



# 2020-2021



## SANDOVAL JUNIOR-SENIOR HIGH SCHOOL

# STUDENT HANDBOOK

<p><b>Sandoval C.U.S.D. #501</b> <b>District Office</b> Rob Miller, Superintendent of Schools 859 W. Missouri Avenue 247-3233</p>	<p><b>Sandoval Jr/Sr High School</b>  Principal: Matt Dannaman 859 W. Missouri Avenue 247-3361</p>
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<b>School Hours</b>	
<b>Mon/Tue/Thurs/Fri: 8:10 - 2:55 PM</b>	<b>Wed: 8:10 - 2:20 PM</b>

<p><b>Sandoval Community Unit District 501</b> <b>Board of Education</b> Jered Gambill, President David Hanks, Vice-President Traci Deadmond, Secretary Emily Heinzmann Theresa Ingles Tyson McHenry Joseph Rhodes</p>
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	<p><b>“It is the mission of Sandoval C.U.S.D 501 to provide a safe and positive learning environment that supports, includes, and focuses on all students.”</b></p>	
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**INTRODUCTION**

Welcome to Sandoval Junior-Senior High School. It is the desire of the Board of Education, the administration, the faculty, and the staff that you have an educationally rewarding and enjoyable school year. It is our purpose and goal to make your experience here both fulfilling and memorable. The following pages will acquaint you with the school regulations and provide pertinent information. It is the responsibility of the student and the parent to know and abide by these policies and procedures set by the Sandoval Board of Education. This handbook is not an irrevocable contract. It may be subject to change as needed. The administration has authority to set additional policies. With your cooperation, everyone will benefit and the learning process will be quite enjoyable.

**DISCLAIMER**

**The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently in practice and are subject to change. Administration has the right to use their discretion in the decision making process.**

# Bell Schedules

## 2:55 Dismissal

Period	Senior High	Period	Junior High
1	8:10 - 8:56	1	8:10 - 8:56
2	8:59 - 9:45	2	8:59 - 9:45
3	9:48 - 10:34	3	9:48 - 10:34
4	10:37 - 11:23	L	10:34 - 11:04
L	11:23 - 11:53	4	11:07 - 11:53
5	11:56 - 12:42	5	11:56 - 12:42
6	12:45 - 1:31	6	12:45 - 1:31
7	1:34 - 2:22	7	1:34 - 2:22
8	2:25 - 2:55	8	2:25 - 2:55

## 2:20 Dismissal

Period	Senior High	Period	Junior High
1	8:10 - 8:51	1	8:10 - 8:51
2	8:54 - 9:35	2	8:54 - 9:35
3	9:38 - 10:19	3	9:38 - 10:19
4	10:22 - 11:03	L	10:19 - 10:49
L	11:03 - 11:33	4	10:52 - 11:33
5	11:36 - 12:17	5	11:36 - 12:17
6	12:20 - 1:01	6	12:20 - 1:01
7	1:04 - 1:47	7	1:04 - 1:47
8	1:50 - 2:20	8	1:50 - 2:20

\* Using 5 snow/emergency days

### **FACULTY AND STAFF**

Rob Miller	Superintendent
Cara Garner	Adm. Assistant
Matt Dannaman	Principal
Corrie Tellefson	Principal's Secretary
Rhonda Benjamin	Special Ed. Supervisor
Brandon Placher	Guidance Counselor
Barth Bookhout	Social Studies
Alyssa Barnes	Home Economics, Ag
Amber Meyer	English
Laura Meier	English
Jessica Colvin	Music, Band
Chris Cole	Science
Darren Grafton	Cross-Categorical
Jeremy Jett	Science, Social Studies
Kimberly Simpson	Occ., School Nurse
Marvin Lindsay	Teacher Tech. Support
Nathan Mayberry	Physical Education
Chris White	Science
Jessica LaPage	JH Math
Rebecca O'Connell	JH English/Language Arts
Stephen Raisley	Technology
Tiffany Smith	Math
Jennifer Neilson	Paraprofessional
Office Helper	Paraprofessional
Robert Wiebler	Paraprofessional
Steve Speiser	Head Cook
Carla Gambill	Cook
Vicky Bailey	Cook
Allen Leidner	Custodian
Frank Fair	Bus Driver

### **STUDENT'S RESPONSIBILITIES**

Students of Sandoval Junior/Senior High School are responsible to:

1. Accept responsibility for their actions
2. Respect the rights, feelings, and property of others.
3. Attend daily and be punctual in arriving to school and to classes.
4. Dress themselves in a healthy, safe manner and in a way that is conducive to learning.
5. Obey school rules and regulations.
6. Respect school personnel in the performance of their duties.
7. Bring applicable materials to class (Including Chromebooks for High Schools).

8. Complete all of their class assignments and to do their best.

### **NOTIFICATION TO PARENTS**

The curriculum may contain topics/activities which parents may find objectionable. A pupil may not be required to take that portion of the course if the parent submits a written objection. However, the student can be given an alternative assignment for that portion of the topics/activities the parent finds objectionable.

### **NONDISCRIMINATION**

As provided by Title IX and Section 504 of the community federal guidelines for handicapped students, Sandoval Community Unit School District 501 does not discriminate on the basis of sex, race, color, national origin, or physically handicapped in its courses, programs, extracurricular activities, or employment practices. Direct inquiries about compliance with the above Guidelines to Superintendent, Sandoval CUSD 501, 859 W. Missouri Ave., Sandoval, IL, 62882. (telephone: 247-3233) or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D.C. 20001.

### **SURVEILLANCE - AUDIO AND VIDEO**

Students and others are subject to audio and video surveillance while present on district property and during bus transportation.

### **DISCRIMINATION GRIEVANCE PROCEDURE**

It is usually most desirable for an aggrieved party and the administration to resolve problems through free and informal communication. Most issues, problems and grievances can be resolved in this manner. If, however, the informal process fails to satisfy a party, a grievance may be processed as follow:

1. The aggrieved party may present the grievance in writing to the building administrator, who will arrange for a meeting to take place within four (4) school days after receipt of the grievance. Within two (2) school days of the meeting, the aggrieved party may be provided with the administrator's written response, including the reasons for the decision.
2. If the grievance is not resolved at Step A, then the aggrieved party may refer the grievance to the superintendent. The superintendent may arrange for a meeting with affected persons to discuss and attempt to resolve the grievance.
3. If the aggrieved party is not satisfied with the disposition of the grievance at Step B, the aggrieved party may submit the grievance in writing to the board of education.
4. If the action taken by the board does not resolve the grievance to the satisfaction of the party, that

party shall have the right to apply to a court of competent jurisdiction for appropriate relief.

### **TEXTBOOKS/IPAD/BOOK RENTAL & FEE**

Book rental for grades 7 – 12, chromebook rental for grades 7-8 \$25.00 and Chromebook rental for 9-12 is \$35.00. Each student shall be responsible for all iPads, Chromebooks, books, workbooks issued. Students will be assessed a fine for any textbooks and/or iPads that are damaged, destroyed, or lost. Students will be responsible for purchasing a P.E. uniform. Students will also be charged an additional \$10.00 fee for classes with labs. Students that are eligible to receive free lunches may qualify for a waiver of book rental and fees. All students participating in extracurriculars which includes band will be charged a yearly fee of \$25. The activity fee must be paid before the student will be allowed to participate (no pay-no play). Students who drive to school will be issued a parking pass sticker. The cost of each pass is \$5 and must be paid before the student is assigned a parking spot.

### **IPAD/CHROMEBOOK EXPECTATIONS**

The iPad/Chromebook will be considered as a student textbook and therefore should be taken to all classes. All high school students will be required to have a Chromebook during the school day. The Chromebook is to be taken out of the cart before the 1st period. The Chromebook will be returned to the cart during the 7th period. The Chromebook must be plugged in when returned. Any student not following these rules will be given a minor for each offense.

### **ATTENDANCE**

Success in school depends largely on regular punctual attendance and good study habits. Students are expected to attend all classes and assigned activities unless there is a justifiable reason for being absent. Parents are responsible for ensuring regular punctual attendance. Unexcused absences exceeding 10% of possible attendance are defined as chronic and will be reported to parents and notification made to the Regional Superintendent and/or Sandoval Family Education Court for further action. Upon return to school following an absence, all students who have not had their absence properly cleared are to come to the office between 7:45 a.m. and 8:05 a.m. to have their absence properly cleared/documented. Students have two school days from the time of their return to present verification for an excused absence. If there are any questions regarding absences, check with the school office. Students absent from school may not attend or participate in extracurricular activities (including practices, prom, etc.) that afternoon, night, or the following day if school is not in attendance. The administrator must clear exceptions in advance.

