



FLORA HIGH SCHOOL

2018-2019 STUDENT HANDBOOK

TABLE OF CONTENTS

ACADEMIC LOAD AND REQUIREMENTS FOR GRADUATION	6
ACCEPTABLE USE POLICY.....	21
ACCIDENT REPORT	22
ACTIVITIES	7
ALCOHOL, TOBACCO, CANNABIS, ILLEGAL OR PRESCRIPTION DRUGS	15
ANNOUNCEMENT PROCEDURES	8
ANTI-LOITERING POLICY.....	16
APPLICATION FOR FEE WAIVER	19
ASBESTOS MANAGEMENT PLAN	19
ASSEMBLIES AND LYCEUMS	8
ATTENDANCE POLICY.....	4
BELL SCHEDULE AND SCHOOL DAY HOURS	8
BULLYING/HARASSMENT/AGGRESSIVE BEHAVIOR/CYBER BULLYING	14
BUS REGULATIONS	18
CARE OF SCHOOL PROPERTY	8
CHANGE OF SCHEDULE.....	20
CLASSROOM MISCONDUCT	17
CLOSED CAMPUS LUNCH	13
CLUBS AND EXTRACURRICULAR ACTIVITIES	9
COLLEGE VISITATION	5
COMMONS.....	10
COMMUNITY SERVICE.....	6
CORRIDOR COURTESY	10
CUTTING CLASSES/TRUANCY	6
DANCES/SOCKHOPS	10
DETENTION	13
DISMISSAL FROM CLASS	15
DISRUPTIVE DEVICES	15
DRESS CODE	16
EMERGENCY SCHOOL CLOSING	19
EXPULSION	13-14
EXTRACURRICULAR DRUG TESTING POLICY.....	15
FEES AND TEXTBOOK RENTAL	19
FIELD TRIPS	10
FINAL EXAMINATIONS.....	7
FINANCIAL ELIGIBILITY	19
FIRE AND DISASTER DRILL INFORMATION.....	19
FUND RAISING.....	10
GANGS & THE OCCULT.....	18
GRADES AND REPORT CARDS	7
GRADUATION PARTICIPATION	7
GRIEVANCE PROCEDURES	19
GUIDANCE SERVICES	20
HAZING AND INITIATIONS	9
HEALTH SERVICES	22
HIGH SCHOOL GRADE CLASSIFICATION.....	6
HOMEWORK.....	5
HONOR ROLL	7
IMPORTANCE OF HANDBOOK	3
INCOMPLETE GRADES AND MAKE-UP WORK.....	7
INSURANCE.....	22
LEARNING CENTER/COMPUTER NETWORK	21
LEAVING SCHOOL DURING THE SCHOOL DAY	5
LOCKERS, LOCKS AND CARE OF VALUABLES.....	20
MAKE-UP WORK	5
MAP OF SCHOOL.....	24
MARRIED STUDENTS	21
MEDICATION POLICY FOR SCHOOL.....	22
MESSAGE FROM THE PRINCIPAL	2
MISSION STATEMENT.....	3
NO PASS NO PLAY	9
NOTE TO PARENTS	3
OFFICE BEHAVIOR.....	18

PARENT NON -CONSENT FORM FOR RELEASE OF CONTACT INFO	25
PARKING PERMITS (STUDENT).....	21
PHYSICAL EXAMINATIONS	22
PLAGIARISM.....	17
POSTERS AND STUDENT NOTICES.....	8
PRE-ENROLLMENT DENIAL FOR STUDENTS	21
PROBATION.....	14
PROHIBITED CONDUCT	12
PUBLIC DISPLAY OF AFFECTION OR INAPPROPRIATE SEXUAL CONTACT.....	18
PUBLICATIONS	8
RECIPROCAL AGREEMENT WITH LAW ENFORCEMENT.....	16
RECORDS PRIVACY ACT.....	20
RELEASE OF INFORMATION.....	20
RESPONSIBILITIES OF STUDENTS.....	3
REVIEW, SUSPENSION, EXPULSION AND PROBATION.....	13
SAFE SCHOOL ACT	15
SCHOOL SPIRIT.....	23
SCHOOL SECURITY MEASURES.....	8
SCHOOL SONG.....	23
SEX DISCRIMINATION	9
SEXUAL HARASSMENT	18
STATEMENT OF NON-DISCRIMINATION.....	9
STUDENT PARKING PERMITS.....	21
STUDENT RECORDS	20
STUDENT DISCIPLINE	11
STUDENT DISCIPLINE RESPONSIBILITIES	14
STUDENT GOVERNMENT	10
SUBSTITUTE TEACHERS.....	18
SUMMER SCHOOL.....	7
SUSPENSION	13-14
TARDINESS.....	6
TEACHERS' PROFESSIONAL QUALIFICATIONS.....	22
TELEPHONE USE	16
TEST OR QUIZ TAKING POLICY	5
TRANSFER STUDENTS	7
TRANSPORTATION GUIDELINES FOR	
EXTRACURRICULAR ACTIVITIES AND EVENTS	18
UNIT DISTRICT GRADING SCALE.....	6
VEHICLE USAGE, PARKING, AND REGISTRATION	21
VISION EXAMINATIONS	22
VISITORS	18
WEAPONS	16
WEIGHTED GRADES.....	6
WELFARE FUND.....	19
WITHDRAWAL AND/OR TRANSFER.....	20
WORK PERMITS.....	22

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MESSAGE FROM THE PRINCIPAL

PRIDE! TRADITION! EXCELLENCE! These words epitomize the feelings of our students, teachers, parents, and community members toward Flora High School. Pride in achievement, recognition of tradition, and an attitude of success are the keys to excellence and accomplishment. This attitude at Flora High School makes the pursuit of excellence a reality on the Flora High School campus.

We are proud of what Flora High School represents. Flora High School is the focal point of a large, rural school district that brings communities together to form lasting friendships and traditions.

The Flora High School community will afford you the opportunity to receive an excellent academic education and to participate in a variety of successful, extracurricular programs. We help students lay the cornerstones for their futures.

Parental support is an integral part of the educational experience. We hope that you stay involved in your student's high school career. The four years of high school go very quickly--we want you to enjoy them with your child.

Our curriculum is comprehensive and meets the needs of a variety of students. However, it is necessary for each student to accept the responsibility for his/her own education in order to maximize his/her opportunities in the academic environment. The administrators, teachers, and counselors are here to help each student, but in the final analysis, it is up to you. Your education and your school are what you choose to make them.

Please contact me or any of our staff whenever you have a question or if we can be of assistance.



Toby Pearce, Principal

FLORA HIGH SCHOOL MISSION STATEMENT

Flora High School, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become engaged learners, informed decision-makers and responsible, considerate and contributing citizens in an ever-changing society.

IMPORTANCE OF HANDBOOK

This handbook contains important information regarding the rules and regulations, which will affect all of the students and staff at Flora High School. Please take the time to carefully study this information. **KEEP THIS HANDBOOK FOR REFERENCE DURING THE YEAR.**

Disclaimer: This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a right. Your handbook cannot be, nor even presume to be, all-inclusive.

NOTE TO PARENTS

This handbook is issued in order that students and parents become familiar with the general policies of the school. It contains information that should be known by all those concerned with the school.

Home/School Cooperation--Your child will spend a large part of his/her adolescent years in high school. The high school deals with the student during the crucial years when he/she is rapidly becoming an adult, when new stresses and strains are operating, when his/her social interests are at their peak, and when he/she is feeling the need to break away from adult control and stand on his/her own two feet. We are dealing with an emerging adult who must achieve independence, and who in the process, must be intelligently and sympathetically helped and guided. This is not always an easy task and requires full understanding and cooperation among the three parties concerned: the youth, the parent and the school. The desired cooperation between our school and your home can perhaps be better understood if we outline briefly what the parent has a right to expect of the school and what the school should be able to expect of the parent.

WHAT THE PARENT MAY EXPECT FROM THE HIGH SCHOOL

1. That the high school be operated in a businesslike and responsible manner with reasonable requirements and regulations administered in an impartial manner.
2. That a reasonable regimen of work is established for a student and that progress in studies be given a first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflect a constructive and helpful attitude directed toward the best interests of the youth.
4. That teacher's grading be as fair and impartial as possible, and that the basis for such grading be understood by the students and parents.
5. That class assignments be definite and a reasonable amount of assistance be given in class, and, on the initiative of the student, as much individual help as resources will permit.
6. That we will do our best to maintain a wholesome school atmosphere and wholesome student behavior, and that we will not permit an individual or small group to upset the image or reputation of the fine young people who attend high school.

WHAT THE HIGH SCHOOL EXPECTS OF THE PARENT

1. That the student's attendance is regular and punctual. If a student is to succeed in high school, regular attendance should be as much an obligation as it would be for employment.
2. That if the parents expect their student to be successful, they should demand a regular routine of home study. The amount of such study ought to be a minimum of one to two hours daily, though its distribution among the different subjects will have to be an individual matter. The importance of the regular home study cannot be overemphasized; it is essential to quality achievement.
3. That parental inquiries are welcome and may be registered with the principal, assistant principal, teacher, or guidance counselor.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage the student's outlook and affect his/her behavior and success.

Discipline--Good discipline originates in the home. The parents are the first teachers of their child and should develop in them good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rule and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

Pupil/Teacher/Parent Conferences--At no time should you be in doubt of your child's progress. You are notified of his/her progress through grade report cards and warning slips. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher, counselor or principal. Students who wish to talk with a teacher about a problem should request a conference with the teacher before or after school, or at any time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.

RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities.
9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on school buses or to refuse to accept the established supervisory authority of the driver or other assigned person in charge.
11. Students upon entering school for the first time, fifth grade, and ninth grade shall present evidence of a recent physical examination. Students participating in interscholastic athletics shall have an annual physical examination.

ATTENDANCE POLICY

Attendance and academic performance are closely related. Regular attendance is essential as a student misses an important part of his/her instruction when not in school. All students are expected to attend school regularly and to be on time for class in order to benefit to the fullest from the instructional program. The high school attendance policies are designed to develop student punctuality, self-discipline, and responsibility. It is for these reasons that the Board of Education has adopted the following attendance policy.

