



Flanagan-Cornell High School

Student Handbook

2018-2019

Mr. Jerry Farris, Superintendent
Mr. Brian Yoder, Principal

TABLE OF CONTENTS

Absence Classification	4	Drug Policy	20
Excused	4	Sale	20
Pre-Arranged Absences	4	Use, Possession, etc.	20
Unexcused Absences	5	First Offense	20
Absence Procedure	5	Second Offense	20
Add/Drop Procedure	6	Other Provisions	20
Admission to Flanagan-Cornell HS	6	Failure	20
Alcohol	7	Food/Drink in Classroom	21
Attendance	7	General Requirements	
Attendance for Participation		for	
in Extra-Curricular		College Entrance	21
Activities	6	Grading System	21
Attendance Award	7	Grades	22
Attendance Policy	7	Graduation Req. / Expectations	23
Board of Education Scholars	7	Guidance	23
Book Rental	7	Hallways	24
Book Bags/ Backpacks	7	Honor Roll	24
Care of School Property	7	Incompletes	25
Chewing Gum	8	Leaving School During the	
Clubs and Activities	8	Academic Day	25
Class Activities	8	Library (Study Hall)	25
Homecoming	8	Lockers	26
Homecoming Royalty	8	Loitering	26
Junior-Senior Prom	8	Lost & Found	26
Prom Royalty	8	Make-Up on Failure	
Syllabus	8	of Required Courses	26
Plays	8	Phones (Cell) Electronic Devices	27
Band	8	Parent Access to Records	27
Jazz Band	8	Passes	27
Chorus	9	Physical Education Rules	27
FFA	9	Plagiarism	28
FHA	9	Pop Machine	28
Cheerleading	9	Returning to School during Day	28
Student Council	9	School Bus Rules & Regulations	29
National Honor Society	9	School Calendar	29
Athletics	11	School Sponsored Events	29
Courses Offered at FCHS	12	Semester Exams	29
Cooperative Education Program	13	Seniors	29
Defacement of School Property	13	Senior Trip	29
Detention	13	Special Education	30
Discipline	14	Snowball fights	30
Dress & Hair Style	14	Student Conduct	30
Discipline – Suspension	15	Student Bus	30
Discipline – Expulsion	15	Suspensions	30
Display of Affection	18	Tardy	30
Drills	18	Telephone	31
Drug Abuse	19	Tobacco	31

Truancy	31
Vehicles	31
Vocational Center	32
Work Permits	32
Signature Page **	33 **

****TO BE ON FILE IN THE OFFICE****

CALENDAR-Dates Subject to Change

VACATION DAYS

September	3	Labor Day
October	8	Columbus Day (observed)
November	22-23	Thanksgiving Break
December	21-Jan 4	Christmas Break
January	21	Martin L. King Jr. Day
February	18	President's Day
March	25 – 29	Spring Break/Easter Holiday
May	27	Memorial Day

PARENT-TEACHER CONFERENCES

October 25 (2-7 pm) & Oct 26 (No School)
February 21 (2-7 pm) & Feb 22 (No School)

TEACHER INSTITUTE

***Not a day of student attendance**
*August 15
*January 7th
*May 24

SCHOOL CALENDAR

First Quarter----- Aug 16- Oct 12
Second Quarter----- Oct 15-Dec 20
Third Quarter----- Jan 8-Mar 15
Fourth Quarter----- Mar 16-May 23

Mid – term: Sept. 14
Mid – term: Nov. 16
Mid – term: Feb. 8
Mid – term: Apr. 18

High School Commencement -May 24, 2019 at 7:00 p.m.

PERIODS

1st hour	8:15 - 9:00
2nd hour	9:03 - 9:48
3rd hour	9:51 - 10:36
4th hour	10:39 - 11:24
5th hour	11:27 - 12:12
LUNCH	12:12 - 12:42
6th hour	12:42 - 1:27
7th hour	1:30 - 2:15
8th hour	2:18 - 3:03

SIP – Early Dismissal – 1:00 pm

September 19
October 5
November 7
December 5
January 18
February 15
March 6
April 18
May 8

INTRODUCTION

The school is an outgrowth of a system of education that was begun in the home. Parents taught their own children to read and cipher. The subjects taught were not set apart from the moral teaching of the home. It is felt that school is an extension of the home and that student's behavior at school should correspond to that at home. The principal's office will try to work with the parents as much as possible to see that the teaching which goes on at school is compatible with that the teaching which goes on at home. When student behavior warrants it, parents will be notified and their cooperation will be appreciated.

ABSENCE CLASSIFICATION

EXCUSED

Students will be given excused absences for the following reasons:

- A. Personal illness
- B. Death in the family
- C. Funerals
- D. Serious illness in the immediate family
- E. Medical or dental appointments
- F. Family emergencies, work at home, or special circumstances cleared by the principal

PRE-ARRANGED ABSENCES

At times students may need to miss school classes because of special circumstances or events which have been pre-arranged. This is done through the high school office. Students will take a pre-arranged absence slip to be obtained at that time. All course work from a pre-arranged absence is due immediately upon return to school.

The following is a list of pre-arranged absences:

- A. School sponsored activities, athletic events, FFA-FHA, contests-conferences, field trips, and other events which require students to miss school.
- B. College visits - Interviews

In general, senior students will be allowed two days to visit college campus or interview for jobs. A college visit by a senior MAY be excused provided:

- 1. It is requested by your parent before the absence occurs.
- 2. Your parent is accompanying you to see the campus.
- 3. You have an appointment on campus to talk with an advisor.
- 4. Students must take the required form from the office for verification of college visit
- C. Family vacations will be evaluated by the principal and parents on a pre-arranged basis. It is recommended for parents to review the school calendar to avoid any unnecessary student absences.
- D. Other pre-planned special circumstances which require a student to miss school.

UNEXCUSED ABSENCES

Unexcused absences are defined as those absences that are not excused by the principal. If a student is over their "excused" days, the absence is considered unexcused. The actions for this include: Saturday School = for every 2 Unexcused absences up to 5 times (10 days). On the 6th – 9th = In-School Suspension (AEP) and

notification to Truancy Officer. If a Saturday School is missed, this results in an ISS (AEP – Alternate Educational Placement) Saturday School equals 3-hours of detention time from 8-11, supervised by a faculty member. **WORK LEFT INCOMPLETE WILL RESULT IN FAILURE TO MEET REQUIREMENTS AND WILL CAUSE A STUDENT TO RECEIVE NO CREDIT FOR A COURSE.**

Excessive absence may result in suspension from school as a case of disregard for school authority.

Truancy may be defined as 15 unexcused absences per semester. Truants may be subject to court action after district attempts to enlist school attendance have failed. Remedial action will include conferences with the student contacting parents and in-school suspension.

The following are examples of unexcused absences:

- A. Haircuts - beauty shop appointment
- B. Shopping trips
- C. Work - other than at home
- D. Babysitting - except in an emergency
- E. Oversleeping
- F. Out of School Suspensions
- G. Unapproved Family Vacation

ABSENCE PROCEDURE

When a student is absent, his/her parents are requested to call the high school office by 8:30 A.M. This call is important if we are to make arrangements for homework assignments, and essential if teachers are to put aside class materials and tests for extended periods of absence. In the event we do not receive a call, an effort will be made to contact the parents to confirm the reasons for absence. Reminder letters will be mailed after the 5th and 7th excused absence informing parents/students of the attendance policy.

Upon return to school, students must:

Report to the office with a written note signed by the parents, indicating the full reason for absence - a note is not necessary if the parents have called the office prior to the students return to school following an absence. Students who fail to have their parents notify the office within one (1) day following the return to school will receive an unexcused absence. Students are **REQUIRED** to report to the office after any day missed to receive an Admittance Form which is to be signed by each teacher. This form will indicate the day(s) missed and if the absence is excused or unexcused. Doctor's notes must be in the office no later than the end of school two days after the absence. This will be considered unexcused if a student is over the 10 allowable days and the note is not in on time. *A note from the Doctor's Office indicating that they were informed the student was ill is NOT a valid Dr's. note. The Doctor's note requires a visit to the Physician. ** These days are not counted toward the ten-day excused absences. **The total responsibility for make up work rests with the student.**

ADD/DROP PROCEDURE

A considerable amount of time, thought, and attention is devoted to the selection of courses each year; therefore, it is expected that the students will follow the program which resulted from the registration process. Occasionally schedule problems develop requiring a change. Below are the guidelines for adding/dropping a class:

A course cannot be dropped if the student already has one study hall. (students

are not allowed to have 2 study halls).