The school recognizes there will be absences due to personal illness, death in the family, and pre-arranged or emergency situations acceptable to the school administration. An absence that has been properly excused entitles the student to a reasonable amount of time in making up work missed. The student is responsible for requesting the assignments missed due to an absence. Students absent due to a pre-arranged event should obtain assignments before their absence and turn them in upon their return.

All absences will fall into one of the following categories:

1. Excused
2. Unexcused

When a valid reason has been established for the absence, it will be termed an excused absence. This allows the student to make up the work missed and return to class with no further requirements. If contact has been made with the parent and the absence is excused, the student may return to class with no further requirements.

Excused reasons for absences include:

1. Personal illness, medical, or dental appointment.
2. Family illness or emergency requiring the student to be present at home.
3. Death or funeral of a relative or close friend.
4. Religious holidays.
5. Court summons.
6. Other instances as so excused by the administration.

Absences for all other reasons shall be unexcused and shall be treated as truancy.

Unexcused absences include but are not limited to:

1. Working
2. Unapproved job interviews
3. Shopping
4. Hair appointments
5. Oversleeping
6. Senior pictures
7. Trains
8. Social engagements, i.e., birthday parties, wedding and baby showers, etc.
9. Frivolous absences

It is the responsibility of the parents to notify the principal's office each day that the student is absent. The principal's office will be open at 7:30 a.m. The telephone number is 247-3361. The principal's office will make a reasonable effort to call parents if no call has been received within the first two hours of the school day.

#### ❖ **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.



All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (618) 247-3361 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

❖ **Release Time for Religious Instruction/Observations**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

❖ **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absences from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For more information on home or hospital instruction, contact the main office at (618) 247-3361.

❖ **Attendance in School: Practice and/or Play Eligibility Rule**

A. If a student is absent from school, he/she will not be eligible for any contest or activity (including practices) that afternoon, night, or the following day if school is not in attendance, with the following exceptions:

1. Absence due to a death in the family.
2. Absence due to a school-sponsored field trip.
3. The student is absent for part of the day from school but arrives at school by 12:00 noon and participates in school for the remainder of the day.
4. The student has a doctor or dentist appointment but is in attendance for at least three (3) hours on the day of the contest or activity.
5. Absence has been approved in advance by an administrator or his/her designee.

B. Each student is expected to attend every regularly scheduled practice session of the sport or activity in which he/she is participating, unless absent from school. If a student is absent from school, he/she will not be allowed to practice except for seasons stated under Steps 1 through 5 above.

**MAKE-UP WORK**

It is the responsibility of the student to arrange make-up work with a teacher upon return from an excused absence. Make-up work for excused absences shall be due one day later for each day of excused absence. Extenuating circumstances may be considered in certain cases. Daily work and quizzes missed due to an unexcused absence shall be discounted to a 75% which is due when the student returns. Any tests or quizzes of a cumulative nature are to be allowed as make-up work at full value when a student is absent for unexcused reasons.

If a student's absence due to a suspension, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. (*Board Policy 7:70, Attendance and Truancy*)

When turning in a late assignment (late constitutes any work submitted after the class period in which it is due), the student will receive 75% of their grade. After one extra day the student will receive a 0.

**JR./SR. HIGH SCHOOL PHONE EXT. LIST**

Rob Miller	311	New Deloris Phillips	313
Matt Dannaman	314	Stephen Raisley	332
Rhonda Benjamin	334	Rebecca O'Connell	328
Alyssa Barnes	324	Steve Speiser	320
Barth Bookhout	336	Brandon Placher	337
Amber Meyer	323	Corrie Tellefson	313
Laura Meier	343	Custodians	335
Jessica Colvin	329		
Chris Cole	325		
Tiffany Smith	340		

Darren Grafton	342
Jeremy Jett	330
Chris White	327
<b>New Nurse Person</b>	<b>318</b>
Nathan Mayberry	340
Cara Gardner	312
Jessica LaPage	331

### **EXCESSIVE ABSENCES**

After six (6) absences from any class during a school year, students are required to provide verification from a medical physician for the absences to be excused. All absences beyond six (6) without verification from a medical physician will be considered unexcused. The administration reserves the right to excuse absences from this accumulative number of absences for students that have missed school for valid circumstances. Students who accumulate an excessive number of unexcused absences may be referred to the Sandoval Family Education Court and / or the ROE Alternative School.

### **ARRIVAL AT SCHOOL**

Students arriving before 8:05 a.m. are to go directly to the gym (junior high on west bleachers/high school on east bleachers), unless the student is eating breakfast. Students eating breakfast at school should go directly to the cafetorium upon arrival. Breakfast will be served from 7:45 a.m. to 8:05 a.m. Students are to eat in the cafetorium, no breakfast food or drink will be allowed to leave the cafetorium. Students should not be at their lockers before school, unless given permission by a teacher/staff member.

### **RELEASE DURING SCHOOL HOURS**

Teachers may not release students from school at other than regular dismissal times without prior approval of the administration. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s). Students leaving school must sign out in the office. Any student leaving school without permission will be considered truant and disciplinary action will be taken.

### **EARLY DISMISSAL**

Early dismissal will be permitted at the discretion of the administration when necessary and reasonable situations exist and no other arrangements can be made and according to the following procedures:

1. A parent or guardian requesting an early dismissal for his/her child must call the school prior to 8:00 a.m. stating the reasons and time for dismissal & provide a telephone number at which a parent or guardian can be contacted to confirm the request.
2. The student must present a written request to the office prior to the start of school. No early dismissal will be permitted unless confirmation can be made with the parent by phone or in person.

3. Between classes and prior to dismissal, the student must pick up his or her dismissal slip from the office.
4. Early Release: Junior or senior students who have a total cumulative grade point average of 2.00 or higher, no failing grades in any subject, and are on track to graduate could be eligible for early release. The student must be currently enrolled in a college course(s) or possess a job during the school year. The college course must be a course that is offered outside school affiliated courses like College Now. The student must provide a document of enrolled course(s) and proof of payment. If the student has a job the student will be required to have a worker's permit from the Regional Office of Education or documentation of a job on the employer's letterhead with a signature of the employer and a release form signed by the parent/guardian on file with the school. Proper documentation and enrollment into the Early Release program must be made within the first 5 days of the semester. Students that meet the requirement will be dismissed at the completion of their 6<sup>th</sup> hour class. Poor/Failing grades, unexcused absences, excessive detentions, isolations, or suspensions are causes for this privilege to be revoked. Any failing grades will automatically cause this privilege to be withdrawn for the eligibility period. Failure to comply with these rules will result in privileges being withdrawn for the remainder of the school year.

#### **TRUANCY/REGULAR ATTENDANCE PROGRAM**

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof, as defined by 105 ILCS 5/26-2a of the Illinois School Code. **Chronic or Habitual Truant** shall be defined as a child subject to compulsory school attendance for 5% or more of the previous 180 regular attendance days. District personnel including interviews with the student, his or her parents, or guardians, and any other school official or other party who may have information about the reasons for the student's attendance problem will provide diagnostic procedures to truant students. Resources and supportive services available to truant or chronically truant students and to their parents or guardians shall include, but may not be limited to the following:

1. parent conferences with school personnel,
2. student counseling,
3. schedule or program change,
4. special education assessment,
5. truancy counseling,
6. family counseling, and
7. referral to community agencies.

After five (5) unexcused absences (of the last 180 days of school) a student will be referred to the Regional Office of Education (ROE). Parents will be informed in writing of this referral.

After seven (7) unexcused absences the student will be referred to the Sandoval Family Education Court.

After 9 unexcused absences (5% of the last 180 days of school) Sandoval School District 501 is obligated to report the student to the ROE as chronically truant. Parents will once again be notified in writing of this referral. The student and parent or legal guardian will be required to meet before the Regional Truancy Board at which time an attendance action plan will be adopted. (Failure to appear before this board may result in an appearance before a Judge)

**Truant Minor:** 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Chronic truants will be referred to the Regional Office of Education after supportive services have been exhausted or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and /or a fine of up to \$500. Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

### **TARDY TO CLASS**

Students are expected to be in classes, seated and ready for lessons when the tardy bell rings. Accumulation of 3 or more tardies in one class during a 9-week grading period will result in the following:

1<sup>st</sup> Tardy - verbal warning by teacher

2<sup>nd</sup> Tardy - parent notification

3<sup>rd</sup> Tardy - and each thereafter - after school detention

If tardies continue additional disciplinary action may be taken with possible referral to intervention.

### **TARDY TO SCHOOL**

The first bell rings at 8:05 a.m. Students are to be in their 1<sup>st</sup> hour by 8:10 a.m. Any student arriving to school after 8:10 a.m. must sign in the office before going to class. If the tardy is unexcused the following disciplinary action will be taken:

1<sup>st</sup> tardy to school - verbal warning by office

2<sup>nd</sup> tardy to school - notification to parents

3<sup>rd</sup> - and each thereafter - after school detention.