I. Absences

Students are not to exceed ten days for the **entire school** year. Telephone calls are the recommended initial method of notification; however, a note the next day is required. Please call the school prior to 9 a.m. on the day of the absence. Any absences beyond the ten days, a parent/legal guardian excused absences must have administrative approval or fall into the exempted absences category.

II. Exempted Absences

All absences from a class, except those listed below, will count towards the ten allotted days for the entire year. Absences which will not count toward the excused absences periods are:

- A. Participation in a school-sponsored activity
- B. Suspension for disciplinary reasons
- C. Weather conditions which prohibit the normal operation of school buses
- D. An illness verified by a doctor's note
Verification should consist of one of the following: (1) note from the doctor indicating that an appointment with the student was held by him/her, (2) note from the doctor indicating that he/she dispensed or prescribed medication for the student, or (3) a letter from the doctor explaining an extended illness for which the student is receiving medical attention under the doctor's care.
 1. A note from the doctor, which only says that a student was sick at home, is not acceptable.
 2. Routine appointments are not excused as verified illnesses (Examples: orthodontist, optometrist, physicals, etc.).
 3. Notes and letters from doctors verifying illnesses are due in the attendance office when the student returns to school. In no case will they be accepted more than 6 calendar days after the absence.
- E. College visitation days approved by the principal. Arrangements must be made in advance with the Guidance Department.

III. Attendance Intervention

It is our goal to work with parents and students in a positive manner to assure that students are well prepared for the future. Teachers will monitor student attendance closely. If appropriate, an administrator will be asked to assist the family in developing a plan to ensure better attendance.

IV. Procedure in Case of Absence

- A. Parents or guardians should notify the school by 9:00 a.m. whenever their child is absent from school. A call should be made for each day of absence unless the office has been notified of an extended illness. It will be assumed that the student is truant unless a call has been received. Flora High School will attempt to contact the parent to verify a student's absence if the office has not received a call by 9:00 a.m. If a parent does not have access to a phone, a note stating the reason for the absence must be presented to the office upon return.
- B. Students who expect to be absent for two or more days should request assignments. Contact the school secretary by 11 a.m..
- C. Students who expect to be absent two or more weeks due to a serious medical condition should contact the Guidance Office to arrange tutoring.

V. Procedure Following an Absence

A student should report to the office when he/she returns following an absence of less than an entire day. At that time if the absence is excused because of a parent note or phone call, the student's name will go on the excused list. If, however, no appropriate excuse from parents is presented, the student's name goes on the unexcused list. All teachers have been instructed to record grades of "0" for a student on any days of unexcused absence. In order to replace the grades of "0" with the earned grade on those days, the student must present an appropriate parent note at the office, receive an admit slip verifying an excused absence, and present it to each of his/her teachers. A student has two days after returning from an absence to complete this requirement. After that time, the grade of "0" will be considered the permanent grade. If a student arrives late or leaves and returns on the same day, he/she should come to the office for an admit slip before going to class.

VI. Pre-Arranged Absences

A student may obtain a pre-arranged absence when he/she knows he/she will be absent in the immediate future. Prearranged absences must be approved by administration prior to the absence. A parent must call or provide written confirmation prior to the absence.

Examples include:

1. Medical or dental appointments that cannot be scheduled at any other time
2. Trips with parents (See **total number of Exempted Absences**)
3. Civil court appearances
4. Funerals

The procedure for obtaining a pre-arranged absence is to bring a note from home at least one day in advance of the absence explaining the reason. If a teacher does not want to accept the pre-arranged absence, the final decision will rest with the principal.

COLLEGE VISITATION

Administration may assign designated days. Any other college day will count as an absence.

LEAVING SCHOOL DURING THE DAY

Any student leaving school during the day must first get permission from a member of the office staff, and secondly, must sign out in the office. If a student becomes ill or has an accident, he/she must report that fact to the teacher in charge and then proceed to the office. Office personnel will contact appropriate health professionals and/or parents. An ill or hurt student must follow the proper procedure for leaving school. Students leaving school without completing the proper checkout procedures should expect to be disciplined.

Students must be in attendance during the school day in order to attend after-school activities, unless prior administrative permission is granted.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. **It is the responsibility of the student, however, to check with the teacher of each class missed to make arrangements for make-up work.** This is to be done on the day of the student's return to school. The make-up work must be completed and turned in within a period of time designated by the teacher, usually no longer than the period of the absence. Students who are absent on the day that any exams (including semester exams) are given, must follow the same procedure in arranging to make up exams. The teacher must be contacted on the day the student returns to school to arrange to take the exam.

Make-up time for exams will also be arranged with the teacher and will not exceed the number of days of absence (with a maximum of 5 days) unless written permission has been obtained from the principal. Exams not arranged for or not made up within the allowed time periods will be recorded as a grade of "0."

The following absences will be considered EXCUSED absences, which means that the student will be granted make-up privileges:

1. Illness verified by parent, guardian, or doctor
2. Death in the immediate family
3. Participation in a school-sponsored activity
4. Weather which prohibits the normal operation of school buses
5. Visiting a school counselor or other school official
6. Parent or guardian-requested absences

An absence from school will be UNEXCUSED, if the student:

1. Oversleeps
2. Misses the bus
3. Skips school
4. Forges an excuse
5. Goes shopping
6. Has car trouble
7. Fails to comply with the pre-arranged absence policy
8. Is sufficiently well to engage in social activities or work outside the home after school hours
9. Fails to present a parental note explaining an absence (When a proper note is produced within two school days, this unexcused absence may be change to excused.)
10. Needed at home the day before vacations
11. Offers any unacceptable excuse for being absent
12. School suspension

TEST OR QUIZ TAKING POLICY

When a student returns to school on the day a test or quiz is given, he/she must take the test or quiz providing the following conditions have been met:

1. The test or quiz must have been scheduled far enough in advance for the student to have known it would be given on that date.
2. The student must have had the opportunity to receive the basic instruction and/or the assignments which prepared the class for the test or quiz.

NOTE: It is the responsibility of the student to get whatever materials he/she needs to study for the test or quiz. Leaving the materials at school or elsewhere will not constitute an acceptable reason not to take the test or quiz. The student will be rescheduled for the test or quiz if the following conditions have been met:

1. The test or quiz was not scheduled far enough in advance for the student to know it would be given.
2. Instruction which was given during the student's absence covered new material included on the test or quiz.
3. Other very serious conditions existed which caused the student's preparation to be impossible.

NOTE: The fact that a student was home ill does not in any way qualify as a very serious condition under this policy.

HOMEWORK

All homework assignments are expected to be completed. A student who submits a late assignment may, at the teacher's discretion, be given partial credit for the late work. A student who turns in homework assignments consistently late may receive disciplinary action.

CUTTING CLASSES/TRUANCY

“Truancy” is usually defined as an unexcused absence from class. If a student is chronically or habitually truant, as defined by the local school district, action may be taken against the parents of the student. If parents do not cause the student to attend school after they have been notified of the truancy, the parents may be found guilty of a Class C Misdemeanor.

Being absent from class or classes without permission is an unexcused absence and/or an act of truancy. There is no legitimate reason for truancy. Truancy is cause for one or more of the following: loss of academic points, failing grade, in-school suspension, suspension, closed campus, or expulsion. The severity of the discipline will depend upon the record of the student and the frequency of the offense.

Until all punishments assigned have been served, the student may not be eligible to attend any school extracurricular functions.

TARDINESS

Tardiness to class is a disruption to the educational process and will not be taken lightly. Students tardy to class will be subject to disciplinary action by the instructor and this may also have a negative impact on the participation portion of their grade. Students tardy to school must report to the main office and secure a tardy slip before being allowed to enter the classroom. Students tardy between classes should report directly to their scheduled class. Students are to be seated in their classroom when the tardy bell begins to ring. Teachers are to assign discipline referrals based on the following:

Tardiness Steps

- 1st / 2nd Offense Verbal warning to student; incident noted in grade book
- 3rd Offense One detentions
- 4th Offense Two detentions
- 5th Offense In-school suspension/parental contact
- 6th Offense In-school suspensions/parental contact
- 7th Offense Closed campus for the rest of the semester

HIGH SCHOOL GRADE CLASSIFICATION

9th grade - Students will be considered freshmen when they have graduated from eighth grade.

10th grade - Students will be considered sophomores when they finish their freshman year with a minimum of six (6) credits.

11th grade - Students will be considered juniors when they finish their sophomore year with a minimum of twelve (12) credits.

12th grade - Students will be considered seniors at the end of the year in which they have taken their eleventh grade state exam.

ACADEMIC LOAD AND REQUIREMENTS FOR GRADUATION

All students must maintain a class load of eight (8) subjects. Participating in the commencement ceremony and receiving the diploma will be contingent upon completion of all graduation requirements, as follows:

Students will need 28 credits and required community service hours for graduation. It will be possible to obtain 32 credits in four years of high school.

Mandatory requirements for graduation as of the 2018-19 School Year:

Math (Algebra I, Geometry, Algebra II)	3
Science	3
English (Includes 2 years of writing intensive courses)	4
P.E. (Includes ½ credit Health)	4
History (Includes U.S. Hist. I & II PS/AP with ½ credit of Civics)	3
Art, Music, Voc. Educ. or For. Lang.	2
Resource Management/Consumer Ed Requirement	½

Community Service Requirements

All Freshmen through Seniors must complete 30 local community service hours. 10 of which must be during senior year.

Promotion of students must be based upon successful completion of curriculum, attendance, or other criteria established by the Board of Education. Remedial services, such as summer school, tutorial sessions, or retention are provided for students who fail classes.

UNIT DISTRICT GRADING SCALE

A 95-100	B+ 93	C+ 85	D+ 76	F 0-68
A- 94	B 87-92	C 78-84	D 70-75	
	B- 86	C- 77	D- 69	

WEIGHTED GRADES

Weighted grades started with the class of 2011. The weighted grading scale will be 5 = A, 4 = B, 3 = C, 2 = D, and 0 = F. In order for the course grade to be weighted a student must earn a B or higher in the class. Any student taking a weighted course receiving a C or below will not receive a weighted grade for that course.

Courses to be weighted are as follows:

- English IV – Honors
- Pre-Calculus
- Calculus
- Chemistry II
- Genetics/Microbiology
- Physics
- Political Science/American Problems – Honors
- Spanish IV
- Accounting III
- Forensic Science

HONOR ROLL

Grades for each semester will be averaged on a point basis. Students with an average of 3.5 or higher will be designated as receiving high honors and students with an average of at least 3.0 but less than 3.5 will be designated as receiving honors.