A course cannot be dropped if the grade is “C” or better.

A course can be added or dropped up to the first 2 weeks without penalty. If dropped after 2 weeks, the student receives an “F” for the semester grade. Parent signature and administrative approval are required for all late drops (after the 2nd week).

*Students who want to drop a class should discuss the situation with the guidance counselor first.

ADMISSION TO FLANAGAN-CORNELL HIGH SCHOOL

1. Students must be a resident of Flanagan-Cornell High School District.
2. Students must be promoted from the eighth grade or equivalent.
3. Students who transfer in will not be admitted to Flanagan-Cornell High School if the student has failed to complete a term of suspension or expulsion assigned by the previous school.

State law requires all freshmen to submit proof of physical examination by their family doctor and dentist. Examination cards must be turned in at the office on the first day of school, which includes a complete immunization record. If a student is new in the community, then the health records must be obtained from the high school office. Attendance may be denied if student health records are not current or not on file in the office.

ALCOHOL

Alcoholic beverages will not be permitted on or in the vicinity of school property. Any student bringing alcohol on the school premises, under the influence of alcohol or caught drinking before or during any school activity will automatically receive a five (5) day suspension from school. Re-admittance will be subject to review by school authorities. The unlawful use of alcohol is wrong and harmful.

If re-admitted and a second offense occurs, the administration will recommend expulsion. Alcohol is illegal for young people of high school age. Students who do drink are also subject to action by local authorities.

ATTENDANCE

Illinois law requires that a person between the ages of seven and seventeen attend school. Regular attendance is closely associated with good scholarship and good attendance habits on the job following school years. Attendance is part of the permanent record and is a major consideration of employers. Attendance is the responsibility of the parent and student. Please see the effects on Grades for poor attendance on page 27.

ATTENDANCE AT SCHOOL FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order for a student to participate in or attend a scheduled extra-curricular activity on a school night, the student must be in attendance at school by 10:00 am. If a student returns after 10:00 am, they will not be allowed to compete in or attend any events or practices sponsored by or involving Flanagan-Cornell High School. The only exception will be by pre-arranged absence for doctor's appointments or in the case of some family emergency.

*Where as the attendance at extracurricular events including, Homecoming and Prom, are considered a privilege, students who exceed their unexcused absences will not be permitted to attend. Once a student has received three unexcused absences in each semester, they will lose their attendance privilege for the remainder of that semester (a new count begins each semester).

ATTENDANCE AWARD

In order for a student to receive the "Attendance Award", that student must be in attendance in school every day. To be considered for the award, the student must arrive at school prior to 9:00 am or not leave school until after 2:45 PM for an excused absence for a doctor or dentist appointment or a funeral of a member of the family.

ATTENDANCE POLICY

Students will be allowed five (10) excused absences for the year. These absences will include illness and college visits. Family vacations will be evaluated by the principal and parents on a *pre-arranged* basis. Once the ten days are used, any following days will be considered unexcused for that semester. In those cases where a student has been absent from class or classes on five (5) occasions within a semester, a conference will be held between the parent, student, and counselor or principal. The conditions of attendance for the remainder of the semester shall be established and noncompliance with these regulations could result in the student being suspended and no credit earned for the class.

The exception to the above rule will be extended illness or family emergency. In the case of extended illness, a letter from the doctor will be required. In the case of a family emergency, the parents are to contact the high school principal.

BOARD OF EDUCATION SCHOLARS

Any student who finishes the school year with an accumulative grade point average on or above 3.67 qualifies for the Board of Education Scholastic award. Any student meeting the above criteria will receive a Varsity Letter, same as used for athletics and recognition from the Board of Education, Administration and Faculty. This is a very prestigious award that showcases your academic abilities.

BOOK RENTAL

Flanagan-Cornell Unit District owns all textbooks. Rental fees are designed to provide students with up to date books in good condition at minimum cost to them. Percentages of cost are flexible depending on the estimated life of each book. Students who lose or deface a book will be required to replace it. Books will be numbered and their condition documented.

BOOK BAGS AND/OR BACKPACKS

Book bags and/or Backpacks are not allowed in the classroom. Please keep them in lockers.

CARE OF SCHOOL PROPERTY

We are proud of the classrooms, laboratories, and other areas. Let's keep our floors free of scraps of paper and other waste materials, our hallways clean and orderly, and our campus attractive. We can be proud of our school plant - let's take pride in its upkeep.

Writing on walls mars their beauty, and scratches on furniture interferes with smooth writing. Discarded chewing gum is mess underfoot. It isn't much trouble to put candy wrappers, fruit peels, and wastepaper in the basket, but it makes a world of difference in the appearance of the building.

Rainy days produce special problems in our carpeted areas. We would ask all students to take special care in cleaning their shoes when coming in from outside.

CHEWING GUM

At the discretion of the classroom teacher, chewing gum may be allowed in class. Although, in classrooms where gum is not allowed, detentions may be given to repeat offenders.

CLUBS AND ACTIVITIES

CLASS ACTIVITIES - During the school year each class holds a number of fund raising activities. These activities allow the classes to have parties, put on prom, or go on a senior trip. It is only fair that those students who work at the activities get to enjoy the benefits. Students who do not work will not be allowed to participate in the parties. To that end, each class will set up a system to take attendance at the fund raising activities to determine which students may reap the benefits of their labor.

HOMECOMING - This event is held in the fall and is sponsored by the student council.

HOMECOMING ROYALTY - The freshmen, sophomores, and juniors select a girl and a boy from their class to be an attendant for the dance. A king and queen and senior attendants are selected by the entire high school.

Once you have been an attendant in one of your first three years, you cannot be a homecoming attendant again. You can only be eligible for the king or queen. This means that from one class there will be four different couples for Homecoming attendants. It is possible for any of these eight people to be homecoming king or queen.

JUNIOR-SENIOR PROM - the prom consists of a banquet and a dance held on a Friday night some time in May. The Junior Class sponsors this event for the senior class. Only juniors and seniors and their guests may attend the banquet and dance. All guests must be under the age of twenty-one (21). Everyone but the seniors is required to pay for his/her own entry. The dance runs from 8:00 – 11:00 p.m.

It is a privilege to attend prom. Therefore, juniors and seniors must meet all class requirements in order to be able to attend. Individual attendance may be revoked at the discretion of the class sponsors and administration.

PROM ROYALTY - The junior class chooses two junior couples and the senior class one senior couple to act as attendants for the king and queen. The juniors and seniors choose the king and queen of the senior class. Anyone in the class who is attending Prom is eligible except the Homecoming King and Queen.

TALON (formerly the SYLLABUS) - The Talon is the FCHS Annual. It is ordered during the middle of the year and received the next fall. Included in it are class pictures, club pictures, and pictures of the various activities throughout the year. The class pictures are taken at the first of the year. Others are taken at various times during the school year.

PLAYS - Each year the Choral department produces a musical. The musical is open to chorus members and ticket money is used to defray production costs.

BAND - Band is a class which meets during the school day. Any student may participate in band with the consent of the instructor. Members of the band also participate in marching band in the fall and pep band in the winter. The band performs at home football games and most boy's and girl's home basketball games, pep rallies, festivals, concerts, and community events throughout the year.

The band is well equipped and has its own award system. The band serves as a stimulus to the student body and faculty in upholding the fine tradition of FCHS.

JAZZ BAND - Participation in Jazz Band is by consent of the instructor and is open to select members of the concert band. The jazz band performs at jazz festivals and band concerts during the year.

FLAG TEAM - Participation on the Flag Team is done by audition and is open to any sophomore, junior, or senior girl. Tryouts are in May. The Flag Team performs with the marching band at all home football games, pep rallies, and parades.

CHORUS - Any student may sign up for chorus with the consent of the instructor. The chorus performs two major programs a year. These are the Madrigal Dinner and the Spring Concert. In addition to these two events a major musical production is presented in the Spring. Choral members may also belong to swing choir or the Madrigal group.

