a medical note is being obtained, assuming the student has been fever, vomit, and diarrhea free for 24 hours. Should a parent or guardian choose not to secure a medical excuse, the absence(s) will be considered unexcused. Medical notes must state specific days that a student is excused from school and must be signed by a doctor.

In the interest of student safety and security, the School Code of Illinois requires that "... an employee or other agent designated by a public school shall make a reasonable effort to promptly telephone and notify the parent, legal guardian, or persons having legal custody of a child enrolled in grades kindergarten through eight of the school, of a child's absence if the child is absent and there is no record that the absence is for a valid cause, nor notification that the absence has been authorized by the parent, legal guardian, or legal custodian."

In our attempt to implement the intent of this law, repeated efforts will be made to contact appropriate individuals if a student in grades K-12 is absent and no word has been sent to inform school personnel of the absence; if necessary, school officials will contact parent(s)/guardian(s) at their place of employment.

Two types of absences are recognized at Ashton-Franklin Center Schools:

- Excused: Section 26-2a of the Illinois School Code considers the following circumstances to be valid causes for a student's absence: Significant illness, family emergency, observance of a religious holiday, death in the immediate family, circumstances which cause the parent concern for the safety or health of the child or other pre-approved dates at the discretion of administration. The School Principal has the right to determine what constitutes an excused absence. Excused absences will be handled as follows: after returning to school from an excused absence, students, for one school day absence, will be expected to complete their assigned work when due. It is the responsibility of the 7-12 student to check with his/her teacher(s) immediately upon return to school for any work missed during his/her absence.
- Unexcused: An absence without the approval of the administration will be designated an unexcused absence. **At the discretion of administration, students may not be allowed to make up any work missed during an unexcused absence.**

Furthermore, should excessive absences ensure that the student would be unable to satisfy course objectives, the student may be dropped from the course. This consideration applies to all courses, regardless of where the course is offered.

Parents should try to schedule a student's appointments over lunch, prior to the start of school, or near the end of the school day. In grades K-6, limiting a student's absence to 50 minutes or less, missed instructional time, will permit the student to be counted for a full day of attendance.

When there is an anticipated absence students must request a Pre-Arranged Absence Form from the school office at least one week in advance. Without such a form on file with approval of administration and parental notification, the student(s) will receive an unexcused absence. It will be the parent and student's

responsibility to see the student's teacher(s) and get all assignments for the time the student will be gone. Situations will be handled on an individual basis at the discretion of the administration. All homework assigned during a pre-approved absence is due upon return.

The following is used to determine the absence of a student:

- 300 or more minutes of instructional time - present all day
- 150-299 minutes of instructional time - 1/2 day absent
- 0-149 minutes of instructional time - full day absent

MENTAL HEALTH DAYS

In pursuant of Illinois School Code 105 ILCS 5/26-2a, each student is entitled to five (5) mental health days per school year. A parent/guardian must report the absence to the main office indicating their intent to use a mental health day for it to be considered an excused absence. A doctor's note is not required for use of mental days.

STUDENT ILLNESS EXCLUSIONS

Ashton-Franklin Center CUSD #275 will exclude students based on typically qualifying symptoms such as: fever of 100.4 or higher (fever must be below 100.4 without fever-reducing medications), vomiting, and diarrhea. Students may return when the student is fever-free/symptom-free for 24 hours without medication.

POST SECONDARY VISITATION DAYS GUIDELINES

Post Secondary visits are permitted for juniors and seniors for up to 6 days total over the course of a student's junior and senior year. These visits will not count against their attendance totals, as long as a parent/legal guardian informs the attendance secretary at least one day prior to the visit.

LEAVING SCHOOL

In order to leave the school during the school day, elementary or Jr. High students may be excused to the immediate supervision of their parent or guardian, or may be excused by the administration upon receipt of a signed note from the parent or guardian authorizing such action.

Whether leaving with a parent or guardian, or on the basis of a signed note to the administration, students and parents must check with the principal or a designated person and SIGN OUT in the office before leaving the building. Parents will be called if a student leaves school grounds without permission.

With permission of the school administrator, junior and senior high students may leave school during the school day, after signing out in the school office. No person other than the school administrator or a designated person has the legal right to authorize or direct a student to leave school. Students who leave school without notifying the principal's office will be assumed to have an unexcused absence. If a student leaves school because of illness, he/she may not return to school the same day unless he/she has administrative approval.

SCHOOL BUS RIDER RULES AND EXPECTATIONS

1. The bus driver is in absolute command of the bus at all times and shall use his/her good judgment in issuing any orders. Students are expected to give him/her prompt obedience. Being insubordinate toward the bus driver will not be tolerated.
2. Scuffling, fighting, bad language, vandalizing or any other inappropriate behavior will not be tolerated.

3. Bus drivers will report any misconduct to the school administration. Ashton-Franklin Center School's student conduct and discipline guidelines apply to any and all school approved bus trips.
4. Parents will be notified by school administration if misconduct continues. Bus riders may be denied the privilege of riding.
5. Students must be on time at the designated loading areas.
6. Students must stay off the road at all times while waiting for the bus and be careful in approaching the place where the bus stops.
7. All toys are to be left in the student's book bag.
8. Keep voices down so the driver can observe safety regulations.
9. Students should be silent when approaching and at all railroad crossings.
10. Students are not allowed to walk around in a moving bus.
11. Keep head, hands and arms inside the bus and out of the aisle.
12. No eating or drinking on the bus per bus driver's discretion.
13. No littering
14. Students are not allowed to take pictures or video tape on the bus.
15. Please inform the driver when a student is not riding.
16. In general, the school's policy is that students assigned to a school bus are to ride that bus and get on and off at their home. Exceptions as the following are allowed:
 - a. A student may get off at a different stop along the same route if there is a note from the parent;
 - b. A student from one bus route may ride a different route in an emergency situation;
 - c. A non-bus student may ride a bus route in an emergency situation. Sleepovers, parties, and the like are not emergencies.

NOTE: In the exceptions listed above, the parent must have permission from the superintendent or principal before the student can ride. A note must be sent for the bus driver from the parents of the student getting off at the different stop AND from the parents where the student will be getting off. Removed portion about non-bus students.

Students are allowed to ride the shuttle bus for transportation to their home community or transportation for a team member who is going to practice or a game.

TRANSPORTATION AND EXTRA CURRICULAR ACTIVITIES

The following rules and regulations apply to any trip under school sponsorship:

1. Students riding the bus are to follow the rules of the chaperon regarding behavior while on the bus;
2. The driver is to have COMPLETE authority involving the driving of the bus and the number of students riding the bus, unless otherwise directed by the administration;
3. No student is allowed on the bus unless he/she is on the list;
4. Only students of the Ashton-Franklin Center School District may ride the bus. Guests, friends and visiting relatives of students are not allowed;
5. In order to participate in a school-sponsored event, students must ride the bus to the event and return on the bus. If permitted by the coach/advisor, a student may return with his/her parents. The parents providing the ride must make personal contact with the supervisor(s);
6. Buses are for transportation to and from events or contests. There is to be no stopping to eat, etc. on the school trips without approval from the administration;
7. All school bus rules apply to any extracurricular trip as well.