NOTE: Any **D** or **F** or **I** (incomplete) grade automatically removes honor roll status.

INCOMPLETE GRADES AND MAKE-UP WORK

Report card grades may be recorded as "incomplete" if a student has not met all the requirements of a course for that particular grading period. It is the student's responsibility to complete the makeup work and get the "incomplete" changed to a grade. The time allowed will depend upon the student's situation. As a general guide, two weeks is sufficient to clear the incomplete.

FINAL EXAMINATIONS

All students will take semester exams. Every semester should end with an accumulative exam worth 10% of the semester grade. This includes students in dual credit classes. Weighted classes will have a semester exam worth 20% of their semester grade.

GRADES AND REPORT CARDS

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. Grades are available online at all times. Contact the main office at FHS if you do not have a password.

Grade cards are completed and made available to students and parents at the end of each semester.

Progress reports are available daily throughout the semester to inform parents of their student's progress. They can be found in our Information Now grade system online. However, teachers will call or email on a weekly basis to inform a parent of their student is failing a class. Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office to discuss corrective action. Parents can request a user ID and password to access their student's grades on Information Now.

SUMMER SCHOOL

Students, with the approval of the principal or counselor, may take an online course or a course in another school district if the course is needed for credit and will not be offered in this district. Summer class schedules will be announced before the end of school in May.

TRANSFER STUDENTS

Transfer students are enrolled in classes that are transferred from their previous school. Because of the Flora High schedule, eight (8) classes must be taken. To complete a transfer student's schedule, classes of interest are selected upon enrollment at Flora High School. No make-up work is required. Credits are transferred and students are given every benefit in total amount of credits.

GENERAL TRANSFER CREDIT INFORMATION:

1. The District grade weighting system will apply to only courses that are equivalent to the courses listed in the Flora High School Curriculum Guide. No weighted classes will be accepted from a 9th and 10th grade level.
2. The principal shall make the final determination regarding the placement of the student and the extent to which any credit will be granted.
3. Reasonable adjustment may be made in student classification and graduation requirements for transfer students. Special consideration will be given to students who transfer to Flora High School from school districts which do not use our 9 period school day.
4. Students transferring to Flora High School shall be assigned the total amount of credits they would have earned had they been a full-time student at Flora High School.
5. Any failing grades will be subtracted from that total. Example: A junior transfer student in mid-October may need to audit courses not previously scheduled or make up all work from the beginning of the semester (½ credit per semester).

TRANSFER FROM AN ACCREDITED INSTITUTION

1. Credit from Accredited Institutions will be accepted after being evaluated and compared to FHS curriculum and course offerings on an individual basis by Flora Administration.
2. Any credits earned from a non-public accredited institution will be used to determine the grade placement for the student.
3. A student will not be placed higher than one grade above their natural grade level. Such a placement would forfeit any opportunity of student recognition as valedictorian, salutatorian, and Top 10 status.

TRANSFER FROM A NON-ACCREDITED INSTITUTION

1. Credit from Non-Accredited Institutions will have NO guarantee of credit.
2. Any credit recognized from a non-accredited institution will forfeit any opportunity of student recognition as valedictorian, salutatorian, and Top 10 status.
3. A student must complete a minimum of last 12 hours of coursework at Flora High School in order to graduate.
4. A student will not be placed higher than one grade above their natural grade level.
5. All non-accredited transfer credits will be recorded with a grade of "Pass or Fail"; no letter grade will be recorded.

GRADUATION PARTICIPATION

Graduation is a privilege not a right. Students may be denied that privilege.

ACTIVITIES

You will be issued an identification card. These cards, known as "I.D." Cards, enable a student to be admitted to activities at student prices both at home and away.

Flora High School students attending activities and athletic events sponsored by the school are responsible to the administration and faculty of the school for their behavior and are expected to conform to the rules and regulations as stated in the Student Handbook.

Most of the dances and school activities throughout the year are sponsored by the school for the students. Persons who are not students at Flora High School will be admitted to these closed events only with the permission of the administration and/or sponsors of the event. Students must be full-time students in order to participate in school dances unless they are a guest of a full time student.

ANNOUNCEMENT PROCEDURES

Announcements from the office will be given in either written form or via the intercom system. Student announcements to be included in any form of office announcements must be authorized by a faculty member. All announcements will be posted on a tab on the FHS website at www.floraschools.com/fhs

POSTERS AND STUDENT NOTICES

There are several bulletin boards throughout our school. Any announcements placed on these boards must be approved by the office before being put on display.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks, and do not attach to painted walls or varnished surfaces. Do not tape anything to the lockers as it will remove the paint. It is understood that all signs posted will be taken down after a reasonable length of time.

PUBLICATIONS

Our official publications are the newspaper--the Locust Log and the yearbook--the Harstan. If you desire to contribute and work on these publications, please enroll in the appropriate class.

ASSEMBLIES AND LYCEUMS

Assemblies and lyceums are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

1. Do not take books or coats to the assembly, unless instructed otherwise.
2. Proceed to the assembly area quickly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it to him/her immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.

BELL SCHEDULE AND SCHOOL DAY HOURS

The school day begins at 8:09 for all students. Students are not to be in the building until the doors are unlocked by the custodians unless special permission is obtained from a faculty member. Pupils are not to be in the main building after 4:10 p.m., unless they are working with a teacher or under a teacher's direction. All activities for students cease at 6 p.m. except scheduled evening activities, such as plays, athletic games, etc. Exceptions to this might be special rehearsals for plays, concerts, musicals, etc. which may be scheduled in advance through the principal. However, in any case, the activity on a school night must end after three hours or 10:00 p.m., whichever comes sooner.

The bell schedule for our normal school day is:

1 st Hour	8:09-8:54	(45 minutes)
2 nd Hour	8:58-9:43	(45 minutes)
3 rd Hour	9:47-10:32	(45 minutes)
4 th Hour	10:36-11:21	(45 minutes)
5 th Hour	<u>Lunch</u> 11:21-12:01	(40 minutes)
6 th Hour	12:01-12:46	(45 minutes)
7 th Hour	12:50-1:35	(45 minutes)
8 th Hour	1:39-2:24	(45 minutes)
9 th Hour	2:28-3:13	(45 minutes)

SCHOOL SECURITY MEASURES

For purposes of access control to the school, the campus is equipped with magnetic door locks at the two allowable entrances. Students will use the main entrance (west) and new entrance (southeast) in B-Building. The B Hallway entrance is for students and staff only. All visitors must enter the main entrance (west). The new B-Hallway entrance will be available for student entrance and exit at 7:45-8:05 AM and at lunch from 11:21-12:01 PM. Students must use the west entrance at all other times of the day. Backpacks are no longer allowed in the classroom. They can be kept in the student's locker.

The entrances equipped with magnetic locks, along with the C-Building hallway of student lockers, are also monitored by a digital video camera system. These cameras are used to monitor student behavior during class and passing periods. Any attempt by students to circumvent the above security measures will result in severe disciplinary measures.

CARE OF SCHOOL PROPERTY

If a student damages school property, he/she will be expected to pay for the damage.

Vandalism is the destruction or defacement of school property. Vandals and their parents will be responsible for the restoration of the property to its original condition. In addition, the vandal will be assigned custodial duties for a period commensurate with the amount of vandalism. These duties will be assigned for the period from 3:30 to 5:00 following the school day. Severe vandalism may result in suspension and expulsion for the remainder of the school term. ***See Prohibited Conduct Levels**

CLUBS AND EXTRACURRICULAR ACTIVITIES

Each student is urged to participate in one or more extracurricular, co-curricular, or club activity. Join activities that interest you. There are academic, honor, athletic, music, drama, subject-oriented clubs, student council, publications, and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself.

If you fall behind in your school work, extra help and teacher conferences take precedence over any extracurricular activity, and you may be requested to drop extra activities.

However, while there is no disputing the value grades hold in education today, the most vital factor is the total education an individual accomplishes. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home, church, and in the community should be considered before choosing a program that will be most suitable for you. Discuss this with your parents. They are to be fully informed of each extracurricular activity in which you participate, its hours, schedules, practice sessions, and performances.

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. All clubs meet in designated classrooms at times convenient to their members. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the leadership of the officers. A club is only as good as its members make it. Help make your club and your time fruitful by participating actively.

The recognized clubs available at Flora High School are:

Art Club
Business Club
Drama Club
FCCLA
FFA
FCA
National Honor Society
Pep Club
Science Club
Spanish Club
Student Council

HAZING AND INITIATIONS

This school does not and cannot give recognition to any fraternity or sorority, nor approve of the sales, pledging, hazing, or any activities they may initiate. Because this is a public, tax supported school, and because these organizations are not open to all in membership or under school supervision, they are asked to keep their activities entirely off school property.

Hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of school organizations' regular meetings. Initiations held within meetings must be approved by the advisor and the administration. Any initiations which involve the slightest element of physical danger or poor taste are not permitted.

***See Prohibited Conduct Levels--**Points will be addressed based on actions; i.e. physical abuse, intimidation.

NO PASS NO PLAY

Interscholastic and intramural athletics are available for both boys and girls. Organizational and regulative information will be released by the coaches and high school office as the respective seasons begin.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in any school-sponsored or school-supported co-curricular, athletic, or extracurricular activity, a student cannot be failing more than **one (1)** course. Any student-participant failing to meet either academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer. **Students who are ineligible three (3) times during the duration of the activity or season will be suspended as a member of that activity. Coaches, sponsors, and academic advisors will encourage the use of part of practice time for study sessions while a student is ineligible.**

Flora High School students must pass seven (7) classes of high school work per week to be eligible to participate in school sponsored co-curricular, interscholastic, or extracurricular activities. You must have passed and received credit toward graduation for seven (7) credits of high school work for the entire previous semester to be eligible at all during the ensuing semester. Ineligibility **WILL** be reported to the parent via the student involved in the activity. Individual coaches, sponsors, and faculty advisors are to inform the student of his/her ineligibility.