FFA - The Future Farmers of America is the national organization of student studying vocational agriculture in high school. Membership is voluntary and there are four degrees of membership. "Green Hand" is the first degree of membership. In order to join the FFA a student must be regularly enrolled in a class of vocational agriculture. The other degrees of membership are "Chapter Farmer", "State Farmer", and "American Farmer". The primary aim of the FFA is the development of agricultural leadership cooperation and citizenship.

FCCLA (formerly FHA) - The Family Career & Community Leaders of America organization is for students who have had or are currently taking Family and Consumer Science classes. The purpose of this organization is to further interest in home economics, to provide wholesome recreation, to foster the development of creative leadership, to improve family relationships at home and to provide international good will and understanding.

CHEERLEADING - If enough interest exists, in the spring of each year try-outs are held for students wanting to be cheerleaders for the coming year. The students will be selected and placed on the junior varsity and varsity squad by the cheerleading sponsor.

STUDENT COUNCIL - The student council of Flanagan-Cornell High School exists in order to promote a better understanding between the students and faculty, promote school government based on democratic principle to further school activities and institute high ideals in our schools. Our council consists of twenty members, four each from the freshman and sophomore classes and six each from the junior and senior classes. These numbers could change in the event that a member is elected to an office at the district or state level. That person would be guaranteed a local position with the additional spots being open to other members of that class. Term of office is one year.

A petition format will be used to determine the candidacy with the election of members being held during the Spring semester. The Student Council Sponsor shall establish other criteria. Officers will be elected at the first general meeting following election of the new council for the upcoming year.

The student council is responsible for coordinating many student, school, and community activities throughout the year. These include planning and organizing homecoming week activities, holiday food drives, appreciation of faculty and staff, and fund raising. Student council should be considered the voice of the student body and be used as such. Concerns between students, staff and/or administration could be taken under advisement through this body.

NATIONAL HONOR SOCIETY - Active membership in the National Honor Society is open to sophomores, juniors, and seniors in high school.

The criteria by which members are chosen for National Honor Society are Scholarship, Leadership, Service, and Character. The following are the qualifying

criteria for NHS membership. A five-member Faculty Council will review each student’s portfolio. A student will be selected for membership by a majority vote of the Faculty Council.

SCHOLARSHIP:

The minimum scholarship requirement is a grade average of “B” or 3.0 on a 4.0 scale. This is based on a student’s cumulative grade average: for a sophomore after 3 semesters, for a junior after 5 semesters, for a senior after 7 semesters.

LEADERSHIP:

The student must be in a leadership role in at least one school-related curricular, co-curricular, or extra-curricular organization. This could include organization office holder or team captain. Verification will be in the form of a description from an adult sponsor/advisor of the organization substantiating the leadership exhibited in the organization. In addition, a statement from the sponsor or advisor attesting to the fact that the student, although not an office holder or team captain, is a step-forward and take-charge informal leader will satisfy the requirement for leadership.

SERVICE:

The student must be a member of a minimum of one organization, which provides a service-related activity. Verification will be in the form of a description from an adult sponsor/advisor of the organization substantiating the service performed in the organization.

CHARACTER:

The student earns citizenship marks ranging between 1 and 5, with 1 being “excellent” and 5 being “poor.” A rating of 3 is “average” which indicates the student is exhibiting the expected behaviors in the classroom. Nothing more, nothing less. National Honor Society members should exhibit citizenship characteristics well above “average.” In order to be considered for membership, the student will have an average of 1.5 or better (1.0 being the best) from his/her teachers. In addition to the citizenship average, the Faculty Council will seek input from other staff members who have contact, direct or indirect, with the student.

Citizenship

The objective measurement of each rating will be based upon the following actions of the students.

1. Is disruptive in class
2. Fails to follow oral and written directives (to include homework and assignments)
3. Fails to show cooperation, courtesy, concern, and respect for the teacher and/or fellow students

NUMERICAL VALUE MEASUREMENT	“RATING”	“OBJECTIVE”
		Commits Any of the 3 above
1	EXCELLENT	No more than One per Quarter
2	ABOVE AVERAGE	No more than TWO per Quarter

3	AVERAGE	No more than THREE per Quarter
4	BELOW AVERAGE	ONCE a WEEK
5	POOR	MORE than ONCE a WEEK.

To be selected as a member of the National Honor Society, a student must meet all four criteria: Scholarship, Leadership, Service, and Character. Once a student is selected for membership, he/she will be expected to continue to meet the four criteria, in order to remain a member in good standing.

Membership in NHS is a valued and precious thing. It is a badge of honor—a testament of fine work and fine personal qualities—not only in the student’s own school and community but across the land. Most honors at the disposal of the school are only partial, in the sense that they recognize some specialized ability, skill, or talent. But the National Honor Society encompasses the person as a whole, not only the quality of his/her school work but also the quality of his/her person. NHS is well recognized in institutions of higher education, and membership may be an important aid in the receiving of scholarships and fellowships, even after years have passed. Whether in the world of education or in the world of work, it is no small thing to be able to show that one was recognized as outstanding in ability and character during the adolescent years.

ATHLETICS - There are several interscholastic sports for boys and girls in which FCHS participates. They are football, basketball, track, golf and baseball for boys and track, volleyball, basketball, golf, and softball for girls. Eligibility of athletes and extra-curricular activities, the student must be passing 20 hours of academic work, all of which counts toward his/her graduation, and may not be failing in more than one subject.

Students out for athletics must conform to the rules and regulations drawn up by the athletic department and the coaches of that specific sport. An Activity/Athletic Code governs participation requirements for all Flanagan-Cornell High School activities/athletics.

Sportsmanship is an important aspect of athletics. Student athletes and fans represent FHS at athletic events and the following “Code of Conduct” will be adhered to.

FAN BEHAVIOR REQUIREMENTS

- Do not heckle, jeer or distract any contest participant. Contest participants are players, coaches, officials, cheerleaders, or others engaged in supplementary roles.
- Do not use profane language or gestures.
- Respect school and community property.

FAN BEHAVIOR GUIDELINES

- Honor and respect opposing fans.
- Discourage unsportsman-like and obnoxious conduct.
- Cooperate enthusiastically with cheerleaders.
- Respect the decision of the officials and coaches.
- Appreciate a good play, no matter who makes it.

FAILURE TO COMPLY WILL RESULT IN REMOVAL FROM THE CONTEST.
 All athletes must subscribe to the student accident insurance policy. See IHSA rules.

COURSES OFFERED AT FLANAGAN-CORNELL HIGH SCHOOL

***Semester courses**

ENGLISH

English A, 1, 2, 3
*4 -Composition/Literature
Journalism

MATHEMATICS

Algebra 1
Geometry
Algebra 2
Advanced Math
Calculus
Informal Geometry
Practical Algebra

SCIENCE

Biology 1, 2
Anatomy
Chemistry 1
Physics
Applied Science
General Biology
*Health

SOCIAL STUDIES

Geography
World History
US History
*Consumer Economics
*Government/Civics
*Psychology
*Sociology

REMEDIAL AND RESOURCE

Basic English and English
General Science
Consumer Vocational/Government and History
General Math and Consumer Math

FOREIGN LANGUAGE

Spanish 1, 2, 3, 4

VOCATIONAL

Art 1, 2, 3, 4
Agriculture Business
Horticulture
Agriculture Science
Agriculture Mechanics
Agriculture Leadership
Intro to Agriculture
*Parenting
FACS 1,2
Advanced Foods

Business

Keyboarding/word processing
Advanced Computers
Digital Media
Accounting 1
Computer Application

LACC-Pontiac-2 credits

NON-ACADEMIC

Band
Chorus
Drivers Education
Physical Education

ON-LINE (duel credit)

as arranged with approval

COOPERATIVE EDUCATION PROGRAM

Students in the Cooperative Education Program are expected to meet the following requirements:

1. Program is only open to students entering their senior year.
2. The student must be a candidate for graduation with their current class.
3. Students are expected to secure their own place of employment and have it approved by the coordinator of the program before the start of the semester. – The work site must be capable of providing the student with an opportunity to develop vocational skills, beneficial for future employment.
4. The completed and signed Training Agreement and Training Plan must be submitted to the coordinator prior to the start of the semester.
5. The student must complete weekly reports which will be submitted no later than each Tuesday following the completed week of work. **Failure to do so will result in a lowered grade and possible dismissal from the program.**
6. Students must maintain regular attendance at school and their work-place or be subject to removal from the program.
7. Students are expected to maintain a “C” average in the Coop Program and work a minimum of 15 hours per week during school time.
8. If the student is unable to work and/or attend school for any reason, the school and work-place must be contacted before 8:00 a.m. that day.
9. If a student is unable to attend school because of an illness, they are not allowed to work that day.

