

2011 - 2012

Polo Community High School Student Handbook



Fight Song of the Polo Marcos

Polo fights for victory; Polo fights for fame.
Ever show your loyalty; ever praise her name.
Loyal sons of Polo High, fight for the Gold and the Blue --
Keep her colors waving high, we're proud of you.

(shout)

Fight, fight, Polo High!
Fight, fight, Polo High!
Yea, team! Say, team! Fight!

(sing)

Polo fights for victory; Polo fights for fame.
Ever show your loyalty; ever praise her name.
Loyal sons of Polo High, fight for the Gold and the Blue --
Keep her colors waving high, we're proud of you.

C. E. Rose
1940

To Our Parents and Students:

We would like to take this opportunity to welcome you to Polo Community High School. The purpose of this handbook is to help you to become acquainted with the rules and regulations that help us to run our high school in an effective and efficient manner.

Please keep in mind that we must make decisions for the good of all our students and not just one individual or special group. Many of the events and situations that will arise during the school year are covered in this handbook. Everyone should be aware, however that the handbook is not all inclusive. Many situations will arise that may require special interpretations or the implementation of common sense rules to deal with situations. This handbook is, however, designed to serve as a guide for both student behavior and administrative decisions. Please contact us if any questions, problems, or concerns arise. The administration, faculty and staff are here to help you have an enjoyable and productive school year.

We expect you, as parents and students, to read the handbook and understand the rules and regulations contained within. You are the most important part of our school, so prepare yourself to work and be the best you can possibly be.

We are looking forward to working with you. Have a great school year.

The Mission of the Polo CUSD 222:
Building a foundation for the future.

Please visit <http://polo222.org/dist/dssbpolidx.html> online to access the district board policies.

Sincerely,

Mr. Siegfried, Principal

Student Opportunities 2011 - 2012

Sports

Basketball
Baseball
Cheerleading
Football
Golf
Intramurals
Managers
Softball
Statisticians
Track
Volleyball
Wrestling

Activities

Assemblies
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Job Shadowing
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Musicals
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Powder-Puff Football
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Student Honors

Academic Honors Night
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Fine Arts Banquet
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Marco Gold Card
National Honor Society
Service to the School
Student of the Month
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Band
Chorus
Cycle/Yearbook
Drama Club
FFA
FCCLA
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Student Council
Varsity Club

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Activities and Student Organizations

All school activities must be approved by the principal and scheduled on the calendar. The activities for the year should be planned and scheduled early in the fall. Requests for money raising projects at the high school must first be proposed to the Activities Director who then will forward the request with recommendations to the principal. These requests must be filed in the office three weeks prior to the fundraiser starting date.

Money raising projects must be approved by the principal. Community canvas-type solicitations will be discouraged. Each class or organization must file a budget, schedule of activities, and proposed source of revenue report with the Activities Director and the principal. This report is due by September 15.

Administering Medications

Students needing medicine during the school day to remain in daily attendance, for comfort, or as a necessity shall be required to comply with the following guidelines:

1. Written orders are to be provided to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken.
2. All medications must be administered by the school nurse or through the office.
3. All School Board policy guidelines must be followed.
4. The school shall not administer aspirin, acetaminophen, vitamin tablets, or other types of medicine unless the above guidelines have been followed.

Announcements

A message that is to be read over the PA system should be approved and initialed by the activity sponsor and turned in to the office before 8:00 A.M.

Bus Permits

Visitors wishing to ride with you on the school bus must request permission from the principal by presenting a note from the host's parents and a note from the visitor's parents. If the bus is not overcrowded, permission will be granted.

Classroom Expectations

The following expectations apply to all students for each class at Polo Community High School.

1. Bring textbook, notebook paper, pen or pencil, and other necessary materials to class. Coming to class unprepared may result in a tardy.
2. Be an active participant in the classroom by taking notes, listening well, and taking part in discussions.
3. When provided study time, use this time effectively and understand the assignment before leaving the class.
4. Keep your student planner up to date and bring it to class daily.

Corridor Pass

Any student in the hallway at times other than passing periods **must have a pass**.

To get a corridor pass, the student must contact the teacher before or after school or between class periods. After receiving the pass, the student will arrive at the destination before the tardy bell rings and remain there until the end of the period. If the student must return before the end of class, he/she will need the original pass signed by the teacher indicating departure time.

Cutting / Skipping Class

Being absent from a class or classes without permission is an **unexcused absence** and an **act of truancy**. There is no legitimate reason for cutting or skipping.

Cutting class is a cause for at least one of the following: loss of academic points, failing grade, detention, suspension or expulsion. Severity of the discipline will depend on the record of the student and frequency of the offense.