If student continues to be tardy to school further disciplinary action will be taken and other behavioral interventions may be put into place

**THE LOSS OF PRIVILEGES MAY BE INVOKED AT ANY OF THE ABOVE STAGES.**

## **HOMELESS/ASSISTANCE FOR TRANSITIONAL STUDENTS**

Students without an adequate nighttime residence are considered homeless. With limited shelter space, most of these students live in motels or are doubled-up with family or friends because their family can't afford their own place. Homeless children can choose to attend the school they attended before becoming homeless or the correct school for their attendance area.

To receive educational support for students living in transition (shelters, motels, campgrounds, sharing housing or any inadequate or non-permanent living arrangement) call your school district homeless liaison at (618) 247-3450. The Illinois State Board of Education considers school enrollment, attendance and success of homeless students a high priority. The school district liaisons must promote access of homeless students to all school programs, including transportation. If the homeless student/parents and the school district disagree about enrollment or transportation, contact the student's school district at (618) 247-3233.

## **BUSES**

### **Bus Rules**

Students who ride school buses at any time are to abide by the following rules:

1. Remain seated while the bus is moving.
2. Keep all parts of the body inside the bus.
3. No running on or around the bus.
4. Use the emergency door only for emergencies.
5. No loud or excessive talking.
6. Keep the bus clean.
7. Do not wear athletic equipment while on the bus.
8. Obey the bus driver.

Bus drivers will set rules and regulations for their bus. Students are to abide by these rules at all times. Students are subject to suspension from bus riding privileges for repeated disregarding of rules.

**All handbook rules and regulations are in effect while students are riding the bus.**

## **CAFETORIUM**

Sandoval Junior-Senior High is proud of its facilities for providing breakfasts and lunches. Free breakfasts and lunches are available to all students. Forms for free breakfasts and lunches are available when registering. Students are expected to conduct themselves as ladies and gentlemen when eating. Food and drinks are not to be taken out of the cafetorium. Students are to proceed to lunch in an orderly manner. Running, shoving, or cutting in line will not be allowed. Lunchroom trays should be taken to the disposal window after conclusion of your meal. Excessive noise in the lunchroom will not be allowed.

### **❖ Café Terminal Breakfast/Lunch Program**

The following guidelines will be used for the Café Terminal Breakfast/Lunch Program at Sandoval Jr.-Sr. High School:

- All students will receive a free breakfast and lunch.
- There will be no charges allowed in the à la carte line.
- Money should be deposited in a student’s account on the first school day of the week.
- Parents/guardians are able to keep track of his/her child’s account balance and put money in the account by enrolling in an internet-based service called My School Bucks. This service is where parents/guardians may deposit funds online for breakfast/lunch accounts by using their Visa, MasterCard, or American Express. Participation in this service is voluntary, and you may enroll at any time. This service also allows the parent/guardian to monitor which days his/her child eats breakfast and/or lunch.

### **FOOD AND DRINK**

Students should only have food and drinks in the cafetorium. Unopened bottles of clear water may be taken to the classroom when permitted by staff.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (P.B.I.S.)**

Promoting a positive school culture is a primary goal at Sandoval Junior-Senior High School. Schools cannot work and learning is stifled when school is not conducted in an orderly and civil manner. When parents, students, and teachers all work in harmony, a healthy and productive environment can be created for everyone. Students at Sandoval Junior-Senior High School will follow a school-wide code of expectations and discipline procedures. This procedure is called Positive Behavior Interventions and Supports (P.B.I.S.). This is a proactive system approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. This system aligns with the Multi-Tiered Systems of Support (MTSS) model that the school has implemented. The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBIS focusing on systems, data, practices, and outcomes. Students will be exposed to the same expectations and consequences from grades 7 thru 12 providing a smooth continuity for all students as they progress through junior-senior high school.

### **Behavior Expectations (H.A.W.K.)**

- H— Have Respect
- A— Act Responsibly
- W— Work Hard
- K— Keep Safe

### **Classroom Expectations:**

- Respect your teacher’s classroom expectations and all school expectations
- Have all necessary materials with you when the bell rings (book, iPad, Chromebook, writing utensils, paper)

- Listen intently, take notes and complete assignments
- Keep hands and feet to yourself and know emergency procedures

**Hallway Expectations:**

- Speak quietly using appropriate language
- Keep hands/feet to yourself
- Pick up after yourself
- Walk on right side

**Cafeteria Expectations:**

- Clean up your area after dining
- Stay in an orderly line
- Keep hands/feet to yourself
- Use good manners
- Walk to and from cafeteria
- Push in chairs

**Gymnasium/Locker Room Expectations:**

- Treat equipment like it was your own
- Walk on the steps
- Compete fairly
- Follow game rules and wear appropriate equipment

**Assembly Expectations:**

- Listen quietly
- Take seat in an orderly fashion
- Walk to and from assembly
- Pay attention to speaker
- Wait to be dismissed

**Restroom Expectations:**

- Keep to yourself
- Wait your turn
- Use toilet seats correctly
- Clean up after self
- Flush the toilet
- Wash your hands

**Office Expectations:**

- Speak quietly
- Keep your hands and feet to yourself
- Accomplish what you came to the office for and then return to your class

**SECONDARY INTERVENTIONS**

**CICO – Check-in Check-out:** Students check-in with designated CICO Facilitator/s before the beginning and at the end of each school-day to receive positive contact, pre-corrects, reminders of school-wide expectations and, if needed, basic school supplies. At the end of each class period, classroom teachers provide youth positive behavioral feedback, based on the school-wide expectations, on a Daily Progress Report Card (DPR).



**S/AIG – Social/Academic Instructional Groups:** Youth are supported in a small group for direct instruction of school-wide expectations and/or replacement behaviors, including structured practice and direct behavioral feedback. Intervention leads to generalization most effectively when youth are also supported by CICO, where classroom teachers provide youth positive behavioral feedback on a DPR related to their transference of newly learned skills taught during group.

**Individualized CICO, Groups & Mentoring:** Individualized CICO has most of the same features as the generic CICO but includes some fairly simple individualizations (i.e. change in location of CICO, addition of more Check-ins, etc.) without creating individual student goals or goal lines (which would only come after an FBA/BIP). Mentoring involves one adult meeting with one or more students at a time, one or more times per week, to provide pre-corrects and a positive connection with the school through a supportive relationship.

**Brief FBA/BIP – Functional Behavior Assessment/Behavior Intervention Plan:** Brief behavior intervention plans are developed for one student at a time, based on a brief assessment of function of behavior by the Tier 2 generic problem-solving team. Brief Tier 2 behavior intervention plans address only one behavior, typically only in one setting. Interventions are chosen or designed based on youth's strengths, assessed function of behavior and skills-deficits.

## **STUDENT CONDUCT AND BEHAVIOR**

All teachers will establish and teach reasonable rules of conduct to be followed in their classes. These rules will outline the expectations from students and the possible penalties for failing to follow set rules.

Teachers may make additional rules as deemed necessary throughout the school year in order to maintain an appropriate classroom environment. The administration will establish and disseminate reasonable rules of conduct to be followed throughout the school premises, and at all school related or school sponsored events. The administration may make additional rules as deemed necessary throughout the school term in order to maintain an appropriate learning environment for students.

### **❖ Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes paraphilia.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages, or substances represented to be alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing of, selling or offering to sell illegal drugs, substances represented to be illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence

are not permitted to attend school or school functions and are treated as though they have drugs in their possession.

4. Using, possessing, distributing, purchasing, or selling any huffing devices.
5. Using, possessing, distributing, purchasing of, or selling explosives, firearms, knives, or any object that can reasonably be considered, or look like, a weapon.
6. Misusing electronic devices
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone, (Initiation or hazing has been considered a violation of #8).
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another's person's property.
10. Unexcused absenteeism, however, the truancy statutes and board policy will be utilized for chronic and habitual truants.
11. Being a member of, or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, gang, or secret society.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

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

- A. On, or within sight of, school grounds before, during, or after school hours and at any other time when a school group is using the school.
- B. Off school grounds at a school activity, function or event.
- C. Traveling to or from school or a school activity, function or event,
- D. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function or;
- E. During periods of remote learning.

#### ❖ **Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying anyone or on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being 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 characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Refer to [www.sandoval501.org](http://www.sandoval501.org) for Complaint Managers information. (Board Policy 7:20 *Harassment of Student Prohibited*, 7:180 *Prevention of and Response to Bullying, Intimidation and Harassment*, 7:190, *Student Discipline*, 2:260 *Uniform Grievance Procedure*)

#### ❖ **Fighting**

Students involved in fights during school hours, during school activities, on the bus or in any other situation under the jurisdiction of the school may be subject to suspension for up to ten days. Repeated violations of this policy may result in a recommendation of expulsion to the Sandoval Board of Education. Students who instigate or promote fights among fellow students will be subject to disciplinary procedures. Students who leave their assigned classroom or area, or leave their normal path to and from class, to observe a fight are subject to disciplinary action. In

addition, law enforcement authorities may be called to the school and legal action may be taken.