Consequences for failing to comply with these requirements:

1. If a student fails to meet the academic requirement for the Coop Program, their work schedule will be restricted to no more than 2 hours per day. The student will be assigned to a study hall for the remaining hour until the grade returns to a C or better, as determined by the coordinator and principal.
2. Students who fail to contact the school by 8:00 a.m. on days they are absent will jeopardize their participation in the program and may be scheduled into regular classes.
3. Students violating the requirements may have their schedule adjusted at any time to reflect a full schedule of regular classes (or study halls) at the discretion of the administration. This would also include the student receiving the grade of “F” in the class.

DEFACEMENT OF SCHOOL PROPERTY

Writing on desks, walls, books, or magazines will be seen as a disregard for school authority and may result in a suspension from school. The defaced property must be cleaned or replaced at the student's expense. Repeated acts of defacement will result in expulsion.

DETENTION

A teacher giving a detention will make arrangements to keep student after school from 3:15 to 3:45 P.M., or before school from 7:30 to 8:00 A.M.

Student will receive no more than one detention from one teacher based on the following violations:

- Chewing gum
- Eating candy during class time
- Talking without permission
- Sleeping in class or study hall

Record of detentions will be kept in office and students receiving a 3rd detention will report to the office.

Receiving a 4th detention may:

- call for a 3-day Alternate Education Placement.
- result in F's being recorded in all classes during these three days and will be included in averaging semester grades.
- result in assignment of a 3-hour SATURDAY DETENTION (8-11)

DISCIPLINE

It is expected that students will practice good citizenship. Good citizenship involves obeying the laws, rules, and regulations, practicing correct moral principles, and treating others and their property as you wish to be treated. However, on occasion, it becomes necessary to discipline a student who refuses to exist within the limits. Disciplinary measure varies with the infraction and the situation. Students who disrupt class or cause other disturbances may be sent to the office. The following plan will be used for non-gross disobedience incidents:

First time:

General reprimands - discussion of proper conduct and detention if warranted.

Second time: Parents notified and assigned one (1) Saturday detention, 8am-11am.

Third time: Parents notified. 1-day AEP

Fourth time: Parents notified. 3-day out-of-school-suspension.

Fifth time: Parents notified. 5-day out-of-school-suspension (possible expulsion).

DRESS AND HAIR STYLE

The style of clothing and hair shall be left to the discretion of the parents as long as it does not interfere with the health and welfare of the students, disrupt the classroom atmosphere, impede classroom decorum, and cause distraction of other students so as to interfere with the educational process in the school. The following also apply:

Trousers, shorts, and other items of clothing designed to be worn on the bottom half of the body will be worn at the waistline. No clothing will hang on the hips. The length of skirts, skorts, rompers, and shorts must be at least mid-thigh and/or have at least a three inch inseam.

Halter tops, bare midriffs, "mesh" tops, tube tops, "see through" apparel, PE attire, tops with large sleeveless openings, bare feet, etc. will not be permitted. Shirts with plunging necklines are unacceptable. No undergarments are to be seen, including compression bottoms and leggings only (must be covered). Hats or any type of head covering (scarfs, bandanas, etc.) are not to be worn during school hours.

Shoulders must be covered (minimum 1 inch). Clothing that advertises tobacco, alcohol products, refers to drugs, or supports violence or hatred is not permitted.

Clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted.

No student enrolled at Flanagan-Cornell High School will be allowed to wear clothing or pins with distasteful slogans or sayings.

The wearing of out-door clothing (coats, jackets, and overcoats) will not be permitted in class. These items will be kept in your locker.

The administration will exercise its discretionary authority to determine if a garment and appearance is disruptive in nature.

DISCIPLINE – SUSPENSION

The superintendent and the principal are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

Prior to suspension, the student shall be provided oral and written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.

Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the board of education.

Upon request of the parents or guardian, the board shall conduct a hearing or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the board or its hearing officer. If the board appoints a hearing officer, he/she shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

Disobedience of directives from and/or the display of disrespect for staff members or school officials and/or rules and regulations governing student conduct.

Possession, use, distribution, purchases, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.

Injury or threat of injury, bullying or similar acts to any school district employee, official, or student.

Destruction and/or defacement of any school property.

Possession, use, or distribution of a dangerous weapon (to include look-a-like).

Other such conduct that poses a danger to persons or property or disrupts the educational process. Such disruptions will include the violation of the sexual harassment policy statement of the Board of Education at Flanagan-Cornell Unit #74.

The superintendent or the superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

DISCIPLINE - EXPULSION

The board of education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the board. The student and/or parents or guardian shall be due the following procedural protections:

Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, the time and place designated in the notice conducted by the board or a hearing officer appointed by it. If the board appoints a hearing officer, he/she shall report to the board the evidence presented at the hearing and the board shall take such final action as it finds appropriate.

The board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.

During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience of misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the board shall decide the issue of guilt. If the board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be carried out. After presentation of the evidence or receipt of the hearing officer's report, the board shall decide whether expulsion of some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

Disobedience or directives from and/or the display of disrespect for staff members or school officials and/or rules and regulations governing student conduct.

Possession, use, distribution, purchases, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.

Injury or threat of injury, "bullying" or similar acts to any school district employee, official, or student.

Destruction and/or defacement of any school property.

Possession, use, or distribution of a dangerous weapon (to include look-a-like).

Other such conduct that pose a danger to persons or property or disrupts the educational process. Such disruptions will include the violation of the sexual harassment policy statement of the Board of Education at Flanagan-Cornell Unit #74.

The superintendent or the superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES –

It is the purpose of this policy to establish the process for the Flanagan-Cornell Unit #74 Schools to comply with School Code Chapter 122, Section 14-8.05 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Flanagan-Cornell Unit 74 Schools that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions

may be used with out the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Flanagan Unit 4 Schools shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated January 1996. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001. Copies are also available from Livingston County Special Services Unit, 920 Custer Avenue, Pontiac, IL 61764.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS -

No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with IDEA.

Behavioral intervention should be: 1) administered in a manner that respects human dignity and personal privacy. 2) along with consideration of the pupil's physical freedom and social interaction. 3) so that a pupil's right to placement in the least restrictive educational environment is ensured. Teachers and administrators should use behavioral interventions to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution and planning. The use of interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices. The selection of intervention strategies for use with an individual student shall be based on the information derived from an analysis of the behavior. Before an intervention is selected, a continuum of possible interventions designed to produce the desired behavioral change(s) should be considered. The least restrictive intervention(s), which is reasonably calculated to produce the desired outcome, should be selected for IEP implementation. Teams will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention.

The IEP team for a student with disability will determine if behavioral patterns are impacting the learning environment to an extent that learning can not occur and a behavioral intervention plan needs to be developed. A student receiving special education who requires the use of behavioral interventions should have a written behavioral intervention plan developed by the IEP team.

Parents and/or guardians of a student with disabilities should be actively involved in the development of a behavioral intervention plan as part of the IEP process. All procedural safeguards, including rights to administrative remedy, mediation, and impartial due process hearing, as required through the Individuals with Disabilities Education Act (IDEA) and the Illinois School Code, shall be applicable to the resolution of disputes involving the behavioral intervention plan and the IEP. Flanagan Unit #4 policy and procedures regarding the use of behavioral interventions for students with disabilities will be provided to parents and guardians of all students with individualized education plans.

- a. within 15 days after they have been adopted by the school board or
- b. at the time an individualized education plan is first implemented for the student, and
- c. at the beginning of each school year thereafter.