Exams

All students except for **seniors** will be required to take semester exams in all subjects. Those seniors may take exams if they choose. To qualify for **1st semester** exemptions the following criteria must met: 1.Meets and Exceed in all areas of the PSAE.2.Is not failing the class at time of semester exams.3.Has 4 or fewer absences for the current semester. To qualify for **2nd semester** exemptions the following criteria must be met.1.Is not failing the class at the time of semester exams.2.Has 4 or fewer absences for the current semester (absence exceptions are limited to school activities or family funeral).

General Policies

1. Students will not use **electronic devices** in school during school hours unless required by a teacher for class. Students may use electronic devices during lunch time if deemed appropriate by school principal.
2. Cell phones must be turned **off** during the regular school day. Cell phones are not to be carried on students during the school day. **They must be kept in student lockers or vehicles**. They may be used during lunchtime away from the school building.
3. **Knives, guns, other weapons**, or any look-alikes are not permitted on the school premises at any time without written permission from the principal.
4. Water guns are prohibited.
5. Pupils damaging school property will be required to pay the cost of repair and/or replacement.
6. Hazing is illegal and may result in suspension.
7. Only water will be allowed during the school day for students. Juices will be allowed to be purchased and consumed during lunch time only. All food shall be consumed in the lunch room. Pop will be sold after school at 3:10 p.m.

Grades

I. Grading System

90 - 100 %	A	Excellent - Superior
80 - 89 %	B	Good - Average
70 - 79 %	C	Average - Satisfactory
60 - 69 %	D	Poor - But Passing
59% - below	F	Below Passing / No Credit
P		Passing with special prior approval
NC		No Credit in Pass/Fail Class
0		No Credit
I		Incomplete/No Credit

To better inform parents of their child's progress, the percentages will be indicated on the report cards.

II. Semester Grades

Semester exams count 1/5 of the total semester grade. Each 9 week/quarter-grading period will count 2/5 of the total semester grade. Quarter or 9 week-grades should consist of many of the following: tests, quizzes, homework assignments, daily assignments, and projects, etc.

III. Report Cards

Report cards will be withheld for students who have records or obligations that have not been cleared by the office or library. Report cards and student progress is available online 24/7. Check with the office for more information.

IV. Incompletes

Any incompletes not taken care of before 7 calendar days after any grading period ends, will be changed to an "F" grade unless prior arrangements have been made.

Grooming Guidelines

The Board of Education, the Administration and the Faculty believe the students of our school district possess the good judgment, personal integrity and respect for themselves and their school to dress appropriately and maintain appropriate hygiene. Much of the responsibility for their proper attire should rest upon them and their parents. We recognize the possibility that upon occasion an individual may need guidance regarding proper dress.

Dress Code

In general, students are required to dress in a way that does not distract or disrupt the educational environment of the school and also in a way that will not compromise the individual safety of the student.

1. The following are examples, but not limited to, wearing apparel considered unacceptable or inappropriate for dress in a school classroom setting:

halter tops	cut shirts	see through blouses
tank tops	cut offs	short mini skirts
mesh jersey	short shorts	swimsuits
	P.E. shorts	

2. Hats, scarves, bandanas, kerchiefs, hoods or other head coverings are not to be worn in the building during the day. **Any hat or head covering worn in the building during the day will be confiscated and not returned until the end of the school year.**
3. No student shall wear clothing or practice grooming which is unsafe, unsanitary, distracting to others, or is destructive to property.
4. Language or pictures on clothing, such as obscenities or terms relating to sex, violence, alcohol, drugs, or tobacco can not be worn.

Any student who does not comply with the dress and grooming regulations may be sent home to change, be required to have a parent conference, or receive other disciplinary action deemed appropriate by the principal.

Study Hall / Homeroom

The following rules have been established in order to provide a good study environment and to ensure consistency among homeroom supervisors.

Privileged Homeroom:

1. Each quarter privileged homeroom will be determined.
2. Students must pass all their classes to qualify for privileged homeroom.
3. Students must bring all necessary materials to homeroom, as they will not be allowed to go to their lockers or to get drinks.
4. Food and drink are not allowed in homeroom (except for juniors and seniors).
5. If a student needs to see a teacher during homeroom, he/she must get a pass before study time begins.
6. All students report to homeroom for announcements before reporting to any club or organization meeting.

Non-Privileged Homeroom:

1. Students are expected to have work or something to read during homeroom.
2. Students are not allowed to leave homeroom unless they receive a pass from the office or principal.
3. Students are not allowed to attend assemblies or extra events during homeroom time.