SEX DISCRIMINATION

Recent Federal law places many restrictions on discrimination on the basis of sex. No educational services or programs may be denied on the basis of sex; all courses and classes that were traditionally "male" or "female" (such as industrial mechanics or home economics) must be available to all students, regardless of gender.

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

STATEMENT OF NON-DISCRIMINATION

Flora Community Unit District 35 does not discriminate in programs, activities, or employment on the basis of race, color, national origin, sex, or disability.

Flora Community Unit School District 35 complies with federal and state laws governing public schools, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act of 1990, and P.A. 87-1103.

STUDENT GOVERNMENT

Student government is open to all students who wish to participate. Students wishing to join Student Council may get petitions from the sponsors during the announced times. Typically, students will have 3-5 days to complete petitions and turn them back in, but specific dates are announced each year. It is the students' responsibility to listen for announcements concerning Student Council sign-up.

Students must maintain the appropriate percentage of points as defined by the Student Council contract in order to remain active members.

Students wishing to run for class office or Student Body President must be a member of the appropriate class and members in good standing of Student Council as defined by the Student Council contract, which is signed by each member. Students who are removed from Student Council for any reason will also be removed from office positions.

FUND RAISING

All fund raising projects must be approved by the principal. Projects which involve selling merchandise to residents of our community should be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

FIELD TRIPS

Field trips are an extension of the regular classroom and should be designed with educational and academic purposes in mind. All school rules are in effect during all field trips. We have high expectations for positive student behavior during these trips. Before a student is allowed to participate on a field trip, his/her teacher/sponsor should check student grades, behavior, and attendance. Criteria for participation will be set by faculty and administration. Students will be expected to have all homework assignments completed by the next class period.

CORRIDOR COURTESY

Proper corridor conduct is expected of each student. This means:

1. Any student in the corridors during class hours must carry a pass/agenda book signed by a faculty member or office staff.
2. No running, throwing or dropping paper, loitering, blocking of traffic, or eating in corridors.
3. Students should avoid the practice of public displays of affection as defined in Public Display of Affection, etc. This applies anywhere on the campus and anywhere in the building.
4. Students and teachers must understand that any teacher has authority and responsibility to maintain discipline in the hallways regardless of whether or not the student is enrolled in a teacher's class.

COMMONS

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Leaving the tables and floor around your place in a clean condition for others.
3. Keeping all food in the cafeteria.

DANCES/SOCKHOPS

Dances and activities announced as sock hops shall be open to eligible students of Flora High School. School dances are meant for enjoyment of all who attend. To ensure the safety and well-being of those attending, certain rules regarding behavior must be established. Anyone attending the dance must abide by the following rules.

1. Students wishing to bring an out-of-school guest need to obtain a permit slip from the office. After the parents have signed the permit slip, the guest must be approved by the principal or assistant principal.
2. Flora High School students who bring an out-of-school guest are responsible for the conduct of that guest at the dance. Students that do not attend Flora High School full time are required to fill out permit slip.
3. Students below high school age will not be permitted at the dance.
4. Once you arrive at the dance, you are not permitted to leave the building until you depart for the evening. If you do leave, you will not be permitted to reenter the dance. In an emergency, the dance supervisors may grant special permission for one to leave and reenter. This permission must be obtained prior to the departure.
5. Tobacco, drugs, or alcohol are not permitted at the dance. This also includes the consumption of either drugs or alcohol prior to attending the activity.
6. Decorations are not to be removed until the end of the dance. They were put up for the enjoyment of all and not intended to be souvenirs until their purpose has been served.
7. Drinks are not permitted in the gymnasium.
8. Inappropriate behavior is not allowed, including, but not limited to, disturbing the scheduled activities, sexual activity, loud and boisterous actions, etc.
9. Dances are school functions. Therefore, all of the rules regarding conduct that apply at school also apply at the dance.
10. School dances are for FHS students that enrolled full time.

Failure to comply with the afore mentioned rules may result in one or more of the following:

1. Removal from the dance
2. Supervisor escorting the student home
3. Notifying the police
4. Notifying the parents
5. Removal of the privilege to attend school activities for a period of time
6. Suspension

STUDENT DISCIPLINE

Discipline is the responsibility of all teachers and students at Flora High School. Students shall be expected to use accepted patterns of courtesy and decency, respect the rights of others, and abide by State, District 35, and building laws, policies, and regulations. Students should fully understand that all teachers, staff members, and bus personnel have the authority to correct inappropriate behavior at any time, either in the building, on school grounds, on the bus, or at any school-sponsored event, home or away.

Discipline Measures

School authorities reserve the right to intervene and discipline any behavior that, in their judgement, impairs a positive school environment or is inappropriate. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

This discipline system was approved by the Board of Education, administrators, and teachers as a program to insure that students conform to the school rules and policies. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The five main components of the system are as follows:

1. Points are issued upon violation of school rules.
2. Accumulation of points **may** result in being placed in detention, in-school suspension, out of school suspension, Principal's Probation or expelled from school.
3. Positive reinforcement--Students may earn points back for positive behavior.

Prohibited Conduct Levels

5 Points

Abuse of Hall Pass/Agenda Book
Dress Code Violation
Failure to Adhere to Issued Classroom Rules
Gambling
Late to Closed Campus Lunch
Late to Detention
Public Display of Affection

10 Points

Cheating/Plagiarism
Disrespect toward staff & property
Fictitious Phone Call
Forgery
Horseplay/Rough housing
Inappropriate use of technology
Leaving in-school without permission
Lying to staff
Misconduct under a substitute teacher
Missed Closed Campus Lunch
Missed Detention (Original Detention must be served)
Possession of tobacco products including e-cigs or vapor pens
Profanity/Obscenity/Pornography
Refusal to follow directive

15 Points

Misconduct under substitute teacher (Removed to Office)
Inappropriate items at school

20 points

Hacking into the school server/software

30 points

Defiance of Authority
Fighting/Physical Abuse Toward Students
Theft
Use of Tobacco Products including e-cigs or vapor pens
Vandalism/Property Damage

40 points

Gesture/Obscenity toward staff
Harassment/intimidation of student

50 points

Assault/Battery of Student
Threat/Intimidation/Harassment toward staff

60 Points

Assault/Battery of Staff Member
Bomb Threat
Drug-alcohol abuse/possession
Explosive Device
False Fire Alarm
Weapons possession/use
Look-A-Likes/Synthetic Drugs

<u>Points</u>	<u>Consequence Ranges</u>
5	Verbal Warning to Detention
10	Verbal Warning to 1 to 2 Detentions
15	Verbal Warning to 1 to 2 Detentions
20	Detention to In-School Suspension (1-3 Days)
25	Detention to In-School Suspension (1-3 Days)
30	Detention to Out of School Suspension (1-3 Days)
35	Detention to Out of School Suspension (1-2 Days)
40	Detention to Out of School Suspension (1-5 Days)
45	Detention to Out of School Suspension (1-5 Days)
50	ISS to Out of School Suspension (1-5 Days)
55	ISS to Out of School Suspension (1- 5 Days)
60	ISS to Out of School Suspension (1-10 Days)

The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction. Furthermore, the administration reserves the right to impose LESS severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct system.

CLOSED CAMPUS LUNCH

The campus will be closed over lunch for any student failing two (2) or more classes. The weekly eligibility check will be the official record to determine failures. The first day of the week, students failing two (2) or more classes will be informed. The student must report to a specified room during their lunch period prior to the 2nd bell. Students will **ONLY** be allowed to purchase school lunch. Skipping or being late to the closed campus lunch area may result in suspension. Teachers will be monitoring the closed campus lunch area. Students must follow posted rules.

SUSPENSION AUTHORITY

The Administration is authorized to suspend students from school upon finding that the student has engaged in gross disobedience or misconduct.

EXPULSION AUTHORITY

The Board of Education may expel a student upon finding that the student has been guilty of gross disobedience or misconduct.

DETENTION

There are different forms of detention which may be assigned. Individual teachers may assign detention for classroom infractions. The time, duration, and place of classroom detentions are to be established by the teacher. Records of classroom detentions will be accumulated for purposes of later suspensions, but may be kept in the student's file on request from the teacher. The second form of detention is one assigned through the office for more serious offenses or repeated infractions.

Detention will not be kept the same day of assignment unless agreeable to student. All students assigned detention to the designated detention hall will be issued a written detention slip listing time, place, and date with copy filed in the office.

Detentions issued shall be held on Tuesday or Thursday for a period of thirty-five minutes beginning immediately after the close of school, before school, or on Saturday morning for one hour.

Detentions not kept by the student, without having proper and prior excuse by the principal or assistant principal, shall result in two detentions being assigned for each detention missed in such manner. Misbehavior during a detention shall result in two additional detentions assigned for the misbehavior. Missing detention is an act of insubordination which can result in suspension.

REVIEW, SUSPENSION, EXPULSION AND PROBATION

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right to an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. But, no government agency, such as a school may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

A recent Supreme Court opinion had held that prior to the imposition of suspension, the following procedures shall be observed.

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

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

In addition to the procedures required by the United States Supreme Court, an Illinois statute and a Federal Court of Appeals decision outline the following in suspension cases:

1. The student's parents must be notified immediately by the dean of students, principal, or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of the suspension (may not exceed 10 school days), and the right to appeal the suspension to the local school board.
2. At the hearing conducted by the school board or a hearing officer appointed by the board, the student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement in his/her own behalf.
3. If requested by a student, the parent, or their representative, a transcript may be kept of the proceedings.
4. If the opinions of the school board upholds the suspension, the student and the parents shall be notified of the right of an appeal to the educational service region superintendent, and then, the State Superintendent of Education.
5. If the suspension decision is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to the student to make up school work missed.

In expulsion cases, the following is required:

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion (not to exceed the current school term), and the date, time, and place of the school board hearing.
2. At the hearing by the school board, the student has the right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.
3. If requested by the student, the parent, or their representative, a transcript may be kept of the proceedings.
4. If the school board's decision is to expel, the student and the student's parents shall be notified of the right to an appeal to the educational service region superintendent, and then, to the State Superintendent of Education.

PROBATION

Probationary status may be defined as the denial of the privilege to participate in all extracurricular activities. Students may be placed on probation as a result of serious misconduct, excessive tardiness, and truancy.