Students with disabilities may be actively involved in the development of a behavioral intervention plan as part of the IEP process. Students will be informed by the school annually of the existence of this policy and procedure.

Ongoing professional development of personnel in behavioral assessment and behavioral intervention strategies will be provided as determined relevant by a locally developed needs assessment. Copies of the publication Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities may be requested from the Illinois State Board of Education at 100 North First Street, Springfield, IL 62777-0001. Copies of the aforementioned publication may also be obtained from Livingston County Special Services Unit.

DISPLAY OF AFFECTION

All outward expressions of romance or display of affection are not considered to be in good taste in the public school and will not be tolerated. Students will be sent to the principal for a conference and parents will be notified. Repeated offenses will result in a conference with parents and the principal and may result in disciplinary action.

DRILLS

Fire drill procedure when the fire alarm sounds:

Students shall form lines quickly, quietly and in an orderly manner. Proceed according to instructions posted in each room.

Teachers or monitors shall close classroom doors; windows should be closed if it does not cause a serious delay.

No one shall stop to obtain out clothing when the alarm sounds.

Occupants shall walk to the nearest unobstructed exit as indicated on the outline and leave the building in an orderly fashion. **NO ONE SHALL RUN!**

Help will be provided by a pre-arranged plan for those students incapable of moving at a reasonable speed.

Each class shall proceed to a predetermined point outside the building and far enough removed so there will be no interference with fire department operations.

Each teacher shall make an accurate check of all pupils under his/her responsibility.

All drills shall be conducted in the manner which would be followed in the event of an actual fire.

The fire alarm signal shall be sounded continuously until the building is completely evacuated.

Occupants shall return to the building only when recall signal is given.

School buildings shall be completely evacuated by all personnel during fire drills, this includes pupils, teachers, clerks, custodian, cafeteria help, librarians, and visitors.

Cafeteria help shall see that all utilities are turned off before leaving the building. Shop teachers shall see that all power is shut off; laboratory teachers shall see that all burners and electric elements are shut off.

Storm drill procedure:

Storm drills will be conducted on announced occasions only. The storm alert is three buzzes of the alarm.

Students are to proceed as follows:

1. Move quietly and quickly to safety according to the plan posted in each room.
2. Students should take a sitting position on the floor and wait for instructions.
3. If time permits, north windows should be opened and all power turned off in the room.
4. In the event a storm hits without warning, students should take cover under tables, desks, etc. and stay away from windows.

DRUG ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs is not permitted on school buses, in school building or on school grounds at any time. Drug use is illegal, harmful and wrong. This policy extends to all school sponsored and related activities, as well as field trips and athletic and music trips, whether held before or after school, evening, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using, possessing or distributing drugs in violation of this policy, the student shall be suspended for a period of ten (10) days and shall be recommended to the board of education for expulsion. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. This policy is in compliance and mandated by the State of Illinois.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

DRUG POLICY: FLANAGAN-CORNELL UNIT #74

SALE

The sale or distribution of any illegal drugs* or illegal drug paraphernalia** in or on school property or at any school-related activity will not be tolerated. Any violation of this rule will result in a (10) day suspension from school and a recommendation to the Board of Education for expulsion. The student involved will be reported to the civil authorities for criminal prosecution.

USE, POSSESSION, UNDER INFLUENCE

The use, possession, or being under the influence of any illegal drugs or illegal drug paraphernalia, controlled substances or look-alike substances in or on school property at any time or at any school-related activity is strictly prohibited. This includes the use of illegal drugs prior to coming to school or prior to attending a school-related activity. Students who violate this rule will be subject to the following:

FIRST OFFENSE

Option 1:

Ten (10) day suspension from school and school related activities and a recommendation to the Board of Education for expulsion. The police will be notified and the school shall sign a complaint.

Option 2: Remediation Plan

The student and his/her parents may contractually agree to:

Five (5) days suspension from school and school related activities.

The police will be notified and a complaint signed.

The student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation. The cost of this assessment and implementation of any recommendations will be the responsibility of the parent/guardian. Parents should be prepared to furnish proof of an appointment for the assessment.

SECOND OFFENSE

A second offense within a 12 month period will result in:

Ten (10) day suspension from school and a recommendation to the Board of Education for expulsion. Police will be notified and the school will offer to sign a complaint.

* **Illegal drugs includes: all alcoholic liquor (as defined in Ch. 43, Sec. 95.05, Ill. Rev. Stats.), all controlled substances under the Controlled Substance Act (Ch. 56 ½, Sec. 1100-1602, Ill. Rev. Stats.), and any look-alike substance (as defined in Ch. 56 ½, Sec. 1102 and 1404, Ill. Rev. Stats.)

OTHER PROVISIONS

Failure to comply with provisions of the contract will result in enforcement of Option 1. If a student refers to herself/himself, the student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation. The cost of this assessment and implementation will be the responsibility of the parent/guardian.

FAILURE

A student fails a course when he/she does not receive a passing grade (70% or better)

FOOD OR DRINK IN THE CLASSROOM

Students in possession of food or drink in the classroom during school time will be subject to provisions of the detention policy. Repeated detentions for this offense may result in suspension.

GENERAL REQUIREMENTS FOR COLLEGE ENTRANCE

Different colleges require different standards. The best resource is your guidance counselor. Most state colleges require that the student be in the upper 1/2 of his/her class. For the U of I it is the upper 1/4 of his/her class. State colleges require that the student take the ACT test. Private colleges may require the SAT exam. Most colleges have specific course requirements also. For example, the U of I requires two years of a foreign language. For these, consult the catalog or your counselor.

GRADING SYSTEM

Grades are given according to the following scale:

% Scale	Letter	GPA
95%-100%	A	4.0
93%-94%	A-	3.67
91%-92%	B+	3.33
87%-90%	B	3.0
85%-86%	B-	2.67
83%-84%	C+	2.33
79%-82%	C	2.0
77%-78%	C-	1.67
75%-76%	D+	1.33
71%-74%	D	1.0
70%	D-	0.67
0-69%	F	

Report cards are sent home to parents at the end of each nine weeks. Grade reports are also made midway through each nine weeks. These midterm grades are simply a progress report and are not recorded on

the report card. At the end of each semester, the 18 weeks grades will be averaged to reach a semester grade which is recorded on the students' transcript. Please note that the two quarter grades will no longer be averaged as two equal 1/2's of the semester grade. The semester average will be reached by totaling all grades from the two quarters, expressed as a percentage of 100. The semester letter grade will be determined by using the 18 weeks total percentage.

GRADES

School marks other than high marks are not necessarily bad. Even those who make high marks sometimes do not get as much out of a course as those who receive lower marks.

There are several reasons for working for good marks.

Marks are a measure of how successfully you can compete with others. It helps you to look at your own weaknesses and make the best possible use of your strengths.

Good marks are an important factor in getting into college. If financial help is needed, scholarship will play a major role.

Your scholastic record may influence your job future. Although most employers will not hire on the basis of grades alone, they seldom overlook the probability that those with good grades will be most likely to accept responsibility well on the job.

IN ORDER TO QUALIFY FOR DRIVER EDUCATION, ALL STUDENTS MUST PASS FOUR CREDITS IN EACH OF THE TWO PREVIOUS SEMESTERS.

Good grades are rewarded by recognition on the honor roll and board scholarship.

Satisfactory marks offer evidence to you, your friends, your teachers, and your parents that **YOU CAN DO THE JOB.**

There are several things that may help you receive the grade you deserve. Here are some of them:

1. Make your attendance as regular as possible so that little work is missed.

Find out the basis upon which each of your teachers figures your grades. Find out how much importance is attached to participation in class discussion, to written examination, to special reports, to effort and attitude, toward attendance and punctuality, and to any other activity in which the class participates.

With the help of your counselor (class advisor and/or principal) learn all you can about your abilities, your strengths and weaknesses and develop your abilities, your likes can be developed to maximum efficiency.

Budget your entire day, including the time spent in recreation, so that there will be ample time for the kind of studying you need.

Develop good learning habits of selecting a suitable spot for study, by learning how to use the library effectively, and by learning to listen attentively in class.

Take class notes when necessary, and save your returned papers for review.