Lockers

Each student will be issued a hall locker. It is his/her responsibility to see that the locker is kept clean, in good working order, and **locked at all times**. Do not attach any signs, posters, or decorations on the outside of lockers without office permission. A student should use only his/her locker and not allow another student to use that locker. Any locker damage should be reported to the office immediately.

All lockers are the property of the school and students should not have an expectation of privacy in school lockers. Lockers are subject to random search at any time by school officials. Any contents contrary to school regulations or school welfare will be confiscated.

Lunch Period

Open campus during the lunch period is considered by the District, School Board and administration to be a privilege and that privilege can and will be revoked at the principal's discretion for any of the following reasons:

1. Inappropriate conduct while off campus during the lunch period
2. Late returns from lunch without a valid excuse
3. Careless driving in the PCHS parking lot
4. Violations of attendance policies (e.g. tardies, truancies, unexcused absences, etc.)
5. Other inappropriate conduct (e.g. too many detentions)

***Freshman open campus will be a privilege each student must qualify for. This will be in effect during their first four quarters in high school. Students will be eligible for open campus if they qualify starting second quarter. Students must meet the following requirements each quarter to qualify for open campus:**

1. Pass all classes
2. No more than one detention during the quarter
3. No unexcused absences

Safety Drills and Emergencies

Fire and disaster drills will be scheduled throughout the school year. Teachers and signs will indicate the route to be taken from various rooms to the designated areas. It is imperative that students follow directions, behave in an orderly manner, and maintain quiet in case instructions must be given.

Student Accidents

The student is responsible for reporting accidents at school to the teacher or coach in charge at the time of the occurrence. Accident reports will need to be filed in the school office.

Student Parking

Parking at PCHS is a privilege. Cooperation with the parking regulations will allow continued use of students' vehicles at the high school. All PCHS students who drive vehicles to school will be required to register their vehicle and purchase a vehicle sticker. Students must operate their vehicle in a safe manner and follow traffic safety laws. Failure to do so will result in a student losing their driving privilege for a period of, at a minimum, one week to a maximum of the remainder of the school year. When school is in session, students will park their vehicles in the north parking lot only. The front row of the west side is reserved for staff. Painted lines indicate proper parking spaces.

Student Valuables and Lost and Found

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. On occasion, students may request to leave money or other valuables in the office for

safekeeping. Any article found on school property should be brought to the school office. If a student has lost or misplaced an item, he/she should check in the office.

Telephone Calls

Student use of the office telephone will be for emergencies only.

Cell phones may not be used during school hours. (See General Policies #2 for further details.)

Textbooks

All textbooks are provided at public expense for all students. In exchange, the students are responsible for returning all issued books showing no more than normal wear. Writing on or highlighting in textbooks is not acceptable. Fines will be assessed in all cases if books show evidence of carelessness or neglect. Lost textbooks must be paid for as soon as possible. The price will be that of a new book. If the lost book is recovered, the payment will be refunded.

Visitors

The school is usually open to visitors. Visitors must secure permission at the principal's office. Students who wish to have visitors at school must gain approval from the principal at least one day in advance of the requested visit. A note from the parent/guardian requesting the visit is required. No visitors to class will be allowed the first or last week of the school year or during exam week.

Discipline

One goal of the Polo Community High School is to develop positive, constructive student behavior. Each student needs to develop self-discipline and a strong sense of responsibility for himself/herself and others. For those students who are unable to display positive, constructive behavior or demonstrate self-discipline, enforcing discipline by teachers and administration may become necessary. Students may be suspended or recommended for expulsion for a serious violation of school rules. While both the principal and the superintendent are legally permitted to suspend a student from school, expulsion must come from the Board of Education.

In making a decision relative to the type of punishment that should occur for nonconformance to rules and regulations, the administration follows four points: (1) the cause of the misbehavior; (2) the severity of the offense; (3) the habitualness of the offender and (4) the personality of the offender, i.e., certain individuals may respond more appropriately to different types of discipline.

Administrative Discretion

It is recognized that not all disciplinary problems and situations can be identified for the “general” guidelines. The administration reserves the right to act appropriately at its discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures or overrule or suspend the guidelines due to an unusual or unique set of circumstances. Any such “change” or “ruling” by the administrator is not deemed to be policy or precedent setting.

Discipline Steps

Step One - Teacher Conference

Teacher contact and conference slip will be used as the first step in changing behavior.

Conference may be up to 50 minutes.

If the problem is deemed serious, a teacher should issue an immediate detention and/or immediate principal referral.

If the problem continues, a teacher initiated parent contact should be made.

These conferences should be conducted outside class time whenever possible.

