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## Section I - Attendance

*Regular attendance and punctuality are extremely important character traits not only at Riverton High School, but in preparing students for their post high school careers. Excessive absences can result in poor grades due to lack of participation in classroom activities and may result in ineligibility for participation in extra curricular activities. The following procedures and definitions will be used for attendance purposes at Riverton High School:*

### **1.00 Absences:**

- **Students will be allowed ten (10) excused/unexcused absences per year.**
- **Excused Absences:** Absences are excused only when a parent or guardian calls the school office the day of the absence to excuse the student. Example of excused absences may include illness, family emergencies, and appointments which cannot be arranged during non-school hours.
- **Unexcused Absences:** Absences are unexcused if a parent or guardian does not call and report the absence the day it occurs. **Parents or guardians must call the day of the absence for the absence to be excused. All absences after ten (10) will be considered unexcused unless excused by a physician.**
- **Prearranged absences:** Prearranged absences are absences in which the student or parents request that their child be excused due to a family event, vacation, hunting trip, etc. **Requests for prearranged absences need to be submitted by parent or guardian to the school office three days prior to the scheduled time out of school.** Failure to do so will result in the time out as an unexcused absence. Each student's first prearranged absence will not count toward the ten day attendance policy. Each day in any prearranged absence after the first will count toward the ten day attendance policy. **Requests may be denied by the principal if the student is suffering severe academic problems.** Parents are encouraged to schedule appointments, vacations, and trips during non school attendance days.
- **Parents are responsible for monitoring their student's attendance.** Attendance information is available through Skyward, on progress reports and report cards, and by calling the high school office.
- **Doctor excused absences will not be deducted from the ten parent/guardian absences allowed throughout the year.** Notes from the physician identifying excused days must be on file in the high school office.

- **Students with chronic attendance issues will be referred to the Riverton High School counseling department.** Parents and students will be required to meet with school personnel to resolve issues associated with chronic absenteeism. If problems persist, individual attendance cases will be turned over to the Sangamon County Regional Office of Education.
- **In addition, students exceeding their ten days will lose the following privileges: parking, senior class trip, participation in extracurricular activities (including dances, plays, and athletics) and any and all reward activities and events for the remainder of the year.**
- The building principal reserves the right to adjust the absentee policy due to extenuating circumstances beyond the control of the student.

#### **1.10 Makeup Work and Tests:**

- **Excused Absences:** Students with excused absences may make up all work for full credit. It is the student's responsibility to meet with teachers upon their return to procure all assignments missed while absent. **Students will have one (1) day per absence to makeup missed work, unless otherwise agreed upon between teacher and student. Work turned in later than the one day per absence will receive a maximum of 59% credit for all late makeup work.**
- **Unexcused Absences:** Students who are designated unexcused will be allowed to make up all missed work for a maximum of 59% credit.
- **In-School Suspension Students:** Students assigned to in-school suspension will have the opportunity to make up all missed work during in-school hours for 59% credit.
- **Out-of-School Suspension Students:** Students suspended from school will have the opportunity to make up all missed work for 50% credit. **Students will have one (1) day per absence to makeup missed work, unless otherwise agreed upon between teacher and student.** It is the student's responsibility to meet with teachers upon their return to procure all assignments missed while absent.

#### **1.20 Tardiness and Truancy:**

- **Tardy to School:** If a student is not in the building by the 8:20 am bell, they will be considered tardy to school. Students will receive a minor referral for the first, second, and third tardies to school each semester. Fourth and subsequent tardies to school will result in major referrals and detentions. **In addition, students receiving their fourth tardy each semester will lose the following**

**privileges: parking, senior class trip, and any and all reward activities and events for the remainder of the semester.**

- **Tardy to Class:** Passing periods are four (4) minutes. Students are considered tardy to class if they are not in their designated classroom by the tardy bell. Students will receive a minor referral for the first, second, and third tardies to class each semester. Fourth and subsequent tardies to class will result in major referrals and detentions.
- **Truancy is defined as being unexcused from class for more than ten minutes.** All trancies will result in an after school detention, for each period truant. Excessive trancies may result in in-school or out-of-school suspensions.
- **Students who leave the building (“skip out”) without permission during any portion of the school day will lose the following privileges: parking, senior class trip, and any and all reward activities and events for the remainder of the year.**
- **Students who leave the building without permission during the school day will be subject to search and seizure procedures (see 4.40) upon re-entering the building during school hours.**

### **1.30 CACC Attendance:**

Students attending **Capital Area Career Center** are subject to the rules and regulations of the Capital Area Career Center during the period of attendance. In the event of excessive absences or failure, Riverton High School reserves the right to withdraw the student from CACC or deny admission for disciplinary or attendance issues. The following attendance policy will be followed for CACC students:

- **Students will be allowed five (5) excused/unexcused absences per semester. Students who exceed five days will finish the current semester, but will not be reenrolled the following semester.**
- **Students accumulating three (3) unexcused absences during the year will finish the current semester, but will not be reenrolled the following semester.**
- Students not in attendance for full morning classes at Riverton High School will not be allowed to attend CACC in the afternoon without principal’s approval.