❖ **Illegal Drug and Alcoholic Abuse**

Possession, use, distribution, attempted distribution, purchasing, sale of, or any attempted sale, of illegal drug, controlled substance, look-alike drug, drug paraphernalia, prescription drug, e-cigarettes, vapes, vape pens or other vaping related products and /or alcohol, or any substance represented to be an illegal drug or alcohol product, is forbidden at any school activity or on school grounds. Violators are subject to suspension for up to ten days and possible expulsion. Students who are at school related events and are under the influence of illegal drugs or alcohol will be subject to suspension for up to ten days and possible expulsion. In addition law enforcement authorities may be called to the school and legal action may be taken.

❖ **Dress and Accessory Code**

Any form of wearing apparel and any type of grooming which, in the professional opinion of any staff, creates a danger, ill-health, or a negative effect on education is prohibited. If the student arrives at school dressed in violation of the criteria listed below, the student will be offered the opportunity to change clothes to those in compliance with this policy. Teacher/Staff must address the violation. The administrator will have the final authority on any decisions concerning the dress and accessory code. If measurement is needed, at least two staff members will be with the student. The student will do the measurement with the two staff members present. The items listed below will result in the violation of this policy and result in a minor:

1. Clothing worn by students should be clean, in good condition, and safe.
2. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that displays profanity, contains inappropriate connotations, sexually suggestive phrases or images, libelous, slanderous, gang related symbols, or that may contribute to the substantial disruption of the orderly operation of the school classroom or that constitute a health and/or safety hazard are prohibited.
3. Clothing or accessories that depict, advertise, or promote alcoholic beverages, tobacco or tobacco products, drugs, or any illegal substances are prohibited.
4. All shirts, tops, and dresses must have a minimum of a two inch shoulder strap. See-through tops must be worn with a shirt underneath that cover the chest, torso, and have a two inch shoulder strap. Open backed shirts are not allowed unless an appropriate undershirt is worn. Any sleeveless shirt must cover up to the armpit or have a shirt underneath that covers the chest and torso. (\*See disclaimer)
5. Shorts, skirts, and dresses (all outer garments) are to be no shorter than four (4) inches above the bend on the back on the knee. The measurement must be done with the knee bent while standing. (\*See disclaimer)
6. No exposed undergarments or wearing of clothing that exposes undergarments is permitted. Also, torn, ripped, or holes in clothing above four (4) inches from the top of the knee cap that exposes skin or undergarments is not allowed.
7. No pajamas or sleepwear. (except on designated days)

8. Shoes are to be worn at all times for health and safety reasons. House shoes, house slippers, slippers made of terrycloth or a fuzzy-type material, or shoe skates are not permitted.
9. No sunglasses or dark glasses, unless they are prescription glasses, may be worn in the building.
10. No hats, caps, bandannas, scarves, handkerchiefs. No head covering may be worn in the school except for religious or medical reasons. Hoodies may be worn but the hood must be down at all times inside the building.
11. Coats, heavy-weight jackets, gloves, and mittens are to be stored in lockers.
12. Book bags, handbags, purses, gym bags, and string backpacks are to be stored in lockers. Large athletic bags should be stored in designated area arranged by coach or administration.

*\* The dress code above does not apply to special events such as Homecoming and Prom.*

#### ❖ Weapons

Possession, use and/or transfer of any weapon or instrument capable of inflicting bodily injury on school property is prohibited. This includes, but is not limited to, guns, knives, clubs, “look-a-like” weapons, or any object in-tended to or altered to be used as a weapon, which could cause harm to any student, teacher, or staff member. Law enforcement authorities may be called to the school and legal action may be taken. Also, the Gun Free Schools Act requires school boards to expel students for not less than 1 calendar year and not more than 2 calendar years for weapons violations. The Board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of the Section, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look alike” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.

#### ❖ Destructive Behavior /Damage to School Property

Sandoval Junior/Senior High School will require students who deface or destroy school property to pay for the cost of repair or replacement. This will be done pursuant to the Parental Responsibility Act of the State of Illinois, which allows the parents to be held responsible for the willful and malicious acts of a minor. Students who attempt to, or solicit others to, damage school property will be subject to severe disciplinary action.

When applicable the local police department will be contacted for the filing of charges against violators of this policy.

❖ **Fireworks**

Fireworks, in any form, are prohibited at all activities connected with any school program. Any student using, selling, or possessing any fireworks or substance represented to be a fireworks will be subject to suspension or expulsion.

❖ **Leaving School With (Without) Permission**

On any occasion when a student must leave school, he/she must **FIRST**, receive permission from the principal's office and sign out. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s). Students leaving school must sign out in the office. Any student leaving school without permission will be considered truant with further disciplinary action taken. Students becoming ill at school should obtain a pass from their teacher and report to the nurse's office. No student will be sent home ill without the school having direct communication with a parent or guardian. A student will not be allowed to drive another student home without prior approval of that student's guardian and the administration.

❖ **Improper Student Relationships**

Students are to avoid the showing of physical affection while at school or school related activities. Violations will result in parental conferences and possible disciplinary action.

❖ **Teen Dating Violence**

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school provided transportation is prohibited. For purpose of this policy, the term **teen dating violence** occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to teachers, support staff, and/or district administration. School staff shall respond to the incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

❖ **Obscene Language**

Sandoval Junior/Senior High School will not tolerate the use of obscene language. This policy is in effect at all student events. Punishment for violations will vary depending upon the nature and severity of the action of the student with the possibility of detention, isolation, or suspension.

❖ **Smoking and Tobacco Use**

Chapter 122, 105 ILCS 5/10-20.5b of the Illinois School Code prohibits the use of tobacco, tobacco products, e-cigarettes on school property at any time. Smoking, the possession of tobacco products, or use of any tobacco product or “look alike” tobacco product on school property, school-sponsored activities, extracurricular activities, or any place where students are under school supervision or are representatives of Sandoval CUSD 501 is prohibited. Smoking or use of any tobacco product will result in disciplinary action.

❖ **Stealing**

Theft is considered gross misconduct. Students found guilty of stealing will be subject to disciplinary action.

❖ **Extracurricular and Night Activities**

The rules and regulations as explained in the Student Handbook apply to all school activities. Participation and attendance in extracurricular activities are considered a privilege. No loitering is allowed outside before, during, and after extracurricular activities.

❖ **Searches**

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

**School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

❖ **Students Searches**

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that

is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

❖ **Seizure of Property**

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

*(Board Policy 7:140, Search and Seizure)*

**Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

❖ **Gangs and Hate Groups**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity including, but not limited to:
  - a. soliciting others for membership in gangs,



- b. requesting any person to pay protection of otherwise intimidating or threatening any person,
- c. committing any other illegal act or other violation of school district policies,
- d. inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be punished under the district's discipline code.

#### ❖ Recruitment

A person who expressly or impliedly threatens to do bodily harm to an individual or to that individual's family or uses any other criminally unlawful means to solicit or cause any person to join any organization or association, is guilty of a Class 3 felony. The matter becomes a Class 2 felony when a person older than 18 years threatens a person younger than 18 years. Illinois School Code (720 ILCS 5/12-6.1) Students are not to engage or involve themselves in any type or style of hate activity. Hate activity may be words spoken, pictures, or other forms of derogatory and intimidating communication. Any student involved in any hate or hate group activity will be punished under the districts discipline code. When applicable, evidence will be turned over to law authorities for possible violation of Public Act 88-259; Hate Crimes. Parents or guardians should note that this act makes them responsible for judgments against minors up to the limits of the Parental Responsibility Law.

#### ❖ Damage to School Property

Students who willfully or maliciously damage school property, or coerce or contract someone to damage school property will be punished under the district's discipline code. Recovery of damages will also be required. If necessary, the district will seek restitution under the Parental Responsibility Act, which allows the parents to be held responsible for the willful and malicious acts of a minor. When applicable, the police department will be contacted for the filing of charges.

#### ❖ Assemblies

Students are expected to give their attention and respect at all times during assemblies. Students are to remain in their assigned seats unless permission is granted otherwise. Exclusion will be enforced for students with behavior problems.

#### ❖ Sexual Harassment

It is the policy of this school to provide students an environment free from unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well-being. This district will not condone or tolerate incidents of sexual harassment of the district's students during school hours,

during district-sponsored events on school property, and at the site of a district activity involving students.

The term sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex. This district interprets the definition of sexual harassment to include, but not limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversations, and cornering or blocking a student's movement.