Step Two - Detention

If the problem continues without a change in behavior, the student will be given a detention.

The teacher assigning the detention will be responsible for following up on the serving of the detention.

Detention Rules

1. School-Wide Detention begins at 3:15 P.M. and ends at 4:00 P.M. If the student is tardy for detention, the supervisor may detain the student for the number of minutes the student was late.
2. School-Wide Detention will be held in Room 114. Teacher Detentions will be held in the room of the assigned teacher as indicated on the detention schedule.

3. Students will come prepared with sufficient educational materials to work the entire time. Students will remain silent, seated and actively involved in studying educational materials.

Step Three - Principal Referral

If the problem continues or the detention is not served, the student will be referred to the principal. At that time the principal will determine the appropriate action.
(Please refer to discipline levels on page)

Suspension

Suspension - A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student shall reside with the administration.

I. The Board of Education does hereby authorize the superintendent of the district and the building principals in charge of student affairs to suspend pupils guilty of gross disobedience or misconduct. Such suspensions shall not exceed ten days and shall be reported immediately to the parents or guardians of such pupil along with a full statement of the reasons for such suspensions and a notice of their right to review, a copy of which shall be given to the school board by sending notice to the board president. A student is not to be on school grounds or attend any school activity on school grounds during an out-of-school suspension.

II. The following, but not limited to, are reasons for suspension of a student:

1. Defiance of authority or not observing school rules and regulations
2. Fighting
3. Lack of respect for public property or destroying or defacing property
4. Profanity or vulgarity
5. Use of illegal drugs
6. Truancy
7. Stealing
8. Continued and repeated tardiness
9. Possession of drug paraphernalia
10. Carrying of weapons
11. Plagiarism or forgery
12. Failure to identify self or report to the office when instructed by school personnel
13. Acts and/or threats which might affect the welfare and/or protection of students and staff

III. Procedure - The following procedures or guidelines shall govern school suspension:

1. Any such suspension shall be reported immediately to the parents or guardians of said suspended pupil along with a written statement of the reasons for such suspension which shall include a notice of a right to a review of the suspension.

2. A copy of the written statement and notice shall be given to the School Board by sending notice to the Board President.
3. Upon written request of the parent or guardian, within five days of the receipt of the notice, a hearing maybe requested.
4. Students will be allowed to make up their school work missed with credit, during their first out-of-school suspension. Work missed due to second and/or subsequent suspensions cannot be made up and will be recorded as zero credit.

ELECTRONIC NETWORK USER AGREEMENT

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the district and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privilege may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district’s electronic network and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claim and damages arising from my use of, or inability to use the Internet.

ACTIVITY CODE (Applies to any student involved in any extra-curricular activity, not just athletics.)

Any PCHS student guilty of violating the Activity Code and involved in extra-curricular activities will be suspended from the activities as follows:

	<u>Tobacco</u>	<u>Alcohol</u>	<u>Other Illegal Drugs</u>
1st Offense	2 wks. or 9 wks.	3 wks. or 12 wks.	4 wks. or 18 wks.
2nd Offense	1 calendar year	1 calendar year	1 calendar year
3rd Offense	career	career	career

Note: The first number indicates the amount of time suspended from competition or participation within the activity if the student chooses counseling. If the student does not choose counseling, the second number applies.

After the first violation in any category, a second violation in any category will be considered a second offense.

DUE PROCESS

In accordance with the School Code, Section 10.22.6, a written notice of out-of-school suspension, in-school suspension, and/or recommendation for expulsion shall be sent to the parent, guardian, or student. This notice shall include information explaining the right to appeal a decision and the right to a due process hearing.

DISCIPLINE LEVELS

Discipline may be administered by appropriate school personnel. Level 1-4 consequences need not be invoked in order, and any combination of specific consequences within a given level may be utilized if appropriate.

LEVEL 1

- A. Notification of parent and or/conference
- B. Rule clarification and/or reprimand
- C. Detention with teacher or administrator

LEVEL 2

- A. Notification of parent and/or conference
- B. Rule clarification and/or reprimand
- C. Saturday-Detention
- D. In-school suspension
- E. Up to 3 Saturday detentions or up to 3 days out-of-school suspension

LEVEL 3

- A. Notification of and/or conference with parent
- B. Rule clarification and/or reprimand
- C. 3 to 10 day out-of-school suspension

LEVEL 4

- A. Notification of and/or conference with parent
- B. Expulsion

These levels cover the violations listed below:

- | | | |
|----|--|----------------|
| 1. | Destruction of Property | Level 1-2-3-4 |
| 2. | Assault and/or battery of school personnel | Level 3-4 |
| 3. | Assault and/or battery | Level 2-3-4 |
| 4. | Bomb threat | Level 4 |
| 5. | Cheating | Level 1- 2-3-4 |
| 6. | Defiance of school personnel | Level 2-3-4 |

- | | | |
|-----|--|---------------|
| 7. | Delivery, sale,
Possession, use/misuse or evidence of use/misuse of illegal drugs,
prescription drugs, look-alike drugs, designer drugs, alcohol, controlled
substances, paraphernalia, or any substances held out to be a drug or
other deemed dangerous in the educational environment by school
personnel. | Level 3-4 |
| 8. | Disrespect for school
personnel | Level 1-2-3-4 |
| 9. | Tardies to school and class | Level 1-2-3-4 |
| 10. | False fire alarm | Level 2-3-4 |
| 11. | Improper use of fire
extinguisher | Level 1-2-3-4 |
| 12. | Inappropriate display
of affection | Level 1-2-3-4 |
| 13. | Indecent exposure | Level 2-3-4 |
| 14. | Intimidation | Level 1-2-3-4 |
| 15. | Possession of explosives | Level 3-4 |
| 16. | Delivery, sale,
possession or use of
tobacco products | Level 2-3-4 |
| 17. | Possession of weapon
or any other object if used
or attempted to be used to
cause bodily harm | Level 3-4 |
| 18. | Profanity or obscenity | Level 1-2-3-4 |
| 19. | Referral for discipline
from school personnel | Level 1-2-3-4 |
| 20. | Theft, stealing, burglary | Level 3-4 |
| 21. | Truancy | Level 2-3-4 |
| 22. | Gang Activity | Level 1-2-3-4 |
| 23. | Cell Phone Violation | Level 1-2-3 |
| 24. | Computer/Network Violation | Level 2-3-4 |

Any other violation of school rules or failure to adhere to standards of appropriate conduct may be disciplined at Levels 1-2-3-4.

Cell Phones and Other Electrical Devices

1. 1st Violation: Removal of cell phone/electrical device, School-Wide Detention, loss of privilege, and parent notification
2. 2nd Violation: Removal of cell phone/electrical device, Saturday Detention, no cell phone/electrical device on campus for the remainder of the school year, and parent/principal meeting before the item is returned
3. 3rd Violation: Level 2-3-4

*Failure to serve a School-Wide Wednesday Detention will result in the issuance of a Saturday Detention. Failure to serve an assigned Saturday detention will result in a three-day out of school suspension.

* Gross disobedience or misconduct may result in an expulsion recommendation. The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure.

Student Incident Reporting System (SIRS)

Information will be reported to the State Board of Education and local police for the following incidents:

1. Battery to a staff member
2. Firearm
3. Drug-related incidents

CRIMINAL ACTS

The commission of, or participation in, criminal acts can result in report to, or involvement of, law enforcement or other outside authorities.

Certified personnel have the right to use sufficient force to prevent personal violence, injury and/or property damage.

All disciplinary policies shall be in force at all school activities, home and away. Students may be disciplined for off-campus conduct if the student behavior is reasonably connected to school interests.

Expulsion

The Polo Board of Education has the authority to expel students following expulsion procedures.

The following reasons for expulsion of a student include, but are not limited:

1. Truancy
2. Defiance of school rules and regulations after having been warned or conferences between student, teachers, parents, administrators, guidance counselor, and service personnel
3. Immoral conduct or illegal activity on the school campus
4. Defiance or disobedience to school personnel
5. Extortion or intimidation of other students
6. Physical attack on any school employee
7. Continued acts of conduct which effect the welfare and/or protection of the student or staff subsequent to the student being warned about his course of conduct
8. Weapons (a student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonable be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years.
9. Sale or delivery of illegal drugs
10. Repeated occurrences of lack of academic progress

Attendance

A student's success in school and later in life is reflected in his or her attendance. To encourage each individual at Polo Community High School to be the best he/she can be, the Board of Education and administration have an attendance policy which fosters the success of each individual in preparation for his/her future goals and plans. Herewith, the following attendance policy will be followed.

I. Tardiness

Both being late to school or class are considered tardies. Students have 5 minutes for passing time between classes and should have no problem getting to class on time.

Tardy

Definition: A) Late to class. Whether you must be in the room or be in your seat when the bell rings is at the discretion of the classroom teacher.

B) Being on time but not having the correct materials for the day's activities.

Consequences: 4th Tardy –Wednesday detention assigned

5th Tardy -- detention and parent contact

6th-9th Tardy -- Saturday detention

10th-+ Tardy -- suspension

Late-to-School

Definition: Any amount of time more than a couple of minutes late will not be considered a tardy but rather an unexcused absence. Consequences will be determined per individual case.