CLOSED CAMPUS POLICY

In the interest of the safety and welfare of its students, the Ashton-Franklin Center School District will operate a "CLOSED CAMPUS" and the following rules will apply:

Students are not allowed to leave the campus for lunch. Students are not allowed to leave the building to run errands, unless approved by the superintendent, principal or a designated person.

SCHOOL LUNCH

All students will report to the cafeteria during their assigned lunch period. Students must eat in the cafeteria. Milk and other beverages can be purchased during the lunch hour.

Families may apply at any time for free or reduced price lunches. Applications for free and reduced lunches are available in the office.

RULES FOR LUNCH HOUR

During the school day, students are restricted from the parking lot and other areas designated by the building principal and are required to stay on school grounds. High school students may not visit their automobiles or otherwise be in the parking lot, even if they drove a vehicle to school, without prior permission from the school office. Violation of this rule may result in the loss of school-related vehicle privileges.

SOFT DRINK, CANDY AND SNACKS

No pop may be sold during or up to ten (10) minutes before the end of the high school lunch period each day due to federal regulations governing the School Lunch Program. To ensure the sale of candy and soft drinks, the following must occur:

1. Soft drink containers and candy wrappers must be disposed of properly;
2. Spilled soft drinks must be cleaned promptly by the person responsible for the problem;
3. Soft drinks and snacks may not be purchased during regular class periods;
4. Groups working after school or at any special times are not to have soft drinks and/or candy in the rooms where they are working unless it is by special permission of the teacher in charge of the group. Your cooperation is needed to ensure the continued availability of the soft drink and snack machines.

TELEPHONE USE

The telephone in the office is available for student use, with permission, before school, during lunch periods, and after school. Students will be asked to provide a reason for using the office phone and permission will be subject to the acceptance of that reason. Permission may be granted by the principal (or a designated person) for EMERGENCY use at other times. Please remember that the office phone is part of a business telephone system, and the number and length of the calls must be limited.

For incoming calls, a student or teacher may be called from class to the telephone in an emergency situation only. Normally, however, messages will be taken by one of the secretaries and delivered when not interrupting class proceedings. After practices, games, meets, meetings, etc., when the office is closed, coaches and sponsors may allow the use of a phone to call for rides. However, coaches do not have keys to the main office, so the phone students use will have to be found elsewhere. Such a phone will be available only under the sponsor's supervision. Under these normal conditions, only the sponsor of the activity is to permit access to a phone. Custodians are authorized to open the office for telephone use ONLY in case of emergency.

It is suggested that arrangements be made to pick students up from school at a predetermined scheduled ending of the activity. Students may ask the coach of the time practice is to end, as all coaches should be able to predict when students will be dismissed from practice.

VISITORS

While parents, guardians and adult visitors are welcome at Ashton-Franklin Center Schools, the school's responsibility to provide security for its students requires that ALL VISITORS enter at the main entrance doors and REPORT TO THE OFFICE TO CHECK-IN BEFORE PROCEEDING TO ANY OTHER LOCATION IN THE BUILDING. Visitors will receive a "Visitors Badge" which should be worn at all times while in the building. Due to insurance and liability concerns, students are not to bring friends and/or relatives to school for the purpose of visiting classes. Parents are encouraged to give at least 24 hour notice to teachers if they wish to sit through class time.

PARENT VOLUNTEERS

Parents are not to bring younger siblings to school activities such as, but not limited to, parent-teacher conferences, class parties, field trips, and fun days. Parent volunteers/chaperones are expected to abide by the rules stated in the student handbook.

REQUEST FOR ACTIVITIES

All requests for activities, meetings, pep rallies, etc., must come through class or club sponsors. At a minimum, requests must be in the office on the Friday morning preceding the event if conflicts are to be resolved. Two-week notice is advised.

GYM FLOOR RULES

Street shoes are not permitted on the gym floor. Gym shoes worn in the gymnasium must be clean. Street shoes used on the gym floor often cause deep scratches and uneven wear. The only repair for such problems involve removal of the top coats of varnish and, occasionally, a total stripping and re-sanding of the gym floor. Please advise your children to stay off the gym floor if they do not have on gym-floor ONLY shoes. Basketball or tennis shoes worn outside are not acceptable options.

BICYCLES

All bicycles are to be parked in the bicycle racks IMMEDIATELY UPON ENTERING THE SCHOOL GROUNDS. Bicycles are not to be ridden during the school day as accidents may occur that will greatly harm our children.

FIELD TRIP POLICY

Student attendance on field trips is a privilege and not a right. Per administrative discretion, students may not be allowed to attend field trips if they are academically ineligible, facing disciplinary action, and/or have exhibited safety concerns for self or others. Parent chaperones are not to bring other children along while chaperoning field trips. THERE IS TO BE NO USE OF TOBACCO, ALCOHOL, AND/OR VAPING PRODUCTS WHILE ON SCHOOL FIELD TRIPS. Cell phones are not permitted on field trips.

HOMEWORK

Homework is assigned schoolwork that requires the student to do all or part of the assignment without the direct supervision of the classroom teacher. The basic purposes of homework are the following:

1. Extend the learning initiated at school;
2. Encourage individual initiative and independent study;

3. Provide for extra practice needed to improve fundamental skills;
4. Help students learn to budget time and use resources outside of school.

Most homework will fall under the following classifications:

1. Make-up work that was not done due to absence of the student;
2. Assignments intended to reinforce and/or to demonstrate understanding of concepts, facts or procedures in a specified subject;
3. Assignments intended to be completed at school but unfinished due to limited time;
4. Voluntary assignments pursuing individual interests or projects of an enrichment nature.

The completion of homework is critical to maintaining steady progress through subjects in any grade. Failure to turn in completed assignments may result in unsatisfactory or failing grades, even when passing grades are earned on completed work or tests. Teachers will carefully monitor each student's work completion record and will notify parents promptly if a problem develops. LATE homework will be accepted ONLY with prior approval from the teacher. Homework is to be the work of the student and may not be accepted if the teacher determines the student copied the work or received inappropriate help. Immediately upon a student's return to school after an absence, it is his/her responsibility to check with his/her teacher(s) for any missed work. Students with a pre-arranged absence form completed must return work on the date of return.

GRADING SCALE

Ashton-Franklin Center Schools will use and observe the following grading scale for all AFC classes taught by AFC personnel in which the employee is paid by the district:

Kindergarten and 1st Grade students receive a standards/skill based report each quarter. Grades 2nd - 12th will receive a standard report card each quarter.

Percentages and Letter Grade/GPA Equivalent

98-100% =	A+	4.333	77-79% =	C+	2.333
93- 97% =	A	4.000	73-76% =	C	2.000
90- 92% =	A-	3.667	70-72% =	C-	1.667
87- 89% =	B+	3.333	67-69% =	D+	1.333
83- 86% =	B	3.000	63-66% =	D	1.000
80- 82% =	B-	2.667	60-62% =	D-	0.667

Kindergarten through 6th Grade students will receive one of the following marks for Library, Art, Music/Band/Choir, and Physical Education: S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory). These marks are based on students' engagement and effort during enrichment classes, and do not equate to a percentage or letter grade. These marks are not used to determine eligibility for academic honor roll.