* Grades are reduced by 10% for up to 5 days for each day the assignment/test is late. Ex. If a student is unexcused on Monday and the work assigned is due on Tuesday, in order for them to get 100%, the work must be "turned-in" that day. If it is completed and turned in on Wednesday, the student can earn up to 90% of the total available. On Thursday, it would be up to 80%, and so on. . . . There is some teacher discretion according to the assignment/project. After the fifth day and if the assignment has not been turned in, the result is a grade of zero. If multiple days are missed and are unexcused, the rule above applies upon the day of return.

GRADUATION REQUIREMENTS

In order to receive a diploma from Flanagan-Cornell High School, one must complete twenty-three (23) units of work and eight (8) semesters of attendance. Of the twenty-three (23) credits, nineteen (19) must be from academic classes (all classes except P.E., Band, Chorus, and Drivers Education).

The following specific courses are required as part of the nineteen (19) credits:

English	4 credits
Mathematics	3 credits(requires Algebra and Geometry)
Social Studies	3 credits (requires US Hist., World Hist. & Cons.Ed.)
Science	2 credits
Vocational	2 credits (Keyboarding/word processing)
Health	0.5 credit
Physical Education	
Drivers Education	

Graduation Commencement Expectations

It is the opinion of the Board of Education, the Administration and Teaching Staff, Parents, and these communities that Graduation remains a formal celebration. Therefore, the following expectations have been implemented. Please let it be known that if these expectations are not met, participation in the graduation exercises may be forfeited. Once again, we hold our character to be at a certain level, maintaining a high level of integrity for what we stand for: we know it as **Falcon Pride!!!**

These criteria must be followed in order to receive a diploma and participate in the graduation ceremony:

Both Boys and Girls

No flip flops

No tennis shoes

Do not throw hats or anything (no spraying)

No tape or writing on hats

No jeans.

No shorts.

Gowns stay on *and* zipped throughout the entire ceremony (including recessional)

Do not carry anyone (piggy back)

Diplomas must remain in hands at all times.

Boys must wear long pants, socks and shoes. A shirt with a collar is preferred.

Dresses worn by Girls should fall at or below the knee. Otherwise, long slacks are expected.

GUIDANCE

The guidance services of Flanagan-Cornell High School are provided for the students as an accessory program for the classroom instructor. It has not been the philosophy of the guidance department to tell any student what he/she can do or be; but to inform and teach students who seek help what options exist. Wise decisions are the responsibility of the individual student. It is our goal to see that the student knows which alternatives he/she has to choose from.

For each school year a formal and structured program of interviews will be held so that all students may be alerted to his/her possible potentials.

All seniors will be contacted during the first nine weeks of school. Test interpretation, career planning, and deadlines for test application will be among the topics discussed.

By Christmas, all juniors will have been contacted. Career survey, test scheduling, interest tests, and assorted deadlines will be discussed.

All sophomores will be given information about the Livingston Vocational Center prior to February 1st. A scheduled visit to the center is planned for all sophomores at this time.

All freshmen will be visited as a group at their second class meeting to acquaint them with the guidance services.

Every student should feel free to seek out guidance. Registration for classes will be conducted by the principal and the guidance counselor and all questions regarding registration should be forwarded to the guidance office.

Volunteer juniors are encouraged to take the National Merit Scholarship test if they desire to participate. Only the top 1% of the nation is picked for this honor. Flanagan-Cornell has had semi-finalist in recent years. The real advantage is the recognition the student receives from colleges and universities, and the practice in taking a standardized test.

The ACT is recognized as the standard test for college and jr. college admissions. All juniors are required to take this test as well as the PSAE (Prairie State Achievement Exam) in April at the school. If students wish to take the ACT at other sites, registration materials are available in the office. Some college require the SAT rather than the ACT. SAT materials are also obtained in the office. Seniors are to find out if the college of their choice requires the SAT. This information would be in the college catalog. Deadlines for registration are always one month in advance of the test day. A career interest inventory is given to all juniors to aid in the selection of career areas.

Financial aid information and applications for ISSC grant awards, family financial statements, parents confidential statements applications are also obtained from the counselor. Parents are encouraged to contact the office when questions regarding scholarship, grants, and financial aid arise. Their attendance at an information meeting in the fall of the year is recommended.

The counseling service is for every student. Please make liberal use of the service. You only have to spend a few minutes of your time to make your school days more worthwhile.

HALLWAYS

With an increased number of students it is important that everyone does not stand and block the halls. There should be no sitting on the floor in the hallways. It makes it too difficult for others to pass in the hall. It is important that the halls remain clear at all times, but especially during the lunch period. Whenever you are in the hall during this time, you should be moving. You should report to the gym, stay in the cafeteria or go outside. No student should be in the upstairs hallway or in any classroom unless supervised by a teacher. Students are not permitted on the gym-stage nor allowed on the north side of the building (parking lot) at any time.

HONOR ROLL

Nine week's honor roll is determined as follows:

1. Only the academic subjects will be counted.
2. A student cannot have a C in any of these subjects.
3. Band and Chorus, Driver Training, P.E., individual study grades are not counted.

4. High honors are determined by a student receiving A's in all academic subjects.

*Students taking less than the equivalent of four courses each year to complete graduation requirements will not be considered for the honor roll.

The Valedictorian and Salutatorian are the seniors with the highest and second highest grade point average in the class at the end of 7 1/2 semesters of high school. However, if a student's grade point becomes lower after the 3rd quarter of their senior year, that student will be removed from valedictorian and salutatorian honors. Students must complete 8 semesters of high school to receive either award. The grade point average does not include music, driver's education, or P.E. grades.

The top 2 students in the junior class as determined by their grade point averages at the end of the 5 1/2 semesters will be named the Marshals for the graduation ceremony.

INCOMPLETES

The end of each nine weeks period, semester, and year, every student is given a mark except when a student from an UNAVOIDABLE CAUSE, has been absent (excused) to such an extent that he/she has not completed the minimum amount of work required in any course he/she is taking. In such cases the teacher may, at his/her option, give an "Incomplete". An "Incomplete" will prevent a grade from being assigned to a course, and no credit may be given until the "incomplete" is removed. The student has until the close of a semester grading period to complete the work. Giving credit for a course assumes completion of a minimum set of standards. A grade of "incomplete" indicates those standards have not been met and credit may not be given. For example, if a student has work to be made up or tests to take at the end of a nine weeks or semester and he/she doesn't complete the work in the semester in which the work was assigned then the student shall receive an "incomplete". If it is a required course for graduation, it must be taken over.

INSURANCE

A low cost insurance against accidents which occur at our school or any school function - at home or away, to and from school - has been provided by the school district. It is not required but highly recommended, since the school has no legal obligation to pay for accidents which occur at school. It will be necessary for each student who wishes this insurance to pay for it at the time he/she pays for his/her textbooks.

LEAVING SCHOOL DURING THE ACADEMIC DAY

Upon arrival on school grounds, students shall remain on the school grounds for the entire school day, except when leaving with parental and the principal's permission.

Students leaving for appointments during the school day shall bring a note from home or have parents call the principal's office at least one day prior to dismissal indicating the reason for such absence.

Students who leave school because of illness must "sign out of school" in the office. The only persons who are to allow students to leave school during the school day are the secretary and/or the principal. Failure to follow the above procedure will result in an unexcused absence. Students who fail to report properly may be considered truant, which could result in the assignment of an Alternate Educational Placement.

LIBRARY (STUDY HALL)

Pupils, when not in class, are to be in their assigned seat in the library. Pupils will not be allowed to go to their lockers after the period has begun. The study hall is to be a quiet place for study at all times. NO gum chewing is allowed. Students can only leave if they have a pass from another teacher.

Library resources include about 4,500 book titles for reference on recreational reading, current subscriptions to three newspapers and about 50 magazines. The following principles pertain to its usage:

It is essential for study purposes that the library be quiet and orderly. Therefore, students are expected to conduct themselves in such a manner. Students must bring all necessary books, papers, pencils, etc. with them to the library.

Do not remove any materials from the library unless they are properly checked out.

All books are due at the end of the month and can be renewed. Magazines, newspapers, and books are not to be taken to the study hall desks; they are to be used in the library. At the end of the period, they must be returned to the proper rack or shelf.