Students may initiate the reporting of an instance of sexual harassment to any responsible staff member. The staff member will then direct the report to the appropriate administrator. No retaliation will be brought upon any student reporting instances of sexual harassment.

Discipline measures to be taken will vary with the nature of violation. Examples are verbal discussion to suspension and possible expulsion for serious or repeat offenders. If the allegation is against a district employee, the superintendent, or his designee, shall initiate an investigation and follow district policies and Illinois laws in the resolution of the matter.

### **ANNOUNCEMENTS, SIGNS, AND POSTERS**

All notices of club meetings, athletic events, etc. should be cleared through the office. Signs and posters displayed in the hall for any purpose must be approved by the administration. Special notices may be posted outside the office. Daily announcements may be given to main office. Announcements will also be posted on the bulletin board by the main office. No literature shall be distributed without the permission of administration.

### **DISCIPLINE**

The Sandoval Board of Education strongly believes that student behavior should reflect standards of good citizenship. High standards of courtesy, decency, expression, honesty, morality, and wholesome relationships with others shall be maintained. Sandoval Junior-Senior High School has rules and guidelines governing the conduct of its students. These rules encourage positive, constructive, and responsible behavior with an environment conducive to learning.

It shall be the responsibility of the students and their parents or legal guardians to familiarize themselves with the guidelines regarding student conduct. All employees of the district shall share in the responsibility for supervising the behavior of students and encouraging high standards of conduct. The board and administration expect all employees to be alert and prompt in handling and reporting behavior problems that have an adverse effect on the operation of the school.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his / her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the

welfare of the school community. Depending on the severity and frequency of misconduct, disciplinary responses may include, but shall not be limited to the following:

1. Counseling.
2. Warning.
3. Reprimand.
4. Temporary removal from class.
5. Lunch Detention.
6. Parental conference
7. After-School Detention
8. Isolation
9. Denial of extracurricular participation or attendance at extracurricular events in which our school participates.
10. Suspension (3,5, or 10 day)
11. Expulsion from school and all school-sponsored events for a definite time period not to exceed two school years.
12. Notification of law enforcement officials or juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or physical assault.
13. Withholding of privileges.
14. Seizure of contraband.
15. Suspension of bus riding privileges.

Sandoval Junior-Senior High School will cooperate with all law enforcement agencies. Examples of this are the notification of the necessary agency when laws are broken and the cooperation in investigations conducted by law enforcement agencies. Teachers have the authority to remove students from class for disruptive behavior. A teacher may use reasonable force as needed to maintain safety for students and/or staff. Corporal punishment shall not be used.

❖ **Lunch/After-School Detention**

Students who violate school regulations may be assigned a lunch or after-school detention. Students will be required to eat in a designated area, hand in cell phone, and sit/work silently until the end of lunch period. Students who misbehave or skip lunch/after-school detention will receive further disciplinary action including, but not limited to, denial of all extracurricular privileges or possible suspension.

❖ **Detention Hall Rules:**

1. All students are to be seated with no talking when the bell rings.
2. The detention hall supervisor shall assign seats as desired. No student may leave his / her seat for any purpose.
3. NO Talking, food, drinks, cell phones, mp3 players or disruptions of any kind.
4. Students must bring homework to work on or something to read.
5. The supervisor shall have final say on questionable behavior.

❖ **Isolation**

Isolation is an in-school consequence in which students are confined in a specified room throughout the day. Students who are in violation of school rules may be assigned to isolation as a consequence for truancy, progressive discipline, or significant acts of misbehavior. Each student will be given specific isolation rules at the beginning of the day and will be required to follow them throughout the day. Students that violate isolation rules will be issued extra days in isolation or a suspension from school. Students will be required to complete work, such as homework, character/behavior education work, as assigned by the supervisor. Students may also be assigned alternative assignments as necessary. Students will obtain lunches from the cafetorium and eat lunch in the isolation room.

❖ **Suspension**

The Sandoval Board of Education Policy stipulates that acts considered to be gross disobedience or misconduct will cause suspension or expulsion: Students suspended from school will receive full due process rights and have the right to appeal their suspension to the superintendent and school board. Appeals must be directed to the superintendent within ten (10) days of the first day of the suspension. Suspensions will be served while an appeal is pending. While suspended, students are not to be on school grounds or present at any school-related activity. Extracurricular activities are considered privileges granted to students and not educational rights. Any school work, tests, assignments, etc. are to be allowed as make-up work when a student is absent due to a suspension.

❖ **Expulsion**

Expulsion is defined as the removal of a student from classes for a time period of more than 10 successive school days. Expulsion may be up to 2 school years. Only the Board of Education may expel a student from school. Students are entitled to full due process rights.

**OFFICE DISCIPLINE REFERRAL (ODR)**

An ODR will be given to students when a student receives 3 minors or when a major is given for behavior. The ODR system operates on a quarterly basis with each student having the opportunity to begin new each quarter.

An ODR may be issued by any school personnel in a supervisory position at the time (or within 1 day) of the infraction. Penalties for students receiving ODR will become more severe as the number of ODRs issued increases.

The following consequences will be issued to the student unless the situation has extenuating circumstances that are determined by the administration:

- 1<sup>st</sup> ODR – Copy sent to parents and an after-school detention
- 2<sup>nd</sup> ODR – Copy sent to parents and an after-school detention

- 3<sup>rd</sup> ODR – Copy sent to parents and 2 after-school detentions and possible referral to Tier 2 intervention
- 4<sup>th</sup> ODR – Copy sent to parents Isolation and Referral to Tier 2 Intervention
- 5<sup>th</sup> ODR or more – Copy sent to parents  
Isolation or other disciplinary action  
Tier 3 intervention or an alternate placement

**PROCEDURE FOR DISRUPTIVE STUDENTS**

1. When disruptive behavior is exhibited by a student a verbal warning will be given to the student by the supervising school employee.
2. A student who continues to be disruptive should be identified by name and given a warning that if their behavior does not improve a minor ODR will/may be issued.
3. If the disruptive behavior does not stop, the employee will document the infractions as a major ODR. (3 minors = 1 major)
4. The disruptive student may be sent to the office. The ODR form should be sent to the office with the student. This form will explain the nature of the problem and the action taken.
5. Steps in the discipline process: (1) Warning, (2) Re-teach expectations, (3) ODR issued. These steps are to be used as a guide. Severe behaviors might warrant teachers or administration skipping steps. However, these steps should be used whenever possible.

**DISCIPLINE-STUDENTS WITH DISABILITIES**

A student with a disability who violates student disciplinary rules and regulations shall be disciplined in accordance with the District’s regular student disciplinary policies and procedures unless the behavior is attributable to the student’s disability. The District shall proceed as follows:

1. The student is given all procedural protection required by the I.D.E.A. Section 504, Rehabilitation Act.
2. The student’s Individualized Educational Program states behavioral conditions under which short term suspension may not be involved or may not be invoked.
3. A hearing shall be held to determine whether the student’s behavior is attributable to the handicapping condition. (For students whose suspension exceeds ten days per academic year).
4. If the hearing result is that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
5. All procedural safeguards required by P.L. 94-142 shall be observed.
6. Educational services shall continue through regular or alternative programs.

**Isolated Time Out, Time Out 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. The school may not use isolated time out, 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.

### **ACCIDENTS/INJURIES**

Any accident at school or at a school sponsored activity should be reported immediately to the teacher or sponsor in charge. Accident reports must be completed in all instances. Copies of the accident report are to be given to the main (principal's) office.

### **STUDENT HEALTH**

Good health is important to a student's learning process. If your child is sick, please keep him/her at home. Students who become ill at school shall first request permission from their teacher to go to the office. No student is to report to the nurse without the consent of the office. First aid supplies are available from the school nurse and the office

### **PHYSICAL EXAMS**

Illinois law requires transfer students and all students entering ninth grade to have a completed physical. The school does not furnish this service. It is the responsibility of the student to pick-up the needed form and return it to the high school office. School physicals must be current before a student can register. Physicals are also required of all athletes and are valid for one full year from completion. A school physical will be accepted for a sports physical. However, a sports physical will not be accepted for a school physical. Athletic physicals must be documented on an athletic physical form. Athletic physicals are the responsibility of the student.

### **IMMUNIZATIONS**

Students must be properly immunized as required by Illinois law. Students who claim religious objections to immunizations must submit a letter of religious belief. These are to be completed by the opening of school.