In high school, a student's grade for a semester in any course is a cumulative grade. This means the grade is not figured as a separate grade each term. The grade is figured from the first day of the course to the last day of that semester. It is NOT averaged with the following quarter to calculate the FINAL grade. A term grade is given to indicate progress at that point, and then continues on into the next term ending with a final grade at the semester. At the high school level, a final exam is given at the end of each semester. The final exam counts 20% towards the student's final grade. The cumulative semester grade counts 80% towards the student's final grade.

SPECIAL EDUCATION SERVICES

This school district ensures that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of 3 and 21 (inclusive), resides in the state and is a resident of the district, and requires special education and related services to address the adverse effect of the disability on his or her education. The special education and related services must be provided according to the child's Individualized Education Program (IEP) at no cost to the parent and in accordance with the state regulations. This school district is bound by this requirement, and children with disabilities attending this school district and their parents retain the right to services if deemed necessary.

If you believe your child is experiencing educationally related problems and alternative intervention strategies have not been successful, you should make a referral for a special education evaluation. To make a referral for an evaluation, you should contact your child's building principal in writing indicating your concerns and requesting an evaluation be considered.

This school district provides special education services as part of the required continuum of service option for special education. The district strives to provide the necessary supports to educate all students in their home district. However, if a student needs service to receive an appropriate education beyond what this school can provide, the district will seek support from the Ogle County Educational Cooperative (OCEC). As a member of the OCEC, students in this district with disabilities can receive programming and support services from the OCEC if appropriate. The services and programs provided by the OCEC comprise one or more parts of the continuum of special education service options for a local district. The OCEC operates and administers a number of special education instructional programs and related services.

For further information on special education services in this district as well as the Ogle County Educational Cooperative, please see the building administrator.

PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES)

The PUNS database is a statewide waiting list used by the Illinois Department of Human Services (DHS) to identify individuals with developmental disabilities who need services or supports. Being enrolled in the PUNS database is a critical first step in accessing services such as: residential support, in-home support, day programs, employment services, & respite care. Our school staff can help families understand and access the PUNS system. Please contact the building administrator or your child's case manager for more information.

GUIDELINES FOR SERVICE ANIMALS IN SCHOOL SETTINGS

All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' office at least 10 business days prior to bringing the service animal to school or a school function. The Superintendent of Schools will provide the individual with a list of requirements he/she must be in compliance with prior to bringing the service animal onto school premises.

BEHAVIORAL INTERVENTION POLICY

It is the purpose of this policy to comply with P.A. 89-191 of *The School Code* on the use of behavioral interventions for students with disabilities.

The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

HONOR ROLL 4th - 6th Grade

Quarterly honor roll recognizes AFC students based on the following criteria:

- "A" Honor Roll
- "A/B" Honor Roll

Marks received in Library, Art, Music/Band/Choir, and Physical Education are not factored into Honor Roll determination.

7th - 8th Grade

Quarterly honor roll recognizes AFC students based on the following criteria:

- "A" Honor Roll
- "A/B" Honor Roll

Marks received in all courses are factored into Honor Roll determination.

9th - 12th Grade

Semester honor roll recognizes AFC students based on the following criteria (excluding Ds or Fs) :

- Superior: 4.0 and up
- High Honors: 3.5-3.99
- Honorable Mention: 3.0-3.49

GRADE CLASSIFICATION AND RETENTION

Placement, promotion or retention decisions shall be consistent with the requirements of the Illinois School Code. Students shall not be promoted for social reasons.

6th Grade

Sixth grade students who fail more than (1) class at the conclusion of sixth grade may be denied promotion. One option that may be required before promotion is granted is summer school. If this occurs, conferences will be scheduled with the parent or guardian to discuss the best course of action.

Jr. High School

To earn promotion to the next grade level, Jr. High students must pass six (6) of their seven (7) classes based on the final grade.

Sr. High School

Sophomores, juniors and seniors are classified as such by credits earned, not the number of years they have been in high school. Students must obtain the following number of credits in order to be classified accordingly:

Sophomores – 6.5 credits

Juniors – 13 credits

Seniors – 19.5 credits

6th - 12th grade students who fail courses during the regular school year may have the opportunity to make up for that deficiency during the summer at the discretion of administration. Upon successful completion of a summer course, the student will be granted the applicable credit.

ASHTON-FRANKLIN ELEMENTARY SCHOOL BELL SCHEDULE

Regular Dismissal Days		1:30 Early Dismissal Days (Every Wednesday)	
ECE - AM	8:15 - 11:00	ECE - AM	8:15 - 10:05
ECE - PM	12:30 - 3:15	ECE - PM	11:40 - 1:30
Grades K-6	8:30 - 3:15	Grades K-6	8:30 - 1:30

K-6 Lunch/Recess Schedule			
K/1/2/3 Lunch	11:30 – 12:00	K/1/2/3 Recess	12:00 - 12:15
4/5/6 Recess	12:00 - 12:30	4/5/6 Lunch	12:30 - 12:45

TITLE 1 REMEDIAL READING

Ashton-Franklin Center Community Unit School District operates a remedial reading program designed for students in grades K-6 using federal funds available for this purpose under Title 1 of the Improving America's Schools Act of 1995. Students eligible to participate in this program must meet the following criteria:

1. Benchmarking data identified as at-risk from a variety of district and national assessments.
2. Recommendation of the classroom teacher based on below grade level academic progress in reading curriculum, and/or
3. Prior selection and in need of continuing service.

Students participating in the program will be involved in instructional activities determined by the progress they are making toward improvement of skills in reading. Parents will be asked to become involved in needs assessment activities, surveys, meetings at which the program is explained and discussed, and individual conferences concerning the progress of their students in the Title 1 activities. For further information, parents should contact their building principal or the Title 1 teacher.

ELEMENTARY PLAYGROUND RULES

Roller skates, Heals, skateboards, scooters and rollerblades may not be used on school grounds between 7:30 a.m. and 4:00 p.m. on school days. At no time are they to be used in the building unless specifically

requested by the classroom teacher. The school provides roller skates used in skating activities that are part of the physical education curriculum.

All playground equipment is to be used in a safe and proper manner. Parents should reinforce safe usage with their children.

Appropriate recess equipment will be provided by the school for use during recess. Tree climbing and tackle football are not allowed. The throwing or kicking of rocks, sticks, snowballs, snow, ice, wood chips, or other potentially hazardous objects is not permitted. Unnecessary roughness or fighting (whether real or “pretend”) will not be allowed.