Report cards will be held until overdue books are returned. Books, which are lost or destroyed, must be paid for by the student who has checked them out.

LOCKERS

School lockers for student use are school property and controlled by the board of education. Lockers may be opened, inspected or searched by the building principal or superintendent if either has reason to believe a violation of board policy exists.

Lockers should be kept clean and neat. No decals, etc. are to be placed on or in lockers unless they are easily removable.

Students are responsible for all valuables placed in the student locker. If a student wishes to place his/her lock on the locker a second key or combination must be filed in the office. Students wishing to rent combination locks should inquire in the office.

Expensive items and substantial amount of money should not be brought to school. If absolutely necessary to do so, please turn them into the office. You are totally responsible for all items stored in your locker.

LOITERING

Students not participating in a sponsored extra-curricular activity must be out of the building by 3:30 P.M. daily. Students may not enter the building at night or on weekends unless participating in a supervised activity or as a spectator to a scheduled event.

LOST AND FOUND

Please turn in articles you find to the office, and if something is lost, look for it first in the office. Lost articles of value should be immediately reported to the teacher and to the office.

MAKE-UP ON FAILURE OF REQUIRED COURSES

Any student who fails a year course the second semester only will repeat the course for both semesters the following school year. The first semester grade that is the highest will be counted toward the students GPA (grade point average).

If the student fails the first semester only, they need only to make up that semester. Second semester is optional. A student must make up any failures in required courses (see pg. 23-Graduation Requirements). There are three ways a student can make-up for a failed required class.

1. Summer school (student expense)
2. Correspondence Course (student expense)
3. Repeat course at Flanagan-Cornell High School
4. *Credit Recovery (after repeating the course)*

Note: Only 2 credits earned by summer school and /or correspondence courses may be applied toward graduation credit requirements. The grade from these (# 1 and 2 above) will not apply to student's cumulative grade point average. Students are NOT allowed to take the correspondence course while taking/repeating the same course at Flanagan-Cornell High School.

CELL PHONES & other ELECTRONIC DEVICES

The use of electronic devices (such as cell phones, iPods, mp3 or mp4 players, etc. . .) is allowed at specific times while in attendance during a school day. Students are allowed to use these devices before the first period

begins, during lunch period, and once school has been dismissed. In addition, the “ear pieces”, head phones, ear phones, etc..., are not to be worn on or about the body unless it is during the same time period of acceptable use. Otherwise, these types of electronic devices and accessories must be in the off position and put away.

1st violation of possession - Item is confiscated, student may pick up from office at the end of the day.

2nd violation of possession - Item is confiscated and parents will be notified that they (parents) will be required to pick item up from school at the end of the day and Assigned 1 Detention.

Each additional possession - Item is confiscated, student receives consequences ranging from detention to suspension, and parents will be notified and must meet with administration to pick up the item. If it is determined that the devices were being used in any unlawful activity, the student will be suspended for 10 days with a possible recommendation to the Board of Education for expulsion.

PARENTS/MILITARY ACCESS TO RECORDS

Under the No Child Left Behind Act, Flanagan-Cornell H.S. is required to provide, on a request made by the military recruiters or institution of higher education, access to secondary school students names, addresses, and telephone numbers. NOTE: A secondary student or the parent of the student may request that the student’s name, address, and telephone number listing not be released without prior written parental consent. Parents should contact the office regarding this matter.

PASSES

When not in class, all students are regularly assigned to the study hall.

If any student is detained by a teacher or must work at some place other than the study hall, the student must secure a pass from the teacher involved. The teacher who signs the pass is responsible for the proper supervision of the student.

The pass is signed by a teacher and is presented to the study hall teacher who also signs the pass. Students will not be allowed to leave study hall without a pass. It is the student's sole responsibility to see that the teacher in charge issues one for his/her use

PHYSICAL EDUCATION RULES

1. Students must dress daily in the required P.E. uniform/attire. Tennis shoes and white socks are also required.
2. Students who fail to dress appropriately will not receive full credit of participation for the day. Failure to dress 5 times within a nine-week period, will result in a drop of one letter grade for that nine-week period.
3. Students excused for more than three days must have a doctor’s excuse on file. Physical education teachers cannot excuse students for more than three days even when they have a written excuse from the parents.
4. Students excused from physical education class will not be able to participate in other athletic activities until they resume physical education.
5. Physical education uniforms should be cleaned weekly.
6. All physical education uniforms must be clearly marked with the student’s name.
7. Students will be provided time at the end of class daily to shower.
8. Students will be required to perform various duties such as towel and equipment duty.
9. Clean towels will be furnished daily.
10. Students are responsible for their own valuables at all times, before, during, and after class.

POP MACHINE

A pop machine is located in the school.

1. The machine is to be used only before school, at noon, after school and at activities.
2. Cans/bottles and tabs/caps are to be placed in receptacles.
3. Soft drinks are to be kept in the corridor or outside. No drinks are to be taken into the grade school building, classrooms, gym, or library.
4. Empty containers are not to be left outside or in the halls or lockers.
5. Students must be careful not to spill the contents on the floors, or when opening a can be careful not to splatter walls or ceilings.
6. Students are not allowed to bring drinks onto school buses.

Violation of these rules will result in the removal of the machine.

PLAGIARISM

Plagiarism is defined as copying writing or borrowing ideas from another person and presenting it as if it is one's own. Students caught plagiarizing will receive a zero on the project/assignment. It will be at the discretion of the teacher as to whether or not the student may make up the work. These incidents will be reported to the Principal.

RETURNING TO SCHOOL DURING THE DAY

Upon the student's arrival back to school during the academic day, the student must report to the office immediately for class admittance.

SCHOOL BUS RIDERS RULES AND REGULATIONS

School bus riders, while in transit, and are under the jurisdiction of the SCHOOL BUS DRIVER unless the local board of education has an adult on the bus to supervise the riders.

It is recommended that all riders, parents of riders and teachers become familiar with the following regulations governing school bus riders.

- A. Be on time at the designated school bus stop; help keep the bus on schedule.
- B. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
- C. Be careful in approaching the place where the bus will stop. **DO NOT MOVE TOWARD THE BUS** until the bus has been brought to a complete stop. When entering the bus, use the handrail and move quickly to your seat.
- D. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
- E. Be alert to a danger signal from the driver. He is in complete command of the bus.
- F. Remain in the bus in the event of a road emergency until instructions are given by the driver.
- G. Keep your hands and arms inside the bus at all times after entering and until leaving the bus. Never throw things out the windows of the bus. Students should not lower or raise the windows.
- H. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Be absolutely **QUIET** when approaching and crossing a railroad-crossing stop.
- I. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.
- J. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.

- K. Carry no animals or pets on the bus.
- L. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.
- M. Be courteous to fellow students and especially to the bus driver.
- N. Help look after the safety and comfort of smaller children.
- O. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from the school official.
- P. Observe safety precautions at all discharge points. Where it is necessary to cross a two lane highway only, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
- Q. The same rules and regulations for safe riding practices should be observed on co-curricular or extracurricular activities under school sponsorship as practiced daily. Be respectful of all chaperons appointed by the school.

SCHOOL CALENDAR

The school calendar is maintained in the principal's office. It is the official record of all meetings, practices, athletic and musical events, social functions, and other activities not included in the regular school program. All such events and activities must be scheduled at least two weeks in extra-curricular calendar is sent to all teachers and custodians on the first day of each week.

SCHOOL SPONSORED EVENTS

Students attending school-sponsored events are subject to the same rules and regulations as apply during school hours.

Unless pre-arranged and approved by the principal, all students must ride in school operated vehicles when appearing in athletic, music, and/or any other major school sponsored event, home economics trips, class field trips, etc. Athletes and cheerleaders must ride to and from athletic contests on school-operated buses or cars; parents must sign a permission statement for student-athletes to ride home with them from contest. Those who ride to out-of-town games in spectator buses must return on the bus or forfeit the right to ride to future events, except that parents may take charge of their own child(ren) at any time, after the parents informed the bus chaperon. Athletes and cheerleaders who do not comply face a minimum of one game suspension. A second offense could result in removal from the team.