### **MEDICATIONS**

Medication required by a student shall generally not be administered at school by a district employee. This policy includes prescription and non-prescription medications such as Tylenol, Aspirin, or Ibuprofen. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function without the signed consents. Students in violation may face disciplinary action. However, Illinois law allows students to carry and self-administer Asthma inhalers and Epinephrine injectors (EpiPen) as needed with a signature from both the student's licensed health care provider and parent/guardian. Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's licensed health care provider, indicating the necessity for the medication and the proper dosage, time, and duration.
2. A written request and permission from the parent/guardian to administer the medication shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the containers.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided there is written permission from both the student's licensed health care provider and the parent/guardian. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School district shall incur no liability, except for willful conduct, as a result of any injury arising from a student's self-administration of medication epinephrine auto-injector, asthma inhaler, or the storage of medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees, against any claims except a claim based on willful and wonton conduct, arising from a student's self-administration of an epinephrine auto-injector and/or medication or asthma inhaler, or the storage of any medication by school personnel. Administration of Medical Cannabis, In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Medication shall be administered by the superintendent's designee. Medications shall be stored under the direction of school personnel. In all cases the school retains the discretion to reject a request for administering medications.

### **PINK EYE (CONJUNCTIVITIS)**

Pink eye is contagious. A child with suspicious eye drainage will be sent home. The child may return to school after being properly treated with antibiotics or upon presenting a note from the physician stating treatment is not necessary.

### **HEAD LICE**

1. All students in the school may be periodically examined for head lice/nits.

2. Any student who is suspected of having lice/nits will be examined on an as need basis.
3. Any student found to have lice/nits parents will be called and the student will be sent home from school.
4. Students must be treated with an approved medication available from local pharmacies.
5. All lice and nits (eggs) must be removed before the student may return to the classroom, regardless of the treatment used to kill live lice. School staff will check the student before they return to the classroom.
6. Students who have excessive absences due to head lice will be regarded as truant.

### **VISUAL SCREENING**

Visual screening will be done, as mandated for the following children: Preschool, Kindergarten, Second, Eighth, Special Education, Teacher referrals, and students new to the district. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child your child in the mandated grade will be screened.

### **AUTOMOBILES AND/OR MOTORCYCLES**

Students holding a valid driver's license may drive to school with written consent of the parent/guardian. The following regulations apply to all students driving to school:

1. BUSES ARE ALWAYS GIVEN THE RIGHT OF WAY.
2. There will be no reckless driving on or near the school grounds.
3. Students are to park cars upon arrival at school, leave them immediately and not return until time to leave school. During the school day, student may return to their car when escorted by staff and permission of the administration.
4. Cars will enter at the entrance and leave at the exit at all times.
5. The school district assumes no responsibility for any damage to vehicles parked on school property.

*\*As a condition to parking on school property, students consent to searches of their vehicles.*

### **PARKING**

Students are required to park their vehicles in the front parking lot and on the west side of the school back to the sidewalk in front of the gymnasium. Students will be assigned a parking space at registration when paperwork is filled out on their vehicle. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while on school property. Vehicles should be driven and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle



owner's expense. Students cause driving recklessly in the parking lot may be subject to disciplinary action.

The parking lot in the back of the school is designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicle. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigating into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **VISITOR PARKING**

The school has 5 locations available for school visitor parking. Those dropping off and picking up children during the school day may use these spots when signing their child into or out of school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles in these locations may be ticketed and/or towed by the police.

### **PARKING FOR STUDENT PICK-UP**

There are several parking spaces located on the East side of the school (Cafetorium Side) for parents to park in for pick-up at the end of the school day. Once the student is in the vehicle, please exit the parking lot by going around the back of the school and out of the exit lanes.

Failure for students to comply with parking policies and procedures could result in the following disciplinary measures;

1. Student conference
2. Inform Parents
3. After-School Detention
4. Subject to be towed
5. Loss of Parking Privileges

### **EMERGENCY DISASTER DRILLS**

Learning to be prepared for disaster situations is an important part of the student's education. Fire, tornado, and law enforcement drills are conducted in schools throughout the State during the school year. Students are taught the rules and procedures to be followed during an emergency at school and are regularly drilled in those procedures.

The signal for a **fire** drill is a continuous blast of the fire alarm system. When the alarm sounds, all students are to evacuate the building walking single file to the designated exit. Students may return to the building when instructed by staff.

The signal for a **tornado** drill is repeated ringing of the bell system. Individuals are to go to their designated area. Individuals should get on their knees facing the walls or lockers with their heads down and covering their neck and back of their head with their hands. Students are to remain in this position until instructed by staff to return to class or to evacuate the building.

A **law enforcement** (lock-down) drill is announced through the intercom system with the words "Lock Down." Classroom doors are to be locked. Students are to stay away from windows and doors and to sit quietly on the classroom floor. Students are to remain in this position until instructed by staff or to evacuate the building.

In the event of an **active shooter**, all Sandoval Junior-Senior High students and staff will be implementing the steps of ALICE Training.

A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate.

#### **❖ Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **ASBESTOS MANAGEMENT PLAN**

Sandoval Jr.-Sr. High asbestos management plans are available for inspection in the principal's office. The management plan is available for public inspection during regular business hours at the principal's office 859 W. Missouri Ave., Sandoval, IL.

Questions should be directed to the superintendent, Sandoval CUSD 501, Sandoval, IL, 247-3233. Copies of the plan are available from the superintendent.

### **CHEATING/PLAGIARISM POLICY**

Any student caught cheating or plagiarizing on a daily assignment, project assignment, daily test, quiz, or semester exam will receive a “0” on that daily assignment, project assignment, daily test, or semester exam. Their names should be reported to the administration, and the teacher should notify the parents. Students will also be subject to disciplinary action, which many include, but is not limited to:

1. Disciplinary consequences that are outlined in the teacher's classroom management plan.
2. Detentions.
3. Isolation.
4. Suspension from school for up to ten school days.

### **GUIDANCE DEPARTMENT**

A counselor is available to help all students. Services include assisting students in the following:

1. Selecting high school courses.
2. Researching information about colleges, junior colleges, technical schools and financial aid.
3. Gathering information about careers and job opportunities
4. Understanding and adjusting to problems as they arise.

#### **❖ Guidance and Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

#### **❖ Schedule Changes (High School)**

Schedule changes must be made by the first Friday of the semester. All schedule changes are to be initiated with the guidance counselor. Changes after the first week of the semester may be considered only after consultation with parents, teachers, and approval of the administration.

### ❖ Student Withdrawal

For permanent withdrawal, students must be at least 17 years of age and submit written parental or guardian approval to the high school administration. A withdrawal form will be issued to the student to be taken to all teachers, technology department and counselor for final clearance. Identification card, books and locks must be submitted before final clearance is granted and a refund issued.

### STUDENT RECORDS

Sandoval CUSD 501 maintains student records as required by federal and state laws. Verified information of clear relevance to the education of the student is classified as temporary records or permanent record data. The parent has rights and privileges concerning the student's school record until the student obtains those rights and privileges. The student obtains exclusive control of his/her school record upon the 18th birthday, graduation from high school, marriage, or entry into military service, whichever comes first. The following information is kept in students' permanent records:

1. Basic identifying information, including students' & parents' names, addresses, birth date, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations.
3. Attendance records.
4. Honors and awards received.

The following information may be kept in the students' temporary records:

1. Intelligence test scores.
2. Aptitude test scores.
3. Elementary and secondary achievement level test results.
4. Teacher anecdotal records.
5. Disciplinary information.
6. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records relating to special education placement hearings and appeals.

### ❖ Access to Students records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

1. Parents have the right to see their child's school records. The parents may request and receive assistance from appropriately trained school employees, for interpretation of test materials or other information in the record.
2. Parents wishing to view their child's records should submit a written request to the superintendent or his designee. Access to the records shall be granted within fifteen (15) school days of the district's receipt of such request.
3. Records may not be removed from the school by the parent.
4. Records will be sent to another district to which the student has transferred upon request.

5. Access to student records shall be afforded those members of the professional and administrative staff whose duties and responsibilities require such access.
6. No third party shall be permitted to view student records unless permission has been granted by court order, superintendent of schools, or parents. The parent shall be notified when information has been requested by a third party, unless it is records requested by a school to which the student is transferring.
7. In cases where parents are divorced or separated, both parents have the right to see their child's school record. Any information given to one parent is obtainable by the other parent upon request.
8. Access may also be granted in cases of emergency, to protect the health or safety of the student or others.

The district shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of person seeking the records to meet the emergency, and the importance of acting quickly.

Temporary records will be destroyed in June after five (5) years from graduation, transfer, or permanent withdrawal of a student from school.

### **HALLWAYS AND PASSES**

Students are not to be in the hallway during class time without a pass issued by a teacher. Students are not to go to the office during class time without the written permission of their assigned teacher. Office staff has been told to send students back to class immediately if a written pass is not presented. Any student who goes to the office for unofficial business during class changing time will be given a tardy by their teacher if they arrive late to class.

### **LIBRARY/MEDIA CENTER**

The media center is to be used as a place for students to study, do research, or leisure reading. The library is open during volunteer's hours or when supervised by a staff member. No materials shall be removed from the library unless checked out. Library rules and procedures are posted and made available to all students.