Consequences may include any of the following:

Detention Closed campus during lunch

Parent Conference Suspension

Saturday Detention

II. Admits to Class

A student must report to the office by 8:05 A.M. for an admit slip upon returning from any absence. If a student loses an admit slip or does not request it before school, a tardy will be assessed.

After an absence the student must bring a note from home which includes these:

1. An explanation of the reason for the absence;
2. Date of absence(s);
3. A parent/guardian signature.

If the student fails to bring a note from home after an absence further disciplinary action will be taken.

The parent/guardian is required to call the school when his/her child is absent.

III. Excused Absences

1. Personal illness.
2. Medical or dental appointments.
3. Serious illness or death in the immediate family.
4. Authorized religious holidays.
5. Other absences which may receive prior approval of the principal.

IV. Unexcused Absences

Any student who misses more than 4 days of school per semester due to unexcused absences in a specific class will have his/her letter grade dropped one letter on the final semester grade. If a student with more than 8 unexcused absences in a semester in any individual class will receive no credit (NC) in that class.

Unexcused absences are absences such as but not limited to:

- | | |
|-----------------------|-----------------------------|
| 1. Shopping trips | 5. Non-family vacations |
| 2. Gainful employment | 6. Hunting or fishing trips |
| 3. Missed the bus | 7. Car trouble |
| 4. Baby sitting | 8. Over slept |

V. Hearing Procedure

A student and/or a parent may appeal a student's grade reduction and/or no credit status and request a hearing with the principal. If the parties are not satisfied with the principal's action, they may request a hearing with the superintendent. If they are not satisfied with the superintendent's action they may request a hearing before the Board of Education whose decision shall be final.

The Hearing Officer shall be in complete charge of the hearing. The decision of the Hearing Officer shall be reduced to writing within two working days and provided to both parties.

VI. Medical Documentation

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. Beginning with the sixth day of absence during the school year the student will be expected to provide written verification of the illness by a medical doctor and/or the school nurse within two school days. If this written verification is not provided the future absences will be considered unexcused.

VII. Special Permission Absences

With prior approval, at least one day, special permission may be granted for a student to be absent for family vacations*, college visitations**, and job applications. The student will be permitted to work ahead on assignments that will be missed. Full credit will be given for work completed and turned in before the actual absence. No make-up work will be accepted after the absence.

- Family vacation shall be interpreted to mean that at least one parent, grandparent or guardian must accompany the student on the vacation. A student is limited to five excused vacation days per school year. Students will be allowed one planned absence per year with principal approval. This form must be completed and turned into the principal 24 hours prior to the planned absence

** College visits must be arranged in advance with the guidance counselor, approved by the principal, and are limit two days per year for juniors and seniors. The student is to bring written verification to the guidance counselor from the college after the visit.

VIII. Truancy

- A. This district considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-a of the Illinois School Code.
- B. Examples of truancy, but not limited to, as listed below:
 - 1. Skips school or a class
 - 2. Leaves school without signing out in the proper office
 - 3. Leaves school during lunch without a pass (elementary students)
Exception: elementary/middle students (grades 1-8) living in town and going home for lunch
 - 4. Is absent from class without permission
 - 5. Obtains a pass to go to a certain place and does not report there
 - 6. Becomes ill and goes home or stays in the restroom instead of reporting to the office
 - 7. Goes home for lunch, becomes ill and remains there without having a parent or guardian call
 - 8. Comes to school but does not attend class

IX. Emergency Absence

Occasionally a family emergency develops at the last moment and it becomes imperative that a student stays at home to help out. The emergency may exist for only an hour, for a half day or perhaps for all day. In any event the parent should call the principal at his/her earliest opportunity to explain the emergency. The principal may waive all regulations concerning "student absences" when in his judgment the urgency of the absences justifies special consideration. The key word will be "emergency" rather than the "convenience" of the situation. When in the opinion of the school authorities a student's emergency absences become excessive, a parent conference will be required with the principal and/or Board of Education.

X. Make-up Work

Any student missing school because of an excused absence will be able to make up work that was missed. The following guidelines will apply:

- A. It is the student's responsibility to check with the teacher to complete the assignments by the deadline dates.
- B. The deadline date, for a one-day absence, will be the next day that the class meets in 8-Block scheduling.
- C. In the case of extended illness for which a student needs additional time to make up work, deadline dates will be determined jointly by the teacher and guidance counselor.
- D. Make-up work should be closely similar and alike in content to work done in class during the absence. However, teachers may vary the format or nature of the make-up work.
- E. With long term assignments, such as projects and/or term papers, students are required to meet deadlines regardless of absences.