SUSPENSION

Pupils may be suspended from school in compliance with Chapter 122, Section 10-22.6 in the Illinois School Code. In each suspension, a hearing will be held with the pupil in the presence of another school official, informing the pupil of the reason or reasons for suspension.

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotic laws, use of alcoholic beverages, hazardous or unauthorized use of alcoholic beverages, hazardous or unauthorized use of automobiles, use of weapons or fireworks, or violation of any local, state, or federal law.

Students will be afforded the opportunity to present their side of a situation which might result in suspension.

Suspended students will not be permitted on school grounds or allowed to participate in extracurricular activities during the period of suspension. Length of suspension will be determined by school authorities. Parents or guardians will be notified in writing of the action taken and will be given an opportunity to a hearing to determine a satisfactory solution to the student's conduct. Students will be allowed to make up missed assignments upon return.

EXPULSION

Pupils may be expelled from school in compliance with Chapter 122, Section 10-22.6 of the Illinois School Code.

If an offense is particularly grave, the case may be referred to the board at its next regularly scheduled meeting. When a student has been expelled by the board, he/she may be re-admitted only by the board or in the manner that the board prescribes.

Suspension from school as a penalty is used for various infractions of school rules. After a student receives 3 suspensions, of serious nature, his/her case may be referred to the school board for an expulsion hearing. This does not mean that a student must have accumulated 4 suspensions in a school year before his/her case will be presented. If the offense is particularly grave, the case can be taken to the board at its next regularly scheduled meeting. Parents and all other concerned parties will be informed in writing of the board's decision. When a student has been expelled by the board, he/she may be readmitted only by the board or in the manner prescribed by it.

In each stage of the process leading up to and including the expulsion action, the student, his/her parents, and other interested parties will be given a full and equal opportunity to a hearing.

STUDENT DISCIPLINE RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by your local school Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience, or misconduct, or misbehavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

(Taken from Illinois State Board of Education 1979 publication, Students and Schools: Rights and Responsibilities)

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

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or any educational function.

PREVENTION OF 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 on the basis of actual or perceived race, color, national origin, immigration status, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection 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, or 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 nonschool-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 student's 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.
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. Bullying reports can be retrieved from <http://www.floraschools.com/FHS/fhs-guidance-bullying.cfm>.

Complaint Managers

Toby Pearce
600 South Locust
618-662-8316
tpearce@flora schools.com

Bobby McNeely
600 South Locust
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

SAFE SCHOOL ACT

All students have the right to an education free of threats or intimidation. Persons interfering with a child's attendance by using threats or intimidation could be sentenced up to a one-year jail term.

DISMISSAL FROM CLASS

If a teacher finds it necessary to send you from the classroom because of disruptive behavior, report immediately to the office. To be reinstated in the class, you must confer with an administrator and the teacher concerned. Your parents will be informed. If a second eviction from the same class occurs, a conference must be held with an administrator, the teacher, and your parents. If a third eviction occurs, you will be dropped from that class for the rest of the semester with a failing grade. In particularly grave situations, a student may be removed by an administrator before a second or third eviction.

ALCOHOL, TOBACCO, CANNABIS, LOOK-A-LIKE, ILLEGAL OR PRESCRIPTION DRUGS

The use, possession, purchasing or selling of alcoholic beverages, tobacco materials including e-cigs or vapor pens, cannabis, illegal drugs, and/or look-a-like drugs, or drug paraphernalia by students during times they are under school supervision or on school property will not be tolerated. This includes synthetic drugs, inhalants, mind altering substances, intoxicating compounds, or any items which are not for human consumption. Students who are under the influence of any prohibited substances are not permitted to attend school or school functions and are treated as though they had the prohibited substance in their possession. This includes possession or taking prescription drugs illegally. The offense will result in suspension or expulsion.

The school may contact police, parents, and request a drug test for cases of Reasonable Suspicion of being under the influence.

The district may suggest alternatives or a combination of that above with a rehabilitation program where all participants involved and the parents of the student agree.

Any student having possession of or having used alcoholic beverages, cannabis, look-a-like and/or illegal drugs at extra-curricular activities will be suspended from attendance or participation in all extra-curricular activities according to the athletic policy.

Unacceptable behavior during any of the above may result in one or more of the punishments administered on the first or any offense. ***See Prohibited Conduct Levels**

EXTRACURRICULAR RANDOM DRUG TESTING POLICY

Recognizing that observed and suspected use of alcohol and other drugs by Flora Unit #35 students is evident, a program of deterrence has been instituted as a proactive approach to a safer and drug-free school. The purpose of this program is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. The program is non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed.

Students who choose to participate in athletics, school clubs, extra-curricular activities, or park on campus will be required to submit the Random Drug Testing Consent Form signed by a parent/guardian. The entire policy can be read in the Extracurricular Random Drug Testing Policy booklet which is handed out at Central Registration, the Athletic Handbook meeting, or can be picked up in the office.

DISRUPTIVE DEVICES

Flora High School recognizes the importance of electronic devices in our modern, technological world. We believe it is important for students to learn the responsibility of proper use of this technology in a school and professional setting. As a result, students will be allowed to carry devices such as a cell phones, MP3 players, and iPods before school, during lunch, and after school. They can be used during class for educational purposes only after a student

obtains permission from their classroom instructor. The recording capabilities of these devices can only be used with the permission of the building administration or the classroom instructor. **Improper recordings or social media posts can lead to discipline consequences.**

Electronic devices are not to be used after the 8:09 bell or during passing periods until lunch. After lunch they are not to be used after the 12:01 bell until school is over at 3:13 p.m. If such a device is visible or audible during these time periods, it will be confiscated, regardless of the device's ownership.

These items become a Disruptive Device if they are not used properly. Examples of a disruptive device would be but not limited to cell phones, digital cameras, cameras, iPods, MP3 players, pagers, beepers, and games. Any device, when not used properly, that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device.

Devices that violate this policy will result in the device being confiscated. It will be held for the number of days listed below including any weekend days falling during that time. Devices will not be returned on a weekend or holiday. The exception to this is during an extended vacation of an entire week of school. **These devices can be picked up after the following penalties are complete:**

1st Offense: A written warning is issued; the device is confiscated and returned to the student at the conclusion of the school day.

2nd Offense: The device is confiscated, and will be returned only to the parent/guardian at the conclusion of the school day.

3rd Offense: The device is confiscated for 3 calendar days, and will be returned only to the parent/guardian at the conclusion of the 3rd calendar day.

4th Offense: The device is confiscated for 5 calendar days, and will be returned only to the parent/guardian at the conclusion of the 5th calendar day.

Any refusal to surrender a device may result in a loss of open campus privilege and in-school suspensions.

iPads, Tablet, and Laptop usage: These items must be brought to the office for approval and will be approved by the Administration. These items are to be used for educational purposes and approved by the classroom instructor. **A student will not be allowed to use these mobile electronic devices in a way that is in violation of the Disruptive Device Policy.** If these items are abused and not used for educational purposes they will be treated as a Disruptive Device.

Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices.

TELEPHONE USE

Students will be allowed to use the school telephone UPON PERMISSION FROM OFFICE PERSONNEL. Accepted reasons for use would be illness, request by a teacher, or forgotten lunch money. Forgotten books, homework, musical instruments, etc. are not emergency calls. Students remaining after school should arrange transportation in advance. Activity ending times and activity locations are announced in advance.

ANTI-LOITERING POLICY

Loitering in and around school owned parking lots and all streets adjacent to the school is not permitted before school, during the school day, and after school. Students may pass through these areas briefly while going to and from school, but may not remain in these areas. Students violating this policy may receive a suspension from one to three days and/or be reported to local police for violation of city ordinance.

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, or any object intended to or altered to be used as a weapon, which could cause harm to any student, teacher, or staff member. The Gun Free Schools Act allows school boards to expel students for not less than 1 calendar year and not more than 2 calendar years for weapons violations. An expulsion hearing will be held when weapons are found on any student at Flora High School.

The board may expel a student for a 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 alikes" 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 a 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. ***See Prohibited Conduct Levels**

RECIPROCAL AGREEMENT WITH LAW ENFORCEMENT

Recent legislation requires that each school district establish a RECIPROCAL reporting system with local law enforcement agencies. The Flora Unit 35 Parent-Teacher Discipline Advisory Committee has entered into such an agreement with the probation and law enforcement agencies.

DRESS CODE

There is an ever-increasing amount of literature based on recent research, which supports the premise that there is a high correlation between a certain formality in dress and educational excellence. Researchers seem to be reaching the same basic conclusion that many students, to a great extent, "act the way they dress." These findings seem to support the belief that certain standards of dress and modesty must be established and maintained. The standards should, however, be consistent with good judgement, civility, common sense, decency, respectability, and community standards.

Students at Flora High School have the right to attend school dressed in a suitable and acceptable manner as long as his/her personal appearance does not constitute a hazard to his/her classmates' health, safety, or welfare. Additionally, a student's personal appearance must not cause a disruption or disturbance that interferes with the educational process within the confines of the school.

Therefore, students enrolled in Flora High School will be expected and required to be attired, while at school, in a manner consistent with acceptable community standards of decency, good taste, respectability, safety, and security.

The School Board and administration have agreed to the following guidelines concerning student dress.

Basic style attire--shirts, blouses, slacks, jeans, dresses, skirts, and some types of shorts are acceptable.

- * Shorts and cut-offs are acceptable if appropriate length (mid-thigh). PE type shorts (short shorts) will not be acceptable outside the specific areas of appropriateness (physical educational classroom or extra-curricular/athletic activities.) This policy pertains to dress-type shorts as well as other types of shorts.
- * Students are discouraged from wearing baggy and/or loose fitting, layered attire.
- * Shoes are to be worn at all times on school premises.
- * Pants, shirts or shorts must be worn at the waist as designed.
- * All shirts must have sleeves.
- * Cold shoulder shirts will be allowed in moderation if neckline, cleavage, sides, and back are covered with no undergarments showing at any time.

The following attire is inappropriate for school. These apply to both girls and boys. Individual exceptions and clarifications are noted.