### **LOCKERS**

Each student will be assigned a hall locker and P.E. locker. Students should not take large amounts of money or valuables to school. Purse, coats, gym suits etc. should not be left unattended about the building but should instead be placed in a locked locker. Students are to put book bags, handbags, or gym bags in their locker and not remove them until the end of the day. Students are not to carry any bags about the building during the school day.

The P.E. lock provided by the school must be returned or paid for by the student. All lockers are the property of Sandoval Jr.-Sr. High School and are provided for the student's convenience. Students do not have a right or expectation to absolute

privacy. The school cannot assure that lockers are a safe place to keep valuables. Lockers and contents thereof are subject to search and/or dog search.

### **DRIVER EDUCATION**

Students enrolled in driver education must follow the state guidelines and requirements for the course. The student must have successfully completed eight classes during the previous two semesters. Students must also complete 30 clock hours of classroom instruction. Students that accumulate five absences for classroom instruction will be dropped from the course and placed in physical education. These students will forfeit their opportunity for driver education until the following school year. Students that meet the requirements will be placed in the class according to their birthdays.

### **PHYSICAL EDUCATION**

Physical Education is required of all students unless excused for medical reasons. Medical excuses must be documented by a physician's statement each year. Students that have medical excuses will be given alternative assignments. Credit for P.E. is one unit for successful completion of one year of activities. Students need 4 credits of P.E. (unless exempt) to graduate.

All students 7<sup>th</sup> through 12<sup>th</sup> grade participating in P.E. are expected to dress daily. Students must wear their P.E. uniform, tennis shoes, and participate in activities in order to get full credit for daily points. Other requirements will be listed in the course syllabus.

#### **❖ Exemption Requirements**

A junior or senior must meet at least one of the following to be considered for exemption privileges:

1. Participation in interscholastic athletics and marching band during the season of the sport.
2. Enrollment in a class which if not taken would prevent the student from graduating.
3. Enrollment in a class which if not taken would result in denied admission to the institution of higher learning of the student's choice.

### **CELLULAR PHONES, MP3 PLAYERS, CD's, CAMERAS, AND OTHER ELECTRONIC DEVICES**

Using or possessing an electronic device or cellular telephone, video recording device, personal digital assistant (PDA), I-Pod, MP3 player, CD player, or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. All electronic devices are to be silenced and kept in lockers during the school day. Students may check their phone at their lockers during passing periods and may also have their phones at lunch only. An administrator or teacher may allow students to listen (with headphones) to an I-Pod, MP3 player, CD player, or radio on special occasions. Headphones should be properly stored and used only as staff permits. Otherwise, any violation of these practices will

result in confiscation of device, parent contact, and possible detention, isolation, or other disciplinary action. If it is determined that the use of such devices were used for illegal activities, law enforcement authorities will be notified and legal action may be taken. Sandoval CUSD 501 is not responsible for lost or stolen property.

**1<sup>st</sup> Cell Phone Offense Per Quarter:** Student will pick up cell phone in the office.

**2<sup>nd</sup> Cell Phone Offense:** Student will pick up cell phone in the office and will be given an after-school detention.

**3<sup>rd</sup> Cell Phone Offense:** Parents will pick up cell phone in the office and student will be given an after-school detention.

**4<sup>th</sup> Cell Phone Offense or More Per Quarter:** Parents will pick up cell phone in the office after five

(5) days and student will be given a detention.

Taking pictures and video recordings in locker rooms, restrooms, and the cafeteria are prohibited. Any individual found in violation of this policy shall be subject disciplinary consequences and possible police intervention.

**Sexting**, the use of a cell phone to possess, distribute, and/or attempt to obtain and/or show pornographic pictures or materials is prohibited. Any student found in violation of this policy shall be subject to severe disciplinary consequences and police intervention.

### **SCHOOL CLOSINGS**

In case of inclement weather, mechanical breakdown, or some unforeseen emergency, school may be closed, dismissed early, or late start. School closing, delayed starting time, and early dismissal will be broadcast over radio stations WILY (1210 AM), Centralia, WRXX (95.3 FM), Centralia, WJBD (1350 AM), Salem, and WJBD (100 FM), Salem. School closings are also broadcasted on the local St. Louis television stations (KTVI-FOX 2, KMOV-4, and KSDK-5). When possible, parents/guardians will be notified of school closings through the AlertNow telephone system.

### **TELEPHONE**

The office telephone is for business purposes only and not to be used for personal calls. Students are allowed to use office phone with office staff approval. Pupils are not called to the telephone. Messages will be delivered to students if an urgent situation exists. Parents are asked to cooperate by not requesting to have messages delivered to students.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet

manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.





Students may take alternative courses for credit. Also, students who fail classes and fall behind in their progress toward graduation may make-up credits. Alternative courses and courses for make-up credit may be done in the following manners:

1. Approved summer school sessions at schools with approved programs.
2. Distance Learning Courses, including Virtual or On-line Courses, not offered at the student's high school and pre-approved by the administration.
3. Correspondence courses pre-approved by the administration for fourth or fifth year senior students.
4. Community college courses not offered in the high school curriculum and pre-approved by the administration for senior students in good academic standing.

Sandoval Board of Education policy limits the credits earned under items #3 and #4 to a maximum cumulative total of 6 credits.

#### ❖ Early Graduation

Board of Education policy allows students who have fulfilled all requirements for graduation to leave school at the end of the seventh semester in which the requirements are fulfilled. Students will not be allowed to use summer school credit, correspondence courses, or college courses to graduate early. Applications must be made to the principal's office before the end of the first quarter of the final semester for early graduation. Board Policy regarding early graduation states that when the Board grants early graduation it is understood by the student(s) that his/her/their class rank is on-going during his/her/their high school career with a final official class rank list for all graduates, both early and regular, to be computed and established after their last official school day of the eighth semester. The Valedictorian(s) and Salutatorian(s) will be named using this list. Those students leaving school early will graduate with the senior class at the end of the school year. Students who graduate early (at the end of the seventh semester) will be eligible for homecoming, prom, and commencement exercise in the semester following completion of all academic requirements.

#### HIGH SCHOOL STUDENT GRADE LEVEL CLASSIFICATION\*

Students enrolled in Sandoval High School, will be classified as Freshmen, Sophomores, Juniors, or Seniors according to the following guidelines:

Freshmen: fewer than 4 1/2 credits

Sophomores: 4 1/2 credits or more but fewer than 9 1/2 credits and in at least the second year of attendance

Juniors: 9 1/2 credits or more but fewer than 14 1/2 credits and in at least the third year of attendance

Seniors: 14 1/2 credits or more and in at least the fourth year of attendance

\*Classification is determined at the beginning of each semester.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed
2. Completing all District graduation requirements that are in addition to State graduation.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance
4. Participating in the State assessment

#### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the

student or, if applicable, his or her parent or guardian in filing an application or a waiver.

5. Participating in the State assessment required for

### **ACADEMIC ACHIEVEMENT**

Students (grades 1-8) shall not be promoted to the next higher grade level based on age or any other social reasons unrelated to academic performance. Decisions to promote or retain students at any grade level shall be based on successful completion of the curriculum, performance on the required state assessment, and scores on the district's administered achievement test. Decisions linked to the placement of special education students will continue to be based on the accomplishment of goals as identified in students' individualized education plan.

### **FINAL EXAMINATIONS**

All quarter, semester, and final examinations will be given as part of the regular school schedule. Semester examinations count as 20% with each quarter counting 40% of the course grade.

All students will take semester examinations (unless exempt by the student's IEP). Seniors may be exempted from taking semester exams based upon criteria listed under the "SAT Incentive for Juniors when they become Seniors."

If a student is exam exempt, his/her semester grade will be based on the two quarterly grades for that semester with each counting 50% of the grade. Final determination for the taking of exams will be made by the teacher and administration.

- ❖ **Exam Exemption for the 2020-2021 School Year:**

For each subject area (English and math) that a student “MEETS” or “EXCEEDS” on the SAT assessment, an “OPT OUT OF TWO SEMESTER EXAMS” voucher will be awarded to the student in their Senior year.

Students who have any unexcused absences in a class per semester may not use their “OPT OUT” voucher to be exempt from taking the semester exam in that class.

A student may not use an “OPT OUT” voucher in a class in which he/she is failing.

For dual credit classes, students are required to take semester exams.

Students who have an A both quarters or that have a combination of an A or B and 95% attendance are exempt from taking exams.

❖ **Personal Day (2020-2021):**

Any Senior student who meets or exceeds on the two subject areas (English and math) on the SAT assessment may be granted a personal day of absence from school. Also, any Senior who has an attendance rate above 95% by the midterm of the last quarter, may be granted a personal day. Students only qualify for 1 personal day. The personal day will be counted as an excused absence for state average daily attendance purposes. However, it will not affect the record of an individual who has perfect attendance. The personal day must be approved by the administration and used on or before May 2nd . Also, the student must complete the “Sandoval High School Student Personal Leave Request Form.”