Athletics

Athletics at Polo Community High School are considered an extra-curricular opportunity for those who qualify. To participate in interscholastic athletics, a student must have a valid health examination, maintain academic eligibility, and abide by regulations established by the coach. High school athletes must certify cumulative grade eligibility each week and must conform to IHSA regulations.

I. Academic Eligibility

1. No more than one failing semester grade in any subject for the immediate preceding semester.
2. Must be passing 7 of 8 current courses based on cumulative semester grades.

II. Attendance

Students must be enrolled full time in District #222 and must be in attendance one-half day immediately prior to participation unless previously arranged with the head coach due to a dental or medical appointment that cannot be rescheduled or a funeral.

Driver Education

Enrollment:

Students are assigned driver education according to three criteria.

1. Seniors and juniors are assigned driver education first.
2. Sophomores are assigned second.
3. Only high school students at least 15 years old or older are enrolled.

Eight Semester Classes:

Students must pass eight semester classes within the last two semesters combined to be allowed to take driver education. A freshman who is taking driver's education must have passed eight semester classes during his/her eighth grade year. A student not passing eight classes may petition the superintendent for a waiver to take the class.

Gangs and Gang Related Activities

The presence of or student involvement in gangs or gang-related activities on school grounds, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy

Sex Equity

The Board of Education and the District are committed to insuring that the District's female students and employees achieve equality with male students and employees.

Sexual Harassment

It is the policy of Polo School District #222 to provide its employees and students an employment and educational environment free from unwelcome sexual advances by employees and students of the district.

An employee, student, or other individual who feels he/she is a victim of sexual harassment should report it to the building principal.

BULLYING

Students will not use any form of aggressive behavior that does physical or psychological harm to anyone else. Also, they will not urge other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. The punishment for bullying is a level 3-4 consequence.

Behavior Intervention

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

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

Graduation Requirements

1. Minimum units of work: 28 units
2. Required Units:
 - English -- 4 units
 - Social Science -- 3 units consisting of:
 - World Civilization -- 1 unit
 - U.S. History -- 1 unit
 - American Government -- 1/2 unit
 - Consumer Education -- 1/2 unit
 - Mathematics -- 3 units
 - Science -- 3 units
 - Laboratory Science -- 1 unit
 - Health -- 1/2 unit
 - Physical Education -- 4 units unless prevented by medical restrictions or approved exclusions
 - Computers -- 1 unit
 - Technology 9 -- 1/2 unit
 - Technology 10 -- 1/2 unit
 - Vocational/Fine Arts -- 2 units chosen from:
 - Art, Music, Foreign Language, including American Sign Language,
 - Vocational Education -- **1 unit must come from vocational education**
3. Additional Requirements
 - Completion of 30 hours of classroom instruction in Traffic Safety;
 - Passing grades on the tests on the Federal and Illinois Constitutions;
 - Take the PSAE, unless exempt according to 105 ILCS 5/2-3.64;
 - A minimum of 4 years of high school attendance.
 - No more than 3 credits per year from W.A.C.C. will be accepted to meet graduation requirements.
4. Class Classification

Sophomore	7 credits
Junior	14 credits
Senior	20 credits

GRADING AND PROMOTING

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

SCHEDULE CHANGES

A student may drop a class without failing within the first **four student attendance days of each semester**. This must be done by seeing the guidance counselor. If a course is dropped after the four-day period, the student will receive a failing grade for the semester. In addition, if a student is removed from a class for discipline reasons, a failing grade will be given. **IN MOST CIRCUMSTANCES, STUDENTS WILL NOT BE ALLOWED TO DROP A YEAR-LONG CLASS AT THE SEMESTER.**

PCHS Enrollment Criteria for Attending W. A. C. C.

To be considered for admission to WACC, any junior or senior level student interested in attending WACC must meet the PCHS criteria listed below.

The student *must*:

- Maintain a 3.0/5.0 overall GPA.
- Not have missed more than 10 days in a previous school calendar year (unless there are extenuating circumstances).
- Have counselor, administration, and teacher recommendation.

PCHS Enrollment Criteria for Work Study

The student *must*:

- Maintain a 2.5/5.0 overall GPA.
- Not have missed more than 10 days in a previous school calendar year (unless there are extenuating circumstances).
- Have counselor, administration, and teacher recommendation.

Correspondence Courses and Credit From Other Schools

All correspondence study to be applied toward graduation must be approved and supervised by the high school principal.