ASHTON-FRANKLIN CENTER JR/SR HIGH SCHOOL BELL SCHEDULE

Junior/Senior High School (Grades 7-12): 8:15 - 3:00 // Wednesday 8:15 - 1:15			
Regular Dismissal		Wednesday Early Dismissal	
1st Period	8:15 - 9:00	1st Period	8:15 - 8:51
2nd Period	9:03 - 9:48	2nd Period	8:54 - 9:30
3rd Period CCR/WIN	9:51 - 10:30	NO 3rd Period on Wednesdays	
4th Period	10:33 - 11:18	4th Period	9:33 - 10:09
5th Period Class	11:21 - 12:06	5th Period	10:12 - 10:48
6th Period Lunch	12:06 - 12:36	6th Period Class	10:51 - 11:27
5th Period Lunch	11:18 - 11:48	7th Period Lunch	11:27 - 11:57
6th Period Class	11:51 - 12:36	6th Period Lunch	10:48 - 11:18
7th Period	12:39 - 1:24	7th Period Class	11:21-12:57
8th Period	1:27 - 2:12	8th Period	12:00 - 12:36
9th Period	2:15 - 3:00	9th Period	12:39 - 1:15
<p>Grades 7-12 are in a 9-period schedule format. Classes meet every day for 45 minutes with the exception of 3rd Period WIN (What I Need)// CCR (College and Career Readiness), a 39-minute intervention/enrichment & career exploration class held on regular dismissal days. JH & some HS students will be in 5th Period Lunch & 6th Period Class; the remainder of the HS students will have 5th Period Class & 6th Period Lunch. **Note: Class and lunch times are the same as previous years. Including lunch as a “period” on the schedule allows it to appear on Skyward schedules in the hope of eliminating confusion on lunch times. Lunch occurs during the 6th and 7th periods on Wednesdays.</p>			

COUNSELING DEPARTMENT SERVICES

Some of the counseling services available to students (7-12) include assistance with educational planning, interpretation of test scores, occupational information, study support, and help with home and/or social concerns. Students wishing to visit the counselor should complete the counselor form. The counselor will contact the student at their next available time.

Class schedule changes are handled through the counseling office. Prior to class schedules being completed, students have ample time to consider which classes meet their interests and needs. For first-semester changes, students must receive permission from the counselor and parents within four (4) days of the beginning of the semester. Second-semester changes must be completed during the first full week in December of the first semester.

PHYSICAL EDUCATION EXEMPTION POLICY

It shall be the policy of District #275 that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. The student is participating in a qualifying interscholastic athletic program;
2. The student requests to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice (written evidence from the institution of higher education is required); or
3. The student requests to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

Each request for exemption must be verified and approved by the high school principal. Every student excused from physical education will be provided with a schedule that meets minimum school day requirements. Approval will be for ONE semester only, but may be renewed for additional semesters if necessary criteria is met and approved by the principal. Requests will be considered on a case-by-case basis. Students who quit the activity that permitted them to qualify for an exemption will lose the exemption and have to make-up the semester of physical education.

SEMESTER EXAM EXEMPTIONS

Juniors and first-semester seniors have two final exam exemptions per semester, which may only be used if the student has a 95%+ attendance rate, no more than 5 tardies in a semester, has no disciplinary referrals (excluding 3rd tardy violation), and has an A or a B in the course they are requesting exemption for, as well as have teacher approval. Second-semester seniors may use a final exam exemption for each course in which the exemption rule applies.

DUAL CREDIT COURSES

Dual Credit classes must be courses that AFC does not offer with the exception of AFC students enrolled in the Sauk Valley Academy. They may only be used as elective credit and cannot replace a required AFC class without prior approval from AFC administration. All registration and fees must be handled by the student or guardian, and the high school counselor must receive documentation of a final grade. Dual Credit classes will be weighted. Please see the "weighted grades" portion of the handbook for more information. If a student withdraws and/or fails a dual credit course, AFC will default to the grade reported by Sauk Valley Community College as the one included on the student's high school transcript.

*Weighted grades exclude courses taken through Whiteside Area Career Center.

SAUK VALLEY ACADEMY

The Academy at Sauk Valley Community College provides access to an engaging and rewarding college experience to high-achieving high school seniors. The Academy is built on four educational tenants:

- Academics: Challenge students with rigorous college classes and high academic standards
- Leadership: Develop leadership skills by engaging students in discussions with some of the best community leaders in the Sauk Valley area
- Service: Create and implement a service project that benefits the Sauk Valley area
- Cultural, Historical, and Scientific Appreciation: Develop more appreciation of the world by having some of Sauk's best faculty lead them on local educational excursions and experiences

Participating students must attend full-time (12 credit hours minimum) and grades will be included in AFC class rank and GPA.

College credit conversion to high school credits: 3 credits = 0.5 credits, 4 credits = 0.67, 5 credits = 0.83

WEIGHTED GRADES

In order to recognize and report differences in achievement and effort, the district utilizes a grade weighting system. Classes that are weighted are any dual credit, Sauk Academy, Whiteside Area Career Center, and Advanced Placement (AP) classes. If a student withdraws and/or fails a dual credit, AFC will default to the grade reported by Sauk Valley Community College as the one included on the student's high school transcripts.

The following weighting system will be applied to these classes:

A	5.0
B	4.0
C	3.0
D	1.0
F	0.0

CREDIT RECOVERY

There are two ways to earn recovery credit: 1) A college, three-credit semester course. This type of course taken as make up for a deficiency may be accepted as a half unit of credit with prior approval of the administration. 2) Credit Recovery. Students who participate in credit recovery will be charged fifty dollars (\$50.00) per recovery course. A student may not earn more than 1.5 credits during the summer school recovery program offered by AFC Schools.

Any high school student who has taken a high school class while still a Jr. High student will be awarded high school credit, but the course will not count toward GPA or graduation requirements.

The Ashton-Franklin Center administration reserves the right to not accept courses that are taken in an alternative program as credits toward an AFC diploma if these courses are not similar to a course offered at AFC.

Seniors who wish to participate in graduation exercises must attend a full four-year period and take at least two subjects each semester of their senior year. With permission of the administration, a modified schedule may be allowed if this is deemed to be in the best interest of the individual student as a result of unusual circumstances.

Participation in the graduation ceremony is a privilege not a right. Participants will be expected to fulfill all outstanding obligations before taking part in the ceremony. It is a dignified ceremony; therefore, students must dress and act accordingly or they will not be allowed to participate. Jeans, shorts and tennis shoes are not to be worn. Administrative action may be taken against any student who fails to dress and act in an appropriate manner.

GRADUATION REQUIREMENTS

Ashton-Franklin Center High School requires 26 credits to graduate. Every semester class passed receives one-half (1/2) credit and every two semester/full year class passed receives one (1) credit.

Any student wishing to enroll in a course not taught by AFC personnel to earn credit towards graduation must receive prior approval from administration.

REQUIRED COURSE SELECTIONS

9th grade – English I, Algebra 1, Biology, PE, 2 electives

10th grade – English II, Geometry, 1 science, PE, 3 electives

11th grade – English III, American History, 1 math (or elective based on pathway), PE, 3 electives

12th grade – English IV, Consumer Education/Constitution, PE, 3 electives

CLASS REQUIREMENTS FOR GRADUATION

The following subjects and requirements must be met for graduation by all classes:

4 units (8 semesters)	English
3 units (6 semesters)	Mathematics: must include Algebra 1 and Geometry
3 units (6 semesters)	Science
2.5 units (5 semesters)	Social Studies: must include Amer. History and required constitution exam
1 unit (2 semesters)	Music, art, foreign language or voc. education
.5 unit (1 semester)	Health
.5 unit (1 semester)	Consumer Education
3.5 units (7 semesters)	Physical Education
8 units (16 semesters)	Electives
26 credits	Total

The above requirements may be amended for special education students in keeping with the terms of their individualized education programs.