- * Tank tops, spaghetti strap tops, off the shoulder shirts, crop tops, half shirts, halter tops, mesh tops (or similar see through material), and muscle shirts. Shorter length shirts are not acceptable. A garment must not expose the torso under any conditions. (i.e. A garment should not be so short that the torso is exposed when the student extends his/her arms).
- * Clothing designed as underclothing, including thermal underwear and boxers.
- * No "see through" materials are permissible unless worn over an appropriate shirt.
- * Low-cut shirts (including V-neck shirts) that are suggestive in nature should not be worn under any circumstances.
- ** Sweaters and sweatshirts must be appropriate length and should not extend past the hip area. Students are discouraged from wearing sweaters and sweatshirts that are excessively baggy and loose fitting in nature.
- * Jeans, pants, etc. should not be excessively baggy or drag the floor in length. Students are prohibited from wearing pants/jeans, etc. that have excessive holes in them as a matter of school safety and security.
- * No clothing with messages advertising or promoting the use of tobacco products, alcoholic beverages, or illegal drugs.
- * No clothing with messages promoting racial, religious, ethnic or gender hatred or violence.
- * No clothing with messages or signs promoting sexual reference, hidden messages with catch phrases, violence, gangs, Satanism or the occult, or antisocial behavior. **Examples would be, but not limited to: Big Johnson, Co-Ed Naked T-shirts, Hooters, Joe's Crab Shack, bare torsos, etc.**
- * Clothing with inappropriately placed patches. Patches or decorations may not be suggestive or degrading in nature.
- * PE attire is not considered acceptable clothing outside the designated areas of educational/extra-curricular use.
- * Unusual or costume dress. The administration will exercise its discretionary authority to determine if a garment or attire is disruptive in nature.
- * No clothing with cuts, slits, holes, or other purposefully damaged areas above mid-thigh.
- * No headbands, scarves, handkerchiefs, etc. are to be used as headbands.
- * Bibs or suspenders may only be worn over an appropriate tucked-in shirt.
- * Inappropriate chains may not be worn to school. These include but are not limited to: wallet chains, dog chains, bicycle chains etc.

As a matter of personal safety, faculty-staff members have the right to ask a student to not wear clothing that could cause personal harm to self or others

Further Clarifications:

- * **Hats are not to be worn inside the building.** Hats should be removed immediately upon entering the building and should not be put on until exiting the building;
- * No head cover of any kind is to be worn as a matter of school safety and security. **This includes hoods on hoodies** so students can easily be identified.
- * Sunglasses are not worn inside the building.
- * Coats, jackets, etc. are discouraged in the classroom setting as a matter of school safety and security. Coats, jackets, etc. should remain in students' lockers while school is in session. It is the responsibility of the student to be aware of temperature conditions and dress appropriately.
- * Book bags, backpacks, etc. need to be of average size and should be able to fit under a student desk. Backpacks and book bags which are bulky in size and block classroom aisles will not be allowed in the classroom due to safety and security issues. Students are responsible for managing their time appropriately during passing periods.
- * P.E. uniforms will be required for all PE students. Uniforms must not be altered.

Due to safety and security concerns, school administration reserves the right to change and/or adapt rules accordingly to promote a healthy environment and benefit students and staff.

Students violating dress code guidelines will be asked by faculty-staff to correct the problem. A discipline report may be filled out for administration review. The student may be sent home to change into appropriate clothing and/or assigned detention and/or suspension. ***See Prohibited Conduct Levels**

CLASSROOM MISCONDUCT

Classroom misconduct includes repeated disruptions, failure to do or complete assignments, or failure to cooperate with the teacher and/or follow teacher-designed classroom rules.

The degree of misconduct and other factors will be considered before disciplinary action is taken. Repeated disruptions and willful misconduct will not be tolerated. When students are sent to the office by their teacher for a disciplinary reason, the following consequences may occur:

1. The student may be sent back to class after a successful conference with the Principal or Dean of Students.
2. Noon detention may be assigned by the teacher.
3. After school detention may be assigned.
4. Suspension from class may be assigned. Students will spend the class period in the office, and they are responsible to do all make-up work.
5. A parent conference may be requested.
6. Saturday detentions may be assigned.

PLAGIARISM POLICY

Plagiarism is defined as any of the following:

- * Copying exact wording without proper documentation
- * Cutting and pasting from the internet without proper documentation
- * Writing the same thing but changing a few words without proper documentation
- * Using ideas or theories of another without proper documentation
- * Copying the work of another student

Consequences of Plagiarism or Cheating

Any student(s) who plagiarizes or cheats on a paper or essay will receive a zero for that assignment until it is resubmitted to the teacher without plagiarism. Students must resubmit their assignment by the next class period, or time set by the teacher. Once the assignment is resubmitted, it can earn a grade no

higher than a 75% D. Any student who plagiarizes or cheats on a homework assignment, test, or quiz will receive a grade of zero and will fall subject to teacher's classroom policy.

SUBSTITUTE TEACHERS

Substitute teachers have a difficult task, and students are expected to cooperate with them. In general, disciplinary measures assigned to a student for misbehaving for a substitute teacher will be severe. *See **Prohibited Conduct Levels**

OFFICE BEHAVIOR

Students who are in the office waiting to see the principal or assistant principal are expected to be quiet and orderly. Disruptions will result in further disciplinary action. Students should not come past the counter without permission.

PUBLIC DISPLAY OF AFFECTION OR INAPPROPRIATE SEXUAL CONTACT

Students are asked to respect the rights of other people. Public displays of affection and/or any contact of a sexual nature are considered in poor taste and will not be tolerated. Parents will be contacted and further disciplinary action may result. School administration will consider the extent and nature of the contact when determining the severity of disciplinary action. *See **Prohibited Conduct Levels**

SEXUAL HARASSMENT

Sexual harassment is a kind of discrimination that will not be tolerated at Flora High School. It is treatment based on gender. Actions or words that are directed at a person because of his/her sex are uninvited, unwanted and unwelcomed, cause a person to feel uncomfortable or offended, create an environment that makes learning difficult.

There are several types of sexual harassment: physical, verbal, and nonverbal (graffiti). Incidents of harassment will be reported to parents and local authorities. *See **Prohibited Conduct Levels**

VISITORS

The school policy is to allow only those visitors who have legitimate business with the school. Guests and visitors must register in the office. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass. We request that visitors not attend during lunch periods. Visitors are expected to leave promptly when their business is concluded.

Student visitors are discouraged and have on occasion attributed to a less than acceptable academic environment. Absolutely no student visitors will be allowed to visit Flora High School unless prior permission has been granted through the office and then only under special circumstances.

GANGS & THE OCCULT

Articles of paraphernalia, printed materials, symbols, slogans, or anything else related to gang activity, Satanism, and/or the occult are not to be brought on school property or to school events. Such items will be confiscated and not returned. In addition, other disciplinary action may result and law enforcement authorities may be notified.

Students who display graffiti, gang signs, or gang tattoos will be disciplined and asked to remove or cover such symbols. Gang activity is any behavior which displays evidence of membership in or affiliation with any gang. This includes: both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang. Gang activity includes any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang. Violations will be addressed on a case by case basis; i.e. dress code, harassment, and intimidation.

BUS REGULATIONS

Students riding buses to and from school are directly under the supervision of the route bus driver and the Unit No. 35 rules and regulations that the driver and riders must follow. Violators are to be reported to the office for disciplinary action. The right of pupils to ride the bus is conditional on their good behavior and observance of the rules and regulations. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the school administrator, and after due process has been given to the pupil, the school administrator may then forbid such pupil the privilege of riding the bus until the pupil is reinstated.

All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus. Reasonable dress and conduct appropriate to the situation are expected.

Visual and audio recording devices will be in use on the school buses operated by Flora C.U.S.D. #35. Such recordings will be made on the interior of school buses when transportation is provided for any school related activity.

1 st Offense	Warning/detention
2 nd Offense	3-day bus suspension
3 rd Offense	10-day bus suspension
4 th Offense	Bus suspension for the remainder of the year

TRANSPORTATION GUIDELINES FOR EXTRACURRICULAR ACTIVITIES AND EVENTS

All students must use authorized transportation when participating in extracurricular activities held away from Flora Community School District 35.

Authorized transportation will be bus transportation unless the number of students to be transported can comfortably ride in one vehicle or van. The owner of the vehicle must understand that he/she has the primary coverage of the insurance and that students riding in such vehicle must be fully covered with insurance. The driver of the vehicle must be an adult and directly connected with the school district of the extracurricular activity. Any alternative to bus use must be approved by the building principal.

Guidelines for Supervisors and Students Riding Buses to Extracurricular Events:

1. All pupils participating in school events such as athletic contests and band and chorus contests at out of town locations must ride buses to and from the events.
2. Pupils riding buses may be picked up and dropped off at prearranged locations. The Building Principal will designate such locations before extracurricular trips are taken. If parents are not waiting for their child at these locations upon return, buses will bring pupils back to school.

3. Supervisors must remain with students at school drop off locations until all riders have left the school.
4. Students riding buses must ride to and from events on school buses unless parents request that their child be permitted to ride home in the parent's car. Requests to the supervisor must be made by the parent in person.
5. School phones may be used by pupils to notify parents of their return from an extracurricular trip.

EMERGENCY SCHOOL CLOSING

Any situation causing the closing of schools due to severe weather conditions or national emergencies will be announced over the radio station WNOI and on the school/district website.

FEES AND TEXTBOOK RENTAL

All basic texts are loaned to students on a rental basis for their use during the school year. Special class projects and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Be sure your name, grade and school are written in the books in case they are misplaced. A fine based on the office or teacher's judgment is charged for abuse, misuse, or lost books. Students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardian to pay textbook or other school fees. The parent is legally responsible for such indebtedness, not the student, and any action taken by the school to collect such fees should be taken against the parent.

APPLICATION FOR FEE WAIVER

Pursuant to Illinois Revised Statutes, Ch. 122 par. 10-20.13, students are eligible for school fee waivers and free and reduced price meals if they are currently receiving aid under Article IV of the Illinois Public Aid Code or are from households whose gross income is at or below set levels. Application for fee waivers and free or reduced-priced meals are available in the Flora High School office.

FINANCIAL ELIGIBILITY

Flora CUSD #35 has developed a program called Financial Eligibility. This program is designed to control "delinquent fee accounts" of any kind. Students will not be denied educational services or academic credit due to the inability or unwillingness of parents/guardians to pay school fees. However, students will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity until delinquent fees are paid.