SEMESTER EXAMS

There will be no comprehensive semester exams. The faculty will assess progress and administer assessment tools throughout the semester to determine mastery.

SENIORS

Seniors who become discipline problems may have participation in graduation exercises denied.

SENIOR TRIP

1. The activity is limited to a 24-hour period of time.
2. The trip must be a reasonable distance. Reasonable is interpreted as no more than 250 - 300 miles. A 5-6 hour bus ride one way is considered maximum.
3. The trip date is on the calendar and every effort should be made to go on that date. Special arrangements are possible with the principal's approval.
4. If there is school the day after the trip the group must return to Flanagan by 2:00 A.M. All seniors

must attend school that day or face missing graduation exercises.

SPECIAL EDUCATION

An Individual Education Program (IEP) is developed for any student who meets the criteria to receive special education and related services under the Individual with Disability Educational Act (IDEA). An IEP is a written document designed by the multi-disciplinary team, including the student and his or her parents., which outlines the educational program and goals that are specific to the individual student's needs. The mission of the Flanagan-Cornell High School Special Education Department is to maximize student growth and independence to the furthest degree possible by taking education to the diverse and unique needs of the students.

Snowball fights will not be permitted on the school premises at any time. Broken windows and injuries are often the result.

STUDENT CONDUCT

Students shall act with due regard for the supervisory authority vested by the board in all district employees for the educational purposes which underlay all school activities, and for rights and welfare of other students.

Any student who shall destroy or injure school property shall be required to pay in full for such damage including labor costs for repair or replacement and for failure to do so may be suspended.

Any communication or material created outside of school that is discussed, distributed or brought into the school setting or that substantially interferes with the educational process are subject to disciplinary action.

STUDENT BUS

A fan bus may be available for away athletic contests, provided a minimum of 20 students sign up to ride and pay a fee.

Students riding the bus must return on the bus unless previous arrangements have been made. Students creating disturbances on the bus will lose bus-riding privileges.

One member of the faculty will accompany students on out of town contests. All behavior problems will be reported to the principal.

There will be an activity bus back to Cornell after practices. If there are times that a student needs a ride after games, etc., it is the student's responsibility to contact the office 24 hours in advance. Do not assume there will be transportation provided!!

SUSPENSIONS

Every effort will be made to avoid the use of out-of-school-suspensions as punishment for the violation of school rules and regulations. However, there are situations where the subjective judgement of the principal will determine whether or not the use of an out-of-school-suspension is warranted. It is impossible to enumerate and classify those violations that deserve Alternate Education Placements (AEP) versus out-of-school-suspensions. In general, acts of gross disobedience will be awarded an out-of-school-suspension. All AEP's will be served in an alternative classroom site.

TARDY

A student is late to class if he/she is not in their seat when the bell rings and does not have a pass from his previous teacher or the office. The office will issue a pass and will determine if the tardy is excused or unexcused.

Between classes three minutes are allowed to move to a different classroom. Students who are late to class will not be sent to the office, their name will be recorded by the teacher. The teacher will handle tardiness

to a class. The teacher will give the student a detention for the accumulation of 3 tardies. After serving one detention with the teacher, another tardy will result in a detention with the principal and further tardiness will be considered gross misconduct. This may result in a Saturday detention from 8-11am. or an assignment of an AEP. Students who fail to serve a detention within the amount of time given (24 hrs.) may be issued a 3-hour Saturday detention and include parent notification. Failure to make the Saturday detention may result in an AEP (Alternate Educational Placement) and parent conference.

TELEPHONE

1. The office phone is a business phone and should be used by students for emergency and illness purposes only.
2. Students will not be called out of class or study hall except in the case of emergency.
3. When necessary, parents may call and leave messages in the office.

TOBACCO

No student will be permitted to use tobacco in any form while in the school building, on school property or buses. Students will not be allowed to smoke across from the playground. Neither will they trespass on private property. Students need to remember that residents living in the area of the school have a right to expect courtesy and regard for property from them.

The first such offense by any student will result in a 1-day out-of-school-suspension. The parents will be notified of this violation.

The second such offense by any student must result in a 2-day out-of-school-suspension.

Additional smoking offenses by any student are to be treated as deliberate defiance of school authority and will result in recommendation for expulsion.

TRUANCY

Truancy is absence without good reason and without parents consent. When a student is truant, he/she will be given an unexcused absence and required to serve detention at the rate of 50 minutes/period of school time missed. Students who are truant will not be allowed to make up tests.

VEHICLES

In the interest of safety, reckless driving cannot be tolerated, and anyone who persists in risking injury to himself/herself and others will lose the privilege of driving to school.

In general, the following rules will apply to students driving motorcycles, snowmobiles, automobiles, or other forms of motorized transportation to school:

Use the parking area north of school; do not park your car in areas used by buses for loading and unloading students. **LEAVE FRONT ROW SPACES CLEAR FOR FACULTY PARKING.**

Leave ample room near all driveways; no double parking is permitted. Park only in marked spaces. Do not cross over lines on the north side of lot.

Vacate cars immediately upon arrival and do not sit in them during lunch hour

Students will not leave from the time arrival in the morning until school is out in the afternoon.

If it is necessary for a student to use the car at noon the student must first ask permission from the principal for such a trip.

Enter and leave the parking area slowly. Speeding will not be tolerated.

The rules apply whether driving to school or to any school function.

VOCATIONAL CENTER

Criteria for enrolling in the Vocational classes include maintaining a minimum of a “C” average at Flanagan-Cornell High School and a minimum of a “B” average in the vocational class. Student grades will be reviewed at Mid-term, at the end of each 9-week grading period, and monitored regularly to determine continued enrollment in these classes.

If a student is absent nine days or more within a semester (i.e. quarters 1 and 2) or second semester (i.e. quarters 3 and 4), the student will not be allowed to attend the LAVC program for the remainder of the school year. Students having this attendance problem will have their schedule adjusted for classes at Flanagan-Cornell High School. They will also receive an “F” on their report card for this class.

WORK PERMITS

The Department of Labor of the State of Illinois has made high school principals responsible for the issuance of work permits for high school students. These may be secured through the principal's office during regular office hours. A copy of the law may be secured in the office. The following rules must be honored:

Students from 14 to 16 years of age are unable to hold part time jobs unless they secure a work permit from the principal's office. The following rules must be honored:

Presentation of birth certificate (or the equivalent).

Statement from employer, stating hours and type of work to be done by employee.

Health report made out by the family doctor on card secured from the principal's office.

Scholarship and attendance must be acceptable in order to be certified.

Age certificates for student 16 years and over may be secured in the principal's office in the following requirements are met:

Presentation of a birth certificate (or equivalent).

Knowledge of where the minor is to be employed

For the protection of the minor, in matters of insurance during working hours, all should be legally employed with properly executed work permit age certificates.

Parent / Guardian Signature Page

Please sign the form below and return it to the school office with your child as soon as possible. We only need one form per family. If you have more than one child in high school, you may use this one form for all students attending this school. Continue the list on the back if needed

Student Name(s)

Grade

1.	
2.	
3.	
4.	
5.	
6.	

1. I have received and read (and shared with the students named above) a copy of the Flanagan-Cornell High School Student Handbook for 2018-2019 and have discussed the guidelines and rules with my children that attend Flanagan-Cornell High School (listed above). I understand that if requested, the administration will make itself available to clarify, explain, or discuss items covered within the handbook.
2. I agree to allow my child(ren) to be photographed for normal school year purposes – yearbook, occasional newspaper articles, in hallways, and for posting on school district web pages. I understand that students shown on district internet web pages will NOT be identified by last name.
3. I agree to have my child(ren)'s work displayed in school or on district web pages. Again, I understand that student work shown on district internet web pages will NOT identify students by last name.
4. I agree to allow the school and its employees to act on my behalf concerning the care of my child(ren) if I am unable to be reached in case of emergency. This includes emergency treatment and transport.
5. I understand that the provisions of this handbook are not to be considered as irrevocable contractual agreements between student and school. Rather, this handbook reflects the current status of the rules, practices, and procedures as currently practiced in CUSD #74 and are subject to change as determined to be necessary.

Parent / Guardian Signature _____ **Date** _____

Please tear out and return this page to school.