COURSE DESCRIPTIONS (9-12)

Course descriptions of all high school classes are available for inspection by any student or citizen in the school counselor's offices and on the schools website.

PREPARATION FOR COLLEGE (9-12)

Students planning to attend college after graduation are advised to follow a course of study designed to develop the necessary skills and provide a well-rounded educational experience. The following program would provide the appropriate preparation as it represents the Illinois Board of Higher Education's requirements for admissions to post secondary institutions in this state:

- 4 units (8 semesters) English (emphasizing written and oral communications and literature)
- 4 units (8 semesters) Mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming)

- 4 units (8 semesters) Science (laboratory science)
- 2 units (4 semesters) Foreign language, music or art

Individual institutions of higher learning may have other subject requirements as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements.

Admission requirements for institutions of higher learning vary. Each must be contacted separately for information about their requirements.

The Board of Higher Education has adopted minimum subject requirements for public colleges and universities in an effort to help high school students improve their academic preparation for baccalaureate degree programs. Students who have not taken the required subjects, but wish to enter a baccalaureate degree program, may be accepted to public colleges and universities on a provisional basis. Each institution will determine policies for provisional admission individually. Such policies will include requirements to make up preparation not completed in high school or provisions for opportunities to demonstrate competency in required subject areas.

Some students will pursue the maximum program of preparation; a few will choose the minimum. Others will elect a program somewhere in between, depending on individual interests, aptitudes and goals. However, if a student is seeking the minimum educational experiences, it must be understood that he/she may lack the necessary courses that are expected of the typical college student. A maximum, or near maximum, preparation will give the student more freedom to choose among possible college majors.

Students planning to pursue any type of education beyond high school are encouraged to consult periodically with their counselor regarding entrance requirements, course prerequisites, required tests, etc. Although entrance requirements vary from college to college, it is strongly advised that students have adequate skills and aptitudes in reading and writing.

VALEDICTORIAN/SALUTATORIAN/TOP SIX HONOR GRADUATES

Ashton-Franklin Center Junior-Senior High School will honor the top six students of each graduation class based on their cumulative grade point average for eight semesters. Transfer students must be enrolled at Ashton-Franklin Center Junior-Senior High School for at least the final four semesters to qualify.

WORK RELEASE (Co-Op)

High school juniors or seniors may request (prior to the beginning of the first semester and/or second semester) approval to be absent from school on a partial day basis in order to work each semester. Anyone not meeting the following criteria would need to ask for Board approval prior to the beginning of the first semester and/or second semester: The following guidelines must be met for the request to be considered:

1. Student must on track with accumulating credits necessary for graduation;
2. Student must have maintained a 70% (C) average **through high school**;
3. Student must have maintained a good attendance record during high school;
4. Student must maintain an 70% (C) average in all classes to continue in the program;
5. Written approval from parents must be on file in the high school office;
6. All requests must include a detailed job description;
7. Only the Board of Education can approve work release requests.

Removal of two period limit.

AG CLASS REQUIREMENTS

Students who enroll in Agriculture classes must also be participating members in the FFA.

STUDENT DRIVERS

For the safety of all, no student in Ashton-Franklin Center High School shall be permitted to drive a car or ride in a car driven by another student during the school day (8:30 a.m.-3:16 p.m.). THIS INCLUDES THE LUNCH HOUR. The same rule is applicable to motorized vehicles. Motor vehicles must be parked in the school parking lot. All parking spaces adjacent to the building are reserved for staff parking.

All vehicles parking on school grounds must have a valid parking permit. The student parking lot is the center rows of the parking lot located south of the school building. Permits may be purchased in the school office after completion of the application, with a copy of the student's valid driver's license, proof of insurance, and approval from the administration. Priority will be given to the students meeting the following criteria:

1. Less than 10 absences within a year;
2. Students participating in extracurricular activities;
3. After school employment;
4. Participation in a school designated work program.

Parking permits will cost \$30.00, of which \$5.00 will be returned to the student upon turning in the parking tag to the office at the end of the year. Call the high school office for more information. Parking tag violations will be handled in the following manner:

1st violation — Warning

2nd violation — \$5.00

3rd violation — \$10.00

4th violation — \$15.00

5th violation — Loss of Driving Privileges

DRIVER'S EDUCATION

Ashton-Franklin Center students must be a minimum of 14 ½ years of age. State law requires students taking a driver education course must receive a passing grade in at least twelve (12) courses during the previous two (2) semesters before enrolling in the course. Students must be passing all courses to participate in the driving segment of driver's education. The superintendent or chief administrator of a non-public high school may waive this requirement if he/she believes a waiver to be in the student's best interest.

Student attendance is of the utmost importance; students missing 6+ days will be withdrawn from the program and may re-enroll the following semester. All guardians must attend an informational meeting with the instructor and AFC administration prior to receiving a permit.

WACC DRIVING AND ATTENDANCE/G.P.A. REGULATIONS

Students wishing to attend Whiteside Area Career Center must have fewer than 10 absences during the previous school year, must have attained a cumulative 2.0 GPA or administrative approval prior to enrolling at WACC, and be on schedule to graduate. Due to possible liability, student drivers will not be allowed to drive to WACC and must ride the bus.

Some WACC classes have additional fees and/or materials required. These additional fees are paid to WACC and are in addition to the fee paid to AFC for attending WACC.

SCHOOL DANCE REGULATIONS

Only students from Ashton-Franklin Center High School and their dates are permitted to attend high school dances. Dates not from AFC High School must be under 21, complete the required permission form, and adhere to AFC's school policies, including school dress code. Attendance is expected through the entirety of the event. Additional expectations for attendance:

- All fees school/athletic/lunch must be paid
- All assigned detention time must be served
- No more than 9 tardies in a semester
- No more than 2 unexcused absences
- Academic eligibility

FORMAL EVENT ATTIRE

Due to the formal nature of certain ceremonies that are open to the community, students are expected to dress appropriately for the following events:

Homecoming and prom: Spaghetti straps and strapless dresses will be allowed; however, low-cut dresses or those with a plunging neckline will not be allowed. Dresses showing a bare midriff will also be allowed; however the separation between top and bottom can be no more than 2 inches wide. Dresses must be of a solid fabric to at least mid-thigh, and slits in dresses can reach no further than mid-thigh.

Honors Night and graduation: The dress code will be in effect for these events, meaning there is to be no spaghetti strap, strapless, open back or bare midriff dresses. Also, all dresses, skirts, etc. must be at least mid-thigh in length.

Any student in violation of the dress codes at these ceremonies will not be allowed to participate in the event.