**GRADING SYSTEM**

Meaningful information about individual students, especially report cards, will be communicated to parents on a regular basis in such a manner that parents or guardians will have a greater understanding of the student’s ability, effort, and achievement. Progress reports will be sent to parents to identify accomplishments or deficiencies. All students in danger of failing a grading period will have a progress report sent to parents prior to the end of the grading period. Report cards will be issued four times annually. Semester grades are the only grades recorded on permanent records.

Each teacher is responsible for developing and explaining a consistent and fair system for assessing quarter and semester grades. The teacher should use various means of sampling student progress to ensure that the grade is representative of the student’s progress for that grading period. Good attendance is accepted as a requirement for good grades. Grades will reflect not only a student’s written work, but also, his or her performance in group and individual activities, which require the consistent attendance of the student. Eligibility for Valedictorian and Salutatorian will be based on cumulative GPA which will be determined for High School after semester exams and for Junior High week ending before graduation.

<u>Percent</u>	<u>Grade</u>	<u>Regular</u>	<u>Weighted</u>
99-100	A+	4.33	4.58
92-98.99	A	4.00	4.25
90-91.99	A-	3.66	3.91
88-89.99	B+	3.33	3.58
82-87.99	B	3.00	3.25
80-81.99	B-	2.66	2.91
78-79.99	C+	2.33	2.58
72-77.99	C	2.00	2.25
70-71.99	C-	1.66	1.91
68-69.99	D+	1.33	1.58
62-67.99	D	1.00	1.25
60-61.99	D-	0.66	0.91
0-59.99	F	0.00	0.00

A student has 10 school days from the end of the quarter to make up work for an incomplete grade. If the work is not completed, a grade of “F” will be assigned for the quarter. Extenuating circumstances may be considered. An incomplete grade cannot be calculated for the final grade - thus the final grade is an “F”.

If a student deliberately, in the judgment of the teacher, refuses to make an attempt to complete assignments or show any initiative in a class, it is obvious that he/she is willing to fail a quarter or the semester exam, even though he/she has passed the previous quarter, then the student may be issued an incomplete which will result in a grade of “F” for the semester. Any deviation from the grading scale shall require a written justification. Semester grades for junior high school students shall be determined by applying each respective quarter of the semester at 50% of the grade (example, 1<sup>st</sup> quarter at 50% and 2<sup>nd</sup> quarter at 50%).

This grading scale does not apply to Special Education students since these students are guided and evaluated as the result of the Individualized Education Program developed for each student. These students will be numbered in class size, but will not be included in the descending class rank of student via Grade Point Average (G.P.A.). Any disputes regarding a final grade shall be addressed by following the established procedure set forth in the Sandoval School Board Policy #6:280.

#### ❖ Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **INTERNET USE**

Internet access and use will be permitted for students of Sandoval Junior-Senior High School. The use of electronic mail communications will only be permitted under direct supervision of a faculty/staff member. Before a student may work on the internet, the student and parent must read and sign the "Authorization for Internet Access". Students and parents should remember that violation of district policy regarding internet use will result in disciplinary actions taken against the student. The disciplinary action will be related to the severity of the violation.

## **HONOR ROLL**

High school students are required to be enrolled in at least five solid credit courses to be eligible for the Honor Roll. All subjects in which students receive a grade will be used to compute a student's grade point average.

Honor Rolls are computed solely on the basis of grade point averages as follows:

High Honor Roll: 3.80 or above

Honor Roll: 3.20 but less than 3.80

All grades shall be at least 'C' or above.

The scale on page 24 shows how grade point average is determined.

## **HONORS OR HIGH HONORS AWARDS**

To receive an "honor" award at the spring awards ceremony, a student must have been on the honor roll or a combination of the high honor roll during each of the first three quarters of the current school year. To receive a "high honor" award, a student must have been on the high honor roll during each of the first three quarters of the current school year.

## **INSURANCE - Secondary**

Accident insurance is available to all students for the school day and for school related activities. This service is free of charge. In the event of a claim, an accident form and other information are available by inquiring at the Principal's Office. In addition, 24-hour student insurance is available for those wishing to purchase the coverage.

## **HOMECOMING**

The Homecoming Court is selected annually. Court sign-ups will be in the fall. Voting will also take place in the fall. Students must meet the following criteria to be eligible for homecoming court:

1. Students interested in being a Homecoming Court participant must sign up to be considered for the Court.
2. Students may participate on homecoming court only once during their freshman through junior years. (Being an usher, usherette, or master or mistress of ceremonies is not considered the same as being a part of the homecoming court.)

3. Students must have passed 25 credit hours the previous semester to be eligible to run for court.
4. Students will be deemed ineligible if they have five or more detentions, two or more isolations, one isolation and 3 detentions, two isolations and 2 detentions, or an out of school suspension (based on current school year status)

If a person initially meets the requirements and is elected to Homecoming Court, but subsequently violates one of the above rules, he/she will be removed from the court and be replaced by the person next in line by vote count.

Any student hoping to be eligible to be an attendant or escort must have participated in the previous year's homecoming activities. For example, if you want to run for court your Freshman year you must have participated your 8<sup>th</sup> grade year; if you want to run your Senior year you must have participated your Junior year.

Any new student who moves into Sandoval School District by the first day of school is eligible to run for court. New students running for court must participate in homecoming activities (ex: homecoming committee, entertainment, props, refreshments, decorations, etc.).

The homecoming committee will consist of Student Council and a homecoming sponsor. The homecoming committee will be responsible for helping with the coordination of homecoming and homecoming week activities, selling tickets, decorating, organizing etc.

### **PROM (JR.-SR.)**

Juniors at Sandoval High School are responsible for helping the junior class plan, organize, and raise money for the prom. It is the responsibility of each junior student to complete activities (including fundraising and service activities) in order to attend the prom. If a junior student wants to attend the prom and does not complete all the applicable activities, he/she will be assessed a fee. (The amount of profit the student should have raised.)

To attend prom, a person must be a freshman or not older than 20 years of age. A Sandoval student requesting to bring a guest/date who is not a Sandoval student must have completed and turned in by the required date a "Sandoval High School Prom Guest/Date Request Form" and the guest/date must be in good standing. Formal dress is required. Students should wear dress pants and collared shirt or a dress/skirt.

### **ATHLETICS & EXTRA CURRICULAR ACTIVITIES**

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations as established by each sponsor for their particular activity will result in sanctions as set forth in writing and made fully aware to the participants. These activities are regarded



as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when disciplinary sanction must be considered.

Any person who tries out for any extracurricular activity (sports and scholar bowl) is also subject to the Athletic/Activity Handbook. This is a document that provides guidelines with expected behaviors for participants in extracurricular activities.

### **PEST CONTROL NOTIFICATION**

Sandoval CUSD 501 has an integrated pest management program that incorporates guidelines developed by the Illinois Department of Public Health. The plan provides for each school in the district to be serviced on a monthly basis using gels and baits, without using liquid insecticides. As per Public Act 91-0525, effective August 1, 2000, Sandoval Schools will provide 2 school days notice (via a newsletter, bulletin, calendar, or other school published correspondence) to parents /guardians of any additional pesticide application in a school.

#### **❖ Equal Opportunity and Sex Equality**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the main office at (618) 247-3361.

#### **❖ Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

#### **❖ Invitations and Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

❖ **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

❖ **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.

❖ **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

❖ **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 247-3361.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

❖ **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

#### ❖ **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription

#### ❖ **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

#### ❖ **Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable

breaks during the school day to express breast milk or breastfeed her infant.

Reasonable accommodations include, but are not limited to

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### **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.

### **FUNDRAISING ACTIVITIES**

All fund raising activities must be cleared with administration prior to communicating information to students and/or parents.

### **MIDLAND TRAIL CONFERENCE**

Sandoval High School is a member of the Midland Trail Conference. Competition is held in five sports and scholastic bowl. Sports include: volleyball, golf, basketball, baseball, softball.

#### **Conference Members**

Cisne	Running Lions
Christ Our Rock	Stallion
Clay City	Wolves
Grayville	Bisons
Odin	Eagles

Sandoval  
Waltonville  
Wayne City  
Webber  
Woodlawn

Blackhawks  
Spartans  
Indians  
Trojans  
Cardinals

❖ **Non-Conference Sports**

The Sandoval boys' and girls' Cross-Country, girls' softball, and Track and Field Teams participate in IHSA competition with Odin being the host school.

*School Song (Wave the Flag)*

*Wave the banner for Sandoval,  
How we love that name.  
We will always stand beside her,  
Cheer her on to fame.  
Hail those in black and scarlet,  
We're out to win this game.  
May we always be a winner,  
That's our alma mater's aim.*