### **1.40 Extra-curricular Participation and Attendance:**

The following guidelines will be enforced for all students regarding participation or attendance at extra curricular events:

- Students in violation of the absence policy (see Section 1.00) will be ineligible to participate in any extra curricular activities, including athletics, musical performances, plays, and dances.

- Students must be in attendance no later than 10:00 am to be eligible for participation or attendance at any extra-curricular event on that day.
- Students who leave school ill or are truant will not be eligible to participate or attend any extra-curricular event on that day.

**1.60 Admission to School**

Any student who attempts to enroll in Riverton Schools must adhere to the following guidelines:

- Must have proof of residence within the district boundaries.
- Must enroll with a parent or guardian present.
- Must have a record of good standing from their previous school.
- Must have all records (both medical and academic) on file in the high school office.
- Must have principal or superintendent approval.

**1.70 Withdrawal From School:**

Any student who **withdraws** from RHS or **transfers** to another school must pick up and fully complete a withdrawal form in the office. All RHS textbooks must be returned, fees and fines must be paid before leaving or all records will be withheld. The parent or guardian should sign record release forms if the student is under 17 years of age.

**Section II – Academics**

**2.00 Grades, Grading, and Report Cards**

Report card grades for the first three quarters are given to the students on the Friday of the first week back from each intersession. The fourth quarter and final grade report is mailed to the student’s home address. It is the student’s responsibility to ensure parents receive a copy of their first three report cards.

Letter grades are determined by the following percentages for overall work for each quarter:

A+ 99-100%	B+ 88-89%	C+ 78-79%	D+ 68-69%
A 92-98 %	B 82-87%	C 72-77%	D 62-67%
A- 90-91%	B- 80-81%	C- 70-71%	D- 60-61%
			F 59% or less

**2.10 Pass/Fail Courses**

Students may apply to take certain courses pass/fail with permission of their parent or guardian and concurrence of the high school administration. To be eligible for pass/fail grading, the student must be enrolled in six (6) or more

classes and be in the upper fifty percent (50%) of their class. Core courses, required courses, weighted courses, college prep courses, AP courses, and dual credit courses are not pass/fail options.

### **2.11 Class Rank and Weighted Classes**

Riverton High School class rank is based upon a 4.0 scale and operates under a weighted grading system. Designated weighted classes are based upon a 5.0 scale. Weighted classes include:

Psychology	ILS Honors	Biology Honors
English I Honors	Anatomy	Calculus
English II Honors	Zoology	Advanced Algebra II
English III Honors	Chemistry H	Pre-Calculus
English IV Honors	AP Chemistry	Art IV
Government Honors	Spanish III	Spanish IV
Physics	AP American History	Principles of Engineering
Intro to Engineering Design		Digital Electronics

### **2.12 Grade Point Averages and Class Rank**

Class Rank is determined by using student's cumulative grade point average over the four years they attend high school. Student rankings are indicated on each report card at the end of each semester. Class rank and GPA's are used along with standardized test scores for college admission purposes. In addition, Riverton High School uses class rank to determine individual local awards and recognition as well as selecting the Salutatorian and Valedictorian of each graduating class.

### **2.13 Honor Roll**

Riverton High School will announce student honor rolls at the conclusion of each quarter. Students must earn a minimum of a 3.0 with no grade lower than a C to be placed on regular honor roll. Students with a 4.0 GPA or above will be placed on the superior honor roll each quarter. Semester exam grades will not affect a student's honor roll status for the quarter.

### **2.14 Valedictorian/Salutatorian Awards and Honor Cords**

All high school classes are counted in determining honor awards. Criteria for eligibility of Valedictorian and Salutatorian are as follows:

- The cumulative GPA shall be determined as stated in 2.12 and 2.13. The resulting numerical average will result in the student's cumulative GPA.
- All numerical averages will be rounded to three decimal points from four places. For example, 3.1666 would be rounded to 3.167.
- Ties in the numerical averages will result in co-valedictorians or salutatorians.

- The cumulative GPA used to determine valedictorian and salutatorian shall be determined based on eight semesters of coursework, through the last semester at Riverton High School.
- To be eligible for either award, a student must have completed their last full semester at Riverton High School.
- Early graduates are eligible for both awards.
- The student(s) with the highest GPA will be named valedictorian. The student(s) with the second highest GPA will be named salutatorian.