JR HIGH DANCES

Jr. High dances will be for Ashton-Franklin Center students only. Dates, guests and/or relatives will not be admitted for any reason, including parental notes. Once a student enters a dance and then wishes to leave before the end of the dance, parents must be called to verify parental approval. Without such approval, the student will not be permitted to leave. Students will not be readmitted after leaving a dance. Students are expected to follow the school dress code and will not be admitted until in compliance. Attendance is expected through the entirety of the event.

ASHTON-FRANKLIN CENTER ATHLETICS/ACTIVITIES RULES AND REGULATIONS

PHILOSOPHY STATEMENT

We believe that the traits necessary for success in athletics are also fundamental for success in life. We know that our student-athletes benefit from the opportunities provided through sport. We understand that our whole school prospers from the strong sense of loyalty and community generated through athletics. At AFC Jr/Sr High School, we consider athletics an extension of the classroom and believe it is integral to the education of our students. We strive to provide an environment that promotes achievement, integrity, sportsmanship, and life-long health and fitness.

Our athletic program will:

1. Foster the development of life-enriching characteristics such as strong work ethic, responsibility, leadership, teamwork, self-discipline, self-motivation, conflict-resolution, commitment, integrity, perseverance, communication, time management, and sportsmanship.
2. Promote excellence for students who wish to succeed in sports by providing them with proper facilities, competent coaching, and appropriate opportunities.

In pursuit of these objectives we will:

- Teach physical skills, strategies, and knowledge of the rules relevant to the sport.
- Include conditioning that develops the physical attributes required for athletic success: strength, speed, agility, endurance, and flexibility.
- Strive for athletic excellence, while maintaining focus on academic, family, and other social responsibilities.
- Maintain a healthy self-confidence, while using adversity and constructive criticism as an opportunity to improve oneself.
- Provide structure and support to all coaches to hone their skill and grow professionally.
- Enable our teams to compete effectively in the NUIC and the IHSA.

We count on all our coaches and athletes to maintain a team culture that makes the program a source of pride for the school. Competing will help our students prepare to lead and succeed in the world beyond our walls (<https://www.whschool.org/page.cfm?p=519>).

ATHLETIC PHYSICAL

All students participating in high school interscholastic athletics are required to have a current physical exam card on file in the office.

ATHLETIC FEES AND PERMISSION SLIPS

All students participating in Jr. High or high school interscholastic athletics are required to have a signed permission slip on file in the school office. Students in grades 7-12 must also pay an athletic fee prior to participating.

ATHLETIC INSURANCE

The Ashton-Franklin Center Board of Education requires that a health insurance program that covers athletic injuries must cover all students who participate in athletics. All participants in athletics will be required to provide the school with a waiver form signed by their parents/guardians stating that they have purchased school insurance or that they are covered by the family's policy.

EXTRACURRICULAR ACTIVITIES

Attendance at and participation in school activities is a privilege not a right. Extracurricular activities are privileges, extended by the district, to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity. Failure to comply with the rules and regulations shall result in discipline of the student.

Any student must be academically eligible to participate for any activity, such as clubs or attendance at school dances like homecoming and/or prom. A student who earns three (3) or more F's in a semester will be ineligible for all extracurricular activities the following semester. In order for a student to hold an office in a club, he/she must meet the following criteria:

1. Be academically eligible and have a cumulative GPA of C average or better;
2. Have no suspensions during the current school year;
3. Have regular attendance according to LODIS (Lee/Ogle Dropout Intervention System) guidelines;
4. Complete a questionnaire.

NO CUT POLICY

The AFC Athletic/Activity Department believes that any student who wishes to participate in a sport may do so provided that the student adheres to; 1) IHSA Rules and Regulations; 2) any and all training rules developed by the coaching staff; and, 3) the academic requirements prescribed by the respective school districts.

INTERSCHOLASTIC vs. INTRAMURALS

Athletics within the AFC athletic programs are not conducted with an intramural attitude. Intramurals are designed to give all athletes equal playing time simply by virtue of being "out" for the team and are more recreational in nature. Interscholastic athletics, whether they be at the Jr. High level or at the high school level, are inherently more competitive and, as a result, more focused on winning. This DOES NOT MEAN that our philosophy is WIN AT ALL COSTS. Be assured that it is not. Our focus at all levels is simply on teaching the sport and on being competitive.

FROSH/SOPH vs. VARSITY

The varsity level is given the highest priority in high school athletics. The frosh/soph and JV levels are designed to develop those athletes who are capable of competing at the varsity level. Age is NOT a prerequisite for being a varsity athlete; rather the physical and mental abilities of the athlete determine varsity participation. The program's best athletes will typically play at the varsity level.

SENIOR NIGHT

Seniors will be honored at a selected game each year. It will usually be the last home game of the season. The purpose of this night is to recognize the senior players and their parents for their participation, cooperation, and effort in the sports season they are playing. It should be noted that seniors are not guaranteed playing time on a selected senior night, but they will be introduced with their parents before the game/meet.

STUDENT SUPERVISION

Students participating in an activity that have to watch siblings after school are not permitted to bring those siblings to practice. They will have to miss practice and take their siblings home.

DRESSING AND PLAYING

Attendance at and participation in athletics is a privilege not a right. Parents and students need to understand that our coaches are hired to teach students a particular sport and all of the qualities necessary for them to become competitive athletes in that sport. Our coaches do this to the best of their abilities. It also is their job to make our athletic teams competitive. While every coach understands and appreciates that each student wants to play; every student and parent should understand that this is an unattainable goal. Successful teams, whether they are in athletics or in business, are individuals who work hard and understand their roles. Not everyone can be the best player on the team; however, our coaches understand that the player who works tirelessly in practice to make the team better is a valued member of the team. Regretfully, in interscholastic sports not every valued player will be able to play in every game.

Parents and students must understand from the beginning the privilege of dressing and/or playing must be earned in practice and that game conditions have a bearing on the playing time decisions made by coaches. All athletes have an equal opportunity to show their talents in practice and the athletes who earn consistent playing time are the athletes who consistently display the talents necessary to be competitive. The district has entrusted each coach with the sole responsibility and authority to evaluate his or her athletes and determine who shall dress and who shall play. The goal at the high school level is not to play everyone in every game; rather, it is to play as many athletes as possible while still being competitive. At either level, however, the coach's decision on playing time is final. Parents and students must realize the risk of injury and possibly even death despite the best efforts of the coaches. The activities and athletics in the AFC program do not in any way discriminate against students based on their gender, ethnicity, creed or physical limitations including pregnancy. STUDENTS CANNOT PARTICIPATE IN ANY SPORT OR OTHER EXTRA-CURRICULAR ACTIVITIES UNTIL REGISTRATION FEES ARE PAID IN FULL.

ACTIVITIES AVAILABLE

The Ashton-Franklin Center Athletic/Activity Department offers the following activities as opportunities for student participation:

High School Level

Athletics: AFC fields teams in boys' football, basketball, and baseball; girls' volleyball, basketball, cheerleading, and softball. AFC offers girls and boys golf, girls and boys cross country, girls and boys wrestling, and girls and boys track and field through a co-op with Amboy. AFC offers swim team opportunities through a co-op with Byron. The Ashton-Franklin Center Raiders are a member of the Northwest-Upstate Illini Conference (NUIC) in all sports. Participation in some branch of athletics is highly recommended.