Credits earned in night school, summer school, other high schools, colleges, or any other deviation to this policy will be evaluated by the high school principal on an individual basis in regard to meeting requirements for graduation. Special requests for consideration must be made prior to enrollment. No more than one unit of correspondence or college credit will be accepted to meet graduation requirements without special approval of the Board of Education.

Part-time students will not be accepted without special Board approval. A part-time student is defined as any student enrolled in less than 4 academic units plus PE. If a student has a 4.25 grade point average for the first six semesters and will have completed all graduation requirements by the end of his/her seventh semester he/she may apply to the Board of Education for certification of graduation. Any request prior to the seventh semester, the student must have a 4.50 grade point average for academic work completed as part of the early graduation request. The request for exception must be filed with the Superintendent of Schools no earlier than 60 days prior to the date of early graduation.

Concurrent Enrollment

Concurrent enrollment shall be interpreted as dual enrollment in the Polo Community High School and Sauk Valley Community College program. Concurrent enrollment shall be limited to students with junior or senior status. Students in the concurrent enrollment program will receive credit at both the high school and college level. Concurrent enrollment is not interpreted as the same as concurrent earning of credits, that is, college credits earned through Sauk Valley Community College or some other college while a student is enrolled at Polo Community High School. Concurrently earned credits may not be counted toward graduation at Polo Community High School.

Graduation Requirements and Grading Procedures

The value of "F" for the computation of grade point average and class standing will equal zero. In computing the grade point average and the class standing:

- A. The following courses will receive a weighting of 1.25:
- | | | |
|----------------------|---------------------|-----------------------------|
| AP Calculus (yr.) | Biology II (yr.) | College Bound English (yr.) |
| Spanish IV (yr.) | Physics II (sem.) | |
| Math Analysis (sem.) | Chemistry II (sem.) | |
| Trigonometry (sem.) | AP Physics (yr.) | |
- B. For a student to qualify for Valedictorian they must take a minimum of 4 weighted classes.
- C. The following courses will receive a double grade:
- W.A.C.C. courses
 - Work Study

Distance Learning/Virtual High School

Students with junior or senior class standing may make application for registration to selected distance learning/virtual high school classes as approved and offered by the high school principal.

Applicants will be selected for admission to distance learning/virtual high school classes based upon a review process and criteria established by the high school principal.

Proficiency Testing

No credit will be awarded toward graduation through military experience, life experience, or other non-formal education endeavors.

Credit will be awarded through proficiency testing only in Consumer Education by meeting the criteria of the state established Consumer Education Proficiency Test. Students who meet these criteria are excused from taking the Consumer Education course as a prerequisite for graduation from high school and receipt of a high school diploma.

The superintendent shall develop reasonable rules and regulations to implement this policy.

Student Records

Each student will have two files at Polo Community High School. The first file is the student's permanent record. This file consists of basic identifying information and academic transcript including grades class rank College Entrance Test Scores attendance record and other basic information. The permanent record shall be kept in the school office for at least sixty years after graduation or withdrawal.

The second file is the student's temporary record kept by the guidance counselor. This temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, health record, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within six years after graduation or withdrawal.

Polo Community High School complies with the Public Law commonly referred to as the Family Educational Rights and Privacy Act of 1974 and the Ill. rev. Stat., 1985.

Note:

Student directory information will be released without prior consent unless the parent or eligible student has notified the school district on or before October 1, 2009, that they do **not** want the information released. For further information contact the High School Office.

“Federal law permits the school district to disclose personally identifiable information in the student’s education records to ‘school officials with legitimate educational interests.’ School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including by not limited to... transportation personnel...);... or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.”

Special Education Services

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

The Polo School District provides special education services as part of the required continuum of service options for special education. The district strives to provide the necessary supports to educate all students in their home district. However, if a student needs service to receive an appropriate education beyond what this school can provide, the district will seek support from the Ogle County Educational Cooperative (OCEC). As a member of the OCEC, students in this district with

disabilities can receive programming and support services from the OCEC if appropriate. The services and programs provided by the OCEC comprise one or more parts of the continuum of special education service options for a local district. The OCEC operates and administers a number of special education instructional programs and related services.

For further information on special education services in this district as well as the OCEC, please see the building administrator. As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations and services be put in writing and addressed to the building Principal where your child attends.

Notice of Electronic Recording on School Buses

Electronic video and audio recording are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or recordings is limited to individuals having a legitimate educational or administrative purpose. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and the date unless it is needed for any educational or administrative purpose.

Sex Equity

Polo High School will complete a system-wide sex equity evaluation at least once every 4 years that includes an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and where discrimination may have contribute to such disproportionality, the sex equity plan shall seek to redress any such disproportionality identified.