Any fee not paid within seven days of notice or due date, will result in the student's inability to participate in school activities not associated with academic requirements. Parents/guardians arranging payment schedules with their respective school(s) will prevent their student(s) from being ineligible to participate in non-academic activities.

Examples: a) Any student that accumulates more than \$20.00 in lunch charges will be provided a substitute meal until fees are paid and will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity; b) Regular fees, including lunch charges, must be paid before fees associated with athletics or other extracurricular activities; c) Transcripts will be held for graduating students until all fees are paid; d) Transcripts will be held for transfer students until all fees are paid; e) Students will not be denied participation in graduation or promotional exercises until all fees are paid.

WELFARE FUND

We have an established welfare fund available to provide students with required school items they cannot afford. If you need assistance from this fund, contact any faculty member or the office.

FIRE AND DISASTER DRILL INFORMATION

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions in addition to the posted fire drill instructions.

Disaster alert instructions are also posted in each room. We hope we never have a tornado or such disaster, but since we live in a geographic area with a high probability for severe storms, we must be highly conscious of them.

The fire drill signal is a continuous blast, whereas the disaster signal is broken up into short intervals. The District Crisis Management Plan is in effect and available for preview and reviewed periodically.

ASBESTOS MANAGEMENT PLAN

Please be informed that on or after September 1, 1992, our formal Asbestos Management Plans for all district school buildings and unit office are available for inspection by any interested individual by appointment made through the Superintendent's office at least one working day in advance. Because of the importance that we attach to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our office.

GRIEVANCE PROCEDURES

While many school districts have no formal process established for appeal of grievances, by tradition the process for appeal is:

1. The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the building or school principal, and then to the district superintendent. If the grievance is against the principal, the district superintendent should be contacted, after talking with the principal as explained in step one.
3. If the matter is serious and a satisfactory solution is not realized, the student or parents may then wish to request permission of the school board president to speak on the matter at the next meeting of the local board of education.
4. The appeal agent after the local board of education is the Superintendent of the Education Service Region, and then the Illinois Office of Education. Only matters involving controversies (or grievances) arising under THE SCHOOL CODE OF ILLINOIS may be appealed to the Educational Service Region and the Illinois Office of Education.

GUIDANCE SERVICES

Guidance services are available for every student in the high school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselors.

Students wishing to visit a counselor should contact the secretary in the Guidance Office to arrange for an appointment.

Mailboxes are available in the guidance office for all seniors. Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the mailboxes on individual scholarship amounts and necessary qualifications. Seniors should check the mailboxes weekly.

CHANGE OF SCHEDULE

Changes can be made or a course dropped through the first three school days of classes:

1. If possible, in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established program.
3. The change is approved by parent, teacher, counselor, and/or principal.

After the first week, a course dropped may be recorded as a withdrawn failure.

To drop a course, a conference may be required with an administrator, the student, parents, subject teacher, and guidance counselor. Permission to drop a course is difficult to obtain. When you elect a course, you are expected to complete it.

Students failing a course first semester may drop that course for second semester with parental approval. A parent conference will be required.

WITHDRAWAL AND/OR TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the Guidance Office.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
4. Take completed forms to the Guidance Office for final clearance.

STUDENT RECORDS

Due to recent national occurrences involving the invasion of personal privacy by governmental agencies and officials, much activity and interest have been directed toward information contained in student records. A recent federal law and the Illinois Office of Education's regulations go into much detail on the rights and responsibilities of students, parents, and school officials on this subject. The following is a summary of the basic provisions of the current laws and regulations.

1. Parents must be granted access to all official records pertaining to their children, maintained in any form by the school. High school students shall also have access.
2. The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is 18, married, or in the military service or attending a post-secondary institution, only the student may grant such release.
3. The parent or the student shall be provided an opportunity to challenge or rebut information contained in the student's records. The local school district should establish appropriate procedures for such appeals.
4. The school should provide appropriately trained educational personnel to assist the parent or student in understanding certain school records, such as psychological evaluations, social work profiles, and health data.
5. No information should be kept on file by the school that is inaccurate, out-of-date, or of no value in the educational development of the student.

RECORDS PRIVACY ACT

On your eighteenth birthday, Federal Law makes you the sole owner of your records. We should not discuss your records with other persons, outside the educational system, without your permission. This would include your parents, employers, etc.

You may allow the school personnel to talk with your parents, if you sign a waiver for that purpose. This waiver can be found in the Guidance Department.

No other school rules or regulations are changed because you are eighteen. The policies set forth in this book are for all regardless of age.

RELEASE OF INFORMATION

At various times throughout the year, the school may release to various agencies certain information concerning students at Flora High School. This information would normally be name, address, age, height, and weight of athletes. If for any reason you or your parents do not want information of this type released, please contact the office.

LOCKERS, LOCKS, AND CARE OF VALUABLES

Each student is assigned a locker for personal contents. Sharing lockers is not advised. The school will furnish locks for P.E. classes at no charge to students; however, the school will not furnish locks for hall lockers. Students wishing to lock and secure their items in hall lockers will be expected to furnish their own locks.

Money, purses, and other valuables are the responsibility of the student. Do not leave any valuables unlocked and unprotected. Keep these items locked in the C Hallway lockers where the cameras are able to film any thefts.

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want others to find.

Searches of a student's person, his or her personal possessions (including: locker, purse, duffel bag, etc.), shall be conducted by the principal, or his designee, if the principal has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provision of the school code.

School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and other school property as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. School authorities may request the assistance of law enforcement in conducting the searches.

MARRIED STUDENTS

Married students shall have the same educational opportunities--curricular and extracurricular--as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

LEARNING CENTER/COMPUTER NETWORK

Students will conform their behavior to the instructions of the Learning Center Director or the Aide, who will be regarded as teachers in an academic classroom.

Students must sign in and out of the Learning Center/Computer Labs. No food or drinks are allowed in the Learning Center.

1. Talking in the Learning Center will be allowed only with the permission of the Learning Center Director or Aide.
2. All materials must be checked out and in of the Learning Center. A student is charged a fee or replacement cost for overdue or unreturned items. A charge may be assigned for excessive or unnecessary printing on the computer network.
3. An appropriately signed AUP must be on file at FHS for a student to use the computer lab/network. Each student must log in and out of the network using his/her personal user's name and unique password.
4. No personal e-mail, messaging, or games are allowed.
5. Students utilizing the Learning Center/Computer Labs with their teacher or a class group are primarily under the supervision of the classroom teacher. The Learning Center Director or Aide may, however, assist the teacher in supervision if needed.
6. Each student coming to the Learning Center/Computer Labs from a class must have a teacher-signed pass in his/her agenda book and a clear assignment of class work.
7. A student wishing to leave the Learning Center/Computer Labs during a class block must secure a pass from his/her teacher or the Learning Center Director or Aide.
8. Each student is responsible for clearing library areas after his/her use.
9. Detentions may be assigned for misuse or abuse of the library or materials or for failing to follow Learning Center/Computer Labs guidelines.

Any act of theft or vandalism will result in loss of Learning Center/Computer Labs privileges and referral to the office for proper disciplinary action.

ACCEPTABLE USE POLICY

Access to the school wide network, as well as the **Internet**, will be available to students and staff who qualify. To qualify, students and parents must read, sign, and return the Acceptable Use Policy.

The staff of Flora Community Unit #35 strongly believes in the educational value of technology and recognizes its potential to support the curriculum and students learning in facilitating resource sharing, innovation and communication. We will make every effort to provide quality experiences to students and teachers using these services; however, inappropriate interaction with any information service or inappropriate use of computer equipment is strictly prohibited.

PRE-ENROLLMENT DENIAL FOR STUDENTS

Flora High School will deny re-enrollment to any student above age 17 who has dropped out of school and could not because of age and lack of credits graduate before his or her 21st birthday. Flora High School will provide counseling to such students and direct them to alternative education programs.

VEHICLE USAGE, PARKING, AND REGISTRATION

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must park properly in designated parking areas. Parking in NO PARKING zones or faculty areas may result in vehicle being towed away at the owner's expense.
2. The parking areas on the south, east, and west sides at Washington School are on school grounds. All school rules apply.
3. DO NOT back into parking spaces.
4. Speeding or careless driving on the school grounds and on streets bordering the school will not be permitted.
5. Sitting in cars during the school day is not permitted.
6. Sounds from vehicle motors, stereos, sound equipment, etc. cannot be disturbing to faculty, students or neighbors during school hours or school functions.

STUDENT PARKING PERMITS

The school parking lot does not have enough spaces to accommodate all student vehicles driven to school. A vehicle registration system with a car tag will be required to park on school property. Vehicle registration forms will be filled out and tags will be handed out the first week of school. Seniors will receive tags first, followed by juniors, sophomores, and freshmen. When the lots are full, no more tags will be issued. Parking should then be at the football field parking lot. Rules for driving and parking at school are as follows:

- * Park in a designated spot for students in the north lot and around the building or in an orderly fashion in the east lot
- * A \$20 fee will be required for a parking tag.
- * The tag must be displayed while the vehicle is parked. The tag should be hung in the top corner on the passenger side of the windshield.

- * A lost tag will result in the purchase of an additional tag
- * No parking in handicapped specified spots
- * The penalty for not having the tag displayed, parking in lots with no tag, or parking in the wrong area and reckless driving will be as follows:
 - * 1st violation – Verbal or Written Warning
 - * 2nd violation – 1 Detention
 - * 3rd violation – 2 detentions – Potential loss of parking privileges
- * Parking for untagged vehicles should be at the football field area
- * Using someone else's tag will result in forfeiture of the tag plus 2 detentions

WORK PERMITS

If you are under 16 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you do, the hours, and under what conditions you may work. An application and all necessary information may be obtained from the ROE office located in the Clay County courthouse.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her school work. If a job deprives a student of his/her study time and participation in school activities, he/she might not be able to maintain a satisfactory school record.

TEACHERS' PROFESSIONAL QUALIFICATIONS

Parents/guardians may have the right to request their students' classroom teachers' professional qualifications. This is also applicable whenever their student is assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

ACCIDENT REPORT

The school will make every effort to inform the parents of any accident or illnesses occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is notified.

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

INSURANCE

High school students are covered by accident insurance as a school service. Neither the school, nor anyone connected with it, profits in any way from the plan. Students may purchase additional 24-hour coverage.

Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the office. Further instructions will then be given to the student by the office.

PHYSICAL EXAMINATIONS

The state law requires that all freshmen and all new out of state students who transfer into the Flora High School must place on file the results of a physical examination completed within one year of entering on the proper form. An up-to-date immunization record must be on file for all students. New student's previous school health records can be requested by completing the appropriate form at the time of registration.

All prospective athletes must have on file a physical examination on the proper form with the coach or athletic director before beginning practice. The sports physicals are good for one year from the date of the examination. Required freshmen and new out of state transfer student examinations also count for athletics.

VISION EXAMINATIONS

All students entering an Illinois school for the first time beginning with kindergarten are required to have a vision examination performed by an eye doctor by October 15 during that school year. If entering Illinois for the first time after the school year has begun, appropriate time will be given to meet this requirement. The Illinois school vision form must be used and signed by the doctor.

HEALTH SERVICES

Students may utilize the service of the Unit #35 School District nurses for aid in emergency, illness, injury, or for other physical needs. The nurses are available on an as needed basis. Notify the office staff to contact the district nurses. Student health records are housed and maintained at the Nurse's Office located at Flora Elementary School.

MEDICATION POLICY FOR SCHOOL

Administering Medication in School

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 medication on school grounds or at a school-related function other than as provided for in this procedure.

School personnel are not allowed to give prescription or nonprescription medication without a written order from the child's licensed prescriber as well as a written request from the child's parent/guardian requesting the medication be given during school hours.

Only those medications that are necessary to maintain the child in the school and must be given during school hours shall be administered.

The form for the written order/request must be obtained from the child's school, the Nurse's Office, or the Administration Office. A Permit to Give Medication in School form may be picked up in the office.

Orders for medication shall be renewed for each school year. Changes in medication shall have written authorization from the licensed prescriber.

It is the parent's/guardian's responsibility to assure that the completed Permit to Give Medication in School form and the medication(s) are brought to the school.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or licensed prescriber. Nonprescription medications ordered by the licensed prescriber shall be brought in with the manufacturer's original label listing the ingredients and the child's name on the container along with the form completed by the licensed prescriber and the parent requesting medication is given during school hours. All medication must be turned in to the school office by the parent/guardian or a designated adult and remain there for dispensing.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of school year, the certified school nurse will dispose of the medication in the presence of a witness.

Self-administration of Medication by Students with Asthma

For purposes of this subject only, "self-administration" is defined as a pupil's discretionary use of his/her prescribed asthma medication. Students with asthma are allowed to carry and self-administer lifesaving asthma medications while at school and at school functions.

The parents or guardians of the student must provide the district with written authorization and a copy of the prescription label for the self-administration of medication. Self-administration Medication Forms are available in the office.

Illinois State law requires that the parents or guardians of the student be informed in writing that the school district or nonpublic school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student. Parents/guardians will be required to sign a statement acknowledging that the district will incur no liability and stating that the parents/guardian will indemnify and hold harmless the district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration.

The permission for self-administration of medication is effective only for the school year in which it is granted and will be renewed each school year upon fulfillment of the requirements set forth above.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy--toward teachers, fellow students, and officials of school athletic activities.
2. Pride--in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship--the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school.

A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

SCHOOL SONG

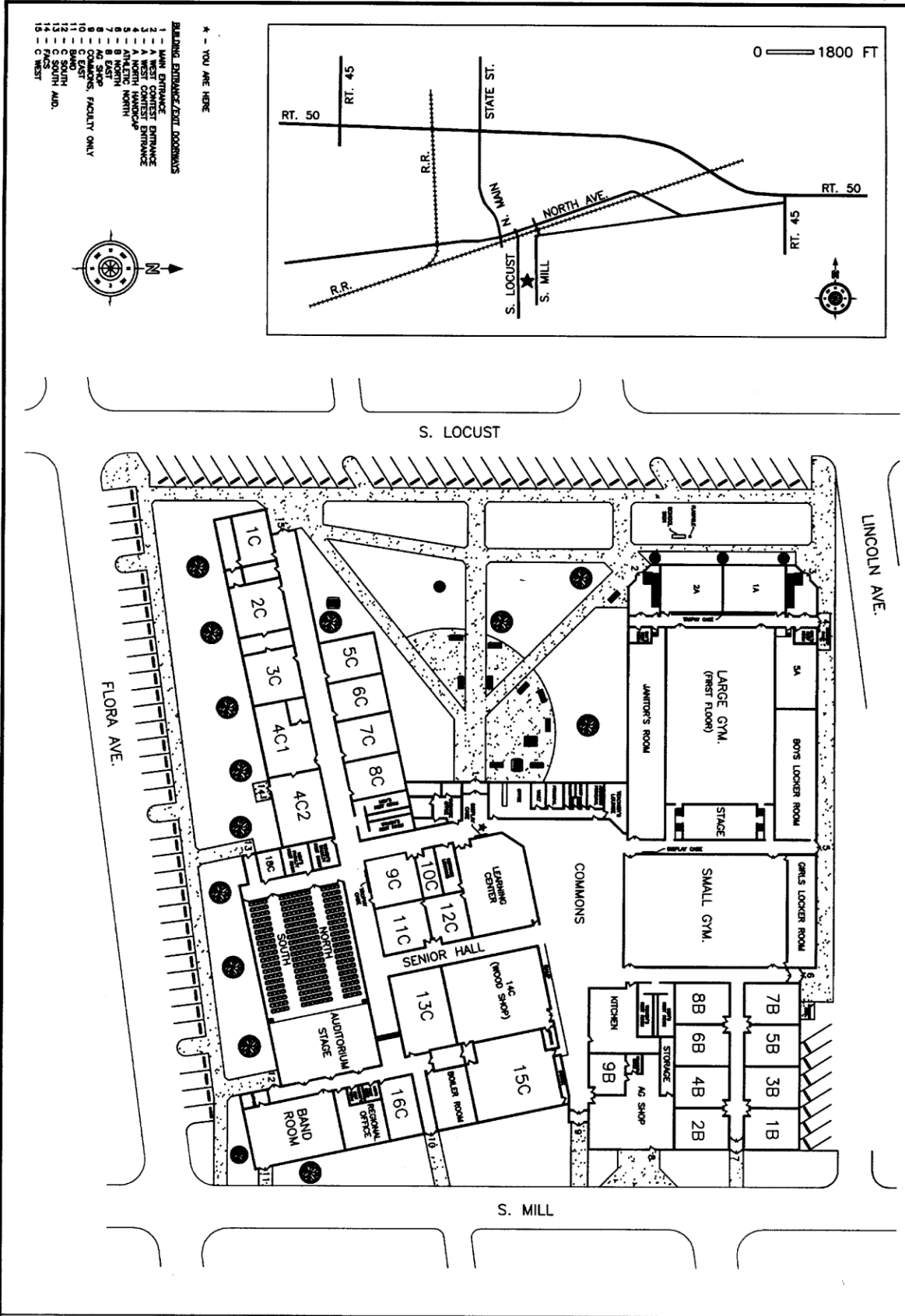
'LOYALTY'

We're loyal to you, Flora High
We're orange and blue, Flora High.
We'll back you to stand against the best in the land,
For we know you have sand, Flora High, Rah! Rah!
So, snap out the ball, Flora High
We're backing you on, Flora High
Our team is our famed protector, On, Team,
For we expect a victory from you, Flora High.

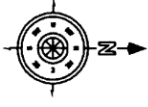
Bring out that dear old flag of orange and blue,

You've got your sons and daughters fighting for you
Like men of old or giants, facing reliance,
Shouting defiance, Oske--Wow--Wow!
Amid the broad green plains that nourish our land.
For honest labor and for learning we stand
And unto thee we pledge our heart and hand,
Dear Alma Mater, Flora High

CAMPUS MAP



- * - YOU ARE HERE
- BUILDING ENTRANCE/EXIT DOORWAYS
- 1 MAIN ENTRANCE
 - 2 A WEST CORNER ENTRANCE
 - 3 A WEST CORNER ENTRANCE
 - 4 A WEST CORNER ENTRANCE
 - 5 A WEST CORNER ENTRANCE
 - 6 A WEST CORNER ENTRANCE
 - 7 A WEST CORNER ENTRANCE
 - 8 A WEST CORNER ENTRANCE
 - 9 A WEST CORNER ENTRANCE
 - 10 A WEST CORNER ENTRANCE
 - 11 A WEST CORNER ENTRANCE
 - 12 A WEST CORNER ENTRANCE
 - 13 A WEST CORNER ENTRANCE
 - 14 A WEST CORNER ENTRANCE
 - 15 A WEST CORNER ENTRANCE
 - 16 A WEST CORNER ENTRANCE



<p>TITLE: FLORA HIGH SCHOOL</p>		<p>600 S. Locust, Flora, IL 62839</p>	<p>DRAWN BY: DERRICK COLCLASURE, RYAN KECK & KJ HILLIARD</p>
<p>SPECIAL THANKS TO: FHS DRAFTING DEPARTMENT & HELLA ELECTRONICS CORP. LES O'DELL, PAUL ROSE, MATT HANNER AND BRIAN BULLARD</p>		<p>SCALE: 0 50 FT</p>	<p>DATE: APRIL, 2002</p>

PARENT NON-CONSENT FORM
FOR RELEASE OF CONTACT INFORMATION

(RELEASE of STUDENT NAME, ADDRESS and PHONE NUMBER)

Colleges, universities, employers and the military request school districts to release student contact information, including the names, address and phone numbers of high school students to them. Federal law requires that if school districts release such information to colleges and universities, they must also release that information to the military upon request.

The law allows parents and guardians to decide not to release a student's contact information to one, some or all of these groups. If you don't want the school district to give out your child's contact information, please fill out the form below. If you don't turn in this form to your child's school, his or her contact information may be provided to colleges, universities, employers and the military upon request.

I hereby request that the contact information, including name, address and telephone number for this student, (print name) _____, **NOT** be released by Flora Community Unit District #35, without prior written parental consent, to the following entities:

(Check one or more boxes below that apply)

_____ Military (United States Army, Navy, Air Force, Marines) and military schools

_____ Colleges, universities and educational institutions

_____ Prospective employers

Print Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Print Name of Student

Signature of Student

Date: _____