Jr. High Level

Athletics: AFC fields teams in boy's football and basketball; girl's volleyball, and basketball. The Ashton-Franklin Center Raiders are a member of the Route 72 Conference in all sports (except football). Participation in some branch of athletics is highly recommended.

The Ashton-Franklin Center Board of Education reserves the right to grant permission for AFC students to participate in non-school sponsored activities on a case-by-case basis. Students interested in participating in a non-school sponsored activity must make their request through the high school principal. If the board gives approval, it shall also set the guidelines and provisions for such approval. All costs associated with the activity will be equally divided amongst the participants and their parents. This includes, but not limited

to, transportation costs, referee fees, IHSA fees, tournament entry fees, uniform costs, and equipment expenses. Participants of non-school sponsored activities must comply with the district's athletic code.

Each individual must complete each of the following items before he/she shall be permitted to tryout and/or participate in any sport:

- A. You must have a current physical exam and an IHSA physical card on file with the school.
- B. You must have a permission and insurance form signed and dated by parents or guardian and on file with the school. This is done through registration on the AFC athletic website, which can be found on afcschools.net.
- C. To be eligible to participate in any interscholastic athletic event, a student must meet the standards of eligibility established by the IHSA and the Ashton-Franklin Center School District.
- D. Transportation and Equipment fee must be paid.

ATHLETIC AWARDS

Awards for all sports will be presented at an assembly or at a banquet. The following criteria determine the eligibility of an athlete to earn an athletic award. The athlete must meet all four criteria in Section A to be eligible for an award. Section B deals with the completion of the season by an athlete who has been injured.

- A. Must meet all four of the following:
 - a. Each individual athlete must attend practice and meet work standards set by the coach.
 - b. Each individual must attend games in which he/she is to participate unless excused by the coach or principal.
 - c. Each individual must remain as a team member the entire year. Any ineligibility may also disqualify an athlete from consideration for any team or individual awards.
 - d. At the conclusion of the season, each individual athlete must return all school equipment and clothing to which he/she was assigned within ONE WEEK after the last game of the season.
- B. In the case of an injured athlete who cannot participate in sport:
 - a. If an athlete is injured during a game, practice or in any other related activity, and is unable to participate the remaining part of the season, he/she may continue as a team member in some capacity other than a player. In this case, he/she is still eligible for the appropriate player award.

ATHLETIC RULES AND REGULATIONS

PLEASE NOTE - ALL RULES APPLY YEAR ROUND

Training - All athletes in the AFC athletic program are expected to maintain training throughout their middle school and high school athletic careers. A middle school student who violates the athletic code at the end of their 8th grade year or during the summer between 8th grade and freshman years will serve the punishment at the start of the first sport participated in high school. Peak performance cannot be expected or achieved by an athlete who does not maintain training. Therefore, athletic rules and regulations governing training will be considered to be in force throughout an athlete's Jr. High and high school career. This would include school vacation periods and sport seasons other than when an athlete is active on a team. Violations of training rules include committing criminal acts, smoking, using tobacco or tobacco products, drinking alcoholic beverages, taking drugs that have not been prescribed by a doctor or the possession of the substances listed in this sentence. An athlete must realize that violating training rules minimizes his/her personal athletic performance as well as jeopardizing his/her team's achievements.

1. Quitting a Sport

An athlete who quits a sport and wishes to participate in another sport must have a conference with the coaches involved and the principal(s) before he/she may be allowed to participate. Any student who quits the same sport twice will be barred from further participation in that sport.

2. Missing Practice/Game

Any student who misses two practices and/or games during any sport season for unexcused reasons may be dropped from the squad. It will be determined that he/she quit the sport. The coach involved, the athletic director(s), and the principal(s) will determine what is an unexcused absence. At the least, students who are in school on a given day and who are unable to attend practice/game that afternoon/evening must inform their coach of their pending absence or the absence will automatically be classified as unexcused.

3. Missing the Players' Bus

Parents, or an adult who has written permission from the parent, may transport students who miss the players' bus. Such written permission will be presented to the coach before a student will be given consideration to participate. If a student misses the bus and is unable to get to the game, the coach involved, the athletic director(s), and the principal(s) will determine whether the absence is excused or unexcused.

4. Bus Transportation To and From Games

Players and cheerleaders will be transported to and from a contest aboard the bus provided by the school. At the coach's discretion, the parent(s) may request in writing that the student be allowed to return with the parent(s). The player's coach/cheerleaders' sponsor will handle any disciplinary actions as a result of non-compliance. Repeated violations could lead to suspensions from games and/or removal from the team.

Athletes may ride home with parents or grandparents by signing out with the coach after the contest. They may also ride home with other parents if the administration has a signed request from both sets of parents involved (parents of the athlete riding home and the parents that are providing the ride). The requests need to be in the office of the school the athletes attend no later than before the bus departure the day of the event.

5. Drinking-Criminal Acts (Exc. Minor Traffic Violation)-Drug Usage-Smoking or Chewing Tobacco

Any student accused of drinking, using and/or selling drugs, smoking, chewing tobacco, electronic smoking devices, or in possession of the same, or committing a criminal act and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession according to the AFC Athletic/Activity Code of Conduct and will be punished by suspension from game(s) if the accusation, as determined by the administration, in conjunction with the coach and athletic director, are proven to be accurate or the overwhelming evidence indicates accuracy. The suspension will be for one-half of the scheduled games/contests in that sport (including tournament games/contests). If the season is over half completed at the time of the implementation of the punishment, the punishment will carry over to the next season in which the athlete participates. A proportionate number of games will be determined by the athletic director(s) and principal(s) to complete the suspension.

For drug/alcohol offenses and smoking, chewing tobacco or in possession of the same, the punishment may be reduced to one-fourth of the scheduled games if the offending student seeks a professional appraisal of their drug or alcohol use or use of tobacco products. This professional appraisal must be an assessment done by a professional counselor at a treatment center approved by the administration. A

second proven offense within the same sport will result in dismissal from the team. A second proven accusation within high school will cause the student to receive a suspension of a full calendar year, unless the student seeks a professional appraisal of their drug or alcohol use or use of tobacco products which will reduce the punishment to 1/2 of the scheduled games and will be implemented as indicated above. This professional appraisal must be an assessment done by a professional counselor at a treatment center approved by the administration.

A third proven accusation will cause the student to be dropped from the squad and barred from further interscholastic competition for the remainder of the student's high school athletic career.

6. Care and Return of School Uniforms and Equipment

- A. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season.
- B. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned.
- C. Any returned items that have been damaged, not as a result of normal wear and tear, must be replaced or repaired. The replacement or repair bill becomes the responsibility of the student.
- D. No awards are to be given to the athlete until all equipment and uniforms issued to him/her have been returned and accounted for.
- E. No athlete will be allowed to participate in any extra-curricular activity until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged.
- F. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive prior approval of the school board for such modification.

7. Player/Coach/Parent Communication Guidelines

- A. If the players have any concerns or questions about the sports program or an activity, they should contact the coaching staff or advisor first.
- B. If the parents or guardians of the players/students have any questions or concerns about their son/daughter or the program, they should contact the coaching staff/advisor at a time that can be mutually agreed upon. Immediately after a contest or event is completed is not considered a mutually agreed upon time by the coaching staff/advisor. Meetings between parents and the coaching staff/advisors cannot take place within 24-hours after the conclusion of a contest, unless agreed upon by both parties.. Such an appeal should be made by scheduling an appointment to visit privately with the coach during school hours, unless agreed upon by both parties.
- C. If the players and parents have gone through the coaching staff/advisor about their concerns and questions and want to take their concerns to another person, they should contact the athletic director(s) before going directly to the principal(s) and the school board.
- D. Many problems can be avoided by going through proper communication channels.

8. Transportation and Equipment Fee

High school athletes are required to pay a graduated fee of \$100/\$50/\$0 for each activity of participation for transportation and equipment fees. A \$50.00/\$25/\$0 transportation and equipment fee for Jr. High athletes is required to be paid by each participant for each sport of participation. This fee must be paid prior to participation in a game.

9. Practice/Games Held During Vacation Periods

Participation in extracurricular activities takes precedence over attendance at other social activities such as concerts, dances, and movies. At the same time, school personnel recognize that occasional family related activities - vacations, reunions, significant birthdays, anniversaries and weddings among others - are more important than participation in extracurricular activities. With this in mind, the following guidelines are established:

- A. Students are expected to attend games and practices held during school vacation periods and on Saturdays.
- B. Students will be excused from such games and practices when parents give the coach/director prior written notice that their child will be involved in a family activity. Notice should be given as early as possible but at least two days in advance. In case of an emergency, verbal notice will be given as soon as possible.
- C. Students for whom prior notice is given will be allowed to dress for subsequent games. The coach/director will determine when the student is able to resume normal activity.
- D. Student absence without notice will be handled as any other unexcused absence.

10. During Suspension

During an in-school suspension for violation of the athletic code, students must attend practices and games during their suspension even though they may not dress or participate in the practice activity or game. This includes cheerleaders. During suspensions for violations of the student handbook, students cannot attend any practices and/or games. The student handbook suspensions will not be counted as unexcused absences as stipulated in #2 of the Athletic Rules and Regulations. During an out-of-school suspension, students are not permitted on school grounds.

11. Discipline Policy

Any IHSA rules and regulations supersede this section.

- A. Offense
 - 1. Swearing
 - 2. Fighting
 - 3. Disruptive/Disrespectful Behavior
- B. Consequences
 - 1. a. 1st Offense - Removed for the remainder of the game
 - b. 2nd Offense - Removed from that game and the next game
 - c. 3rd Offense - Dropped from the squad
 - 2. a. 1st Offense - Removed for the remainder of the game
 - b. 2nd Offense - Dropped from the squad
 - 3. a. 1st Offense - Removed for the remainder of the game
 - b. 2nd Offense - Removed from that game and the next game
 - c. 3rd Offense - Dropped from the squad

***The fore-going procedure shall be superseded if an offense is of a serious enough nature to demand immediate dismissal from the team. This policy applies to all levels whether playing or not. This policy applies to games only. Coaches will handle other situations.

12. Other Infractions

At any time that a member of an extracurricular team/squad is not living up to the highest standards of sportsmanship and citizenship or is regarded as a detriment to the best interest of the extra-curricular program, the competitor is subject to suspension or dismissal from participation.

All rules and guidelines under GENERAL CONSIDERATIONS ABOUT STUDENT CONDUCT AND DISCIPLINE (p.18) of the student handbook are to be adhered to by AFC student athletes as well as extra curricular activity participants.

Students who do not participate in PE may not be allowed to practice or participate in a game on that day.

Athletes who receive three technical fouls per season will be removed from the team.

13. Due Process Procedure

- A. Upon investigation of the incident by the coach/principal(s), if the circumstances verify a violation, appropriate disciplinary measures will be taken by the coach/principal.
- B. After the ruling of ineligibility, the student and/or his/her parents may appeal the decision by writing or calling the principal.
- C. The steps in a review are:
 - 1. Principal/Coach
 - 2. Athletic Director/Superintendent
 - 3. School Board

Extra-Curricular Activities Eligibility (Grades 6-12)

All students involved in extracurricular activities must be in attendance for four (4) full class periods of a full day of school or all classes of a half-day of school to be eligible to participate in extracurricular activities scheduled for that day. Extra-curricular activities are school-sponsored activities for which no credit towards graduation is given.

To be eligible to participate in any extra-curricular activity, a student can fail no more than one subject during the weekly eligibility check. If a student fails in excess of one class, he/she will be ineligible for activities the following week - Monday through Sunday. Eligibility checks will begin the end of the first full week of practice.

Eligibility Infractions:

- A. 1st Offense
 - 1. Must attend and participate in practice, attend Wednesday tutoring session, cannot dress for games, but must attend with the team.
- B. 2nd Offense
 - 1. Must attend practice, cannot participate in practice, must attend Wednesday tutoring session, cannot dress for games, but must attend with the team.
- C. 3rd Offense
 - 1. Cannot attend practice, must attend Wednesday tutoring session, cannot dress for games, but must attend with the team
- D. 4th Offense
 - 1. Dropped from extracurricular activity

A student who fails two or more classes at the end of a semester is ineligible to participate in any extra-curricular activities in the following semester.

Extra-Curricular Activities Discipline Policy (Grades 6-12)

Extra-Curricular Organizations/Performances (Such as, but not limited to, FFA, Scholastic Bowl, Fall Play, Musical, Yearbook, Student Council)

Students must understand that participation in extracurricular activities is a privilege that the school extends to its students. Participation in extra-curricular activities means the student has voluntarily chosen to represent his/her school. Students will have their extra-curricular privileges revoked if they are involved in drinking alcoholic beverages, using drugs that are not medically prescribed, smoking, using tobacco products or possession of the same, or committing a criminal act and/or is present where a reasonable person should know such illegal activity is being conducted, will be considered in possession according to the AFC Athletic/Activity Code of Conduct. The Principal(s) will determine the length of time during which the student is suspended from these extra-curricular activities. During suspension, students must attend the practices, activities and/or performance even though they may not participate in the practice, activity and/or performance. The general guidelines of one-half of the organization's scheduled activities for the school term shall be used to determine the period of ineligibility. As with athletic rules, the principal(s) may reduce periods of ineligibility if the offending student seeks a professional appraisal approval by the administration.

Suspension - Athletics

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

1. failure to maintain the academic standards set forth in each District's Handbook of Rules and Regulations.
2. violation(s) of the Student Code of Conduct for Athletes.
3. after injury, failure to receive a medical release statement from a physician.

The Superintendent or his designee shall establish the rules and regulations for meeting the academic standards and the Student Code of Conduct for Athletes.