The senior valedictorian and salutatorian will be required to address the students and audience at the spring commencement ceremony. Speeches will be submitted to the building principal for approval the day before graduation rehearsal. The building principal reserves the right to edit student speeches.

Honor Cords will be presented to honor students to wear during commencement exercises. Students with a GPA of 4.0 or higher will receive a gold cord; students with a GPA of 3.75-3.99 will receive a white cord; and students with a GPA of 3.50-3.74 will receive a red cord.

### **2.15 Credits**

To be eligible for graduation from Riverton High School students must have accumulated twenty-two (22) total credits.

- All courses at Riverton High School will be worth ½ credit each semester. A maximum of two (2) outside credits (not pre-approved by RHS) may be applied toward graduation.
- Outside credits must be approved by the building principal before enrollment in such coursework. Approved outside credits typically would be LLCC classes, summer school, or approved correspondence coursework.
- CACC students will receive 1½ credits per semester.
- Driver education BTW is a non credit.
- Driver education (classroom) students will receive ¼ credit.
- A student aide (classroom, library, office) is a no credit position. Students are limited to one student aide position per semester. Students wanting to be a student aide must apply and be approved by administration.
- Credits for internship will be determined on an individual basis.
- Credits for STEP program students will be determined through students IEP.

## **2.20 Graduation Requirements**

Students intending to graduate from Riverton High School must meet the following criteria:

- All required courses must be taken at Riverton High School unless approved by the building principal.
- Graduates must pass the mandatory test on both Federal and State Constitutions as well as the U.S. Flag Code.
- All students must pass four (4) full years of physical education. P.E. and health. Eligibility for P. E. waivers must be addressed through the guidance office.
- All juniors are required to take and pass the junior seminar classes their junior year.
- **Seniors must be enrolled in and pass five (5) classes each semester during their senior year.**
- **Only those students who have met all of the requirements of the high school may participate in the graduation ceremony.**

The following courses reflect both state and local requirements for graduation at Riverton High School. All students must take and pass each class (number in parentheses reflects total credits needed in each subject area):

Reading (1)	Speech (1/2)	Con. Ed/Economics (1/2)
English (3)	Government (1/2)	Technology (1/2)
Science (2)	Social Science (1/2)	#Humanities (1)
Math (3)	U.S. History (1)	Health (1/2)
Junior Seminar (1/2)		

# The following classes would meet the humanities requirement: Spanish, art, band, humanities, music theory, music appreciation, and chorus.

## **2.30 Parent/Teacher Communication**

If a parent has a concern about grades, assignments, or classroom rules, the following procedures should be followed:

- Parents should access (if possible) on-line grade and assignment information to monitor their child's academic progress.
- Parents should contact the classroom teacher if problems or concerns arise.
- If there are further questions or concerns, parents should contact building administration or counselors.

*Parents are encouraged to contact teachers by phone or e-mail if they have concerns regarding their child. If a teacher fails to communicate with parents, please contact the building principal as soon as possible.*

#### **2.40 Transfer Student Credits**

All transfer students will have their credits and transcripts evaluated by Riverton High school administration. Transfer credits will be aligned to Riverton High School requirements. The building principal reserves the rights to waive or adjust local (not state) requirements on an individual basis for transfer students.

#### **2.41 Add/Drop Policy**

Students may add/drop elective courses during either the fall or spring semester with counselor and parent approval up to the third (3<sup>rd</sup>) full day of classes. Required classes may not be added/dropped without building principal's approval.

#### **2.51 Early Graduation Policy**

*A student may graduate early from Riverton High School at the end of their 7<sup>th</sup> semester if they meet the following criteria:*

- The student must complete an early application for graduation by the end of his/her junior year.
- The applicant and parents must meet with both the counselor and building principal before signing the Early Graduation Contract. Applicants must qualify and meet all of the requirements as stated in the contract.
- All early graduates must meet all requirements as stated in 2.20.
- Early graduates are not eligible for participation in any extra curricular activities during the second semester. Exceptions will be made for prom, senior trip, and graduation with the building principal's approval.

#### **2.52 Participation in Graduation Ceremony**

All students meeting academic graduation requirements as listed in 2.20 and/or 2.51 are eligible to participate in commencement exercises. The date and time of the ceremony will be published at the beginning of each school year. Students wishing to participate in the ceremony must order and purchase their cap and gown from the district's approved, licensed vendor. Students shall be denied participation in commencement exercises and activities in the event of school related disciplinary behaviors (during their senior year) including, but not limited to:

- Any behavior which leads to expulsion.(see 4.24)
- Referral to Safe Schools Program (during senior year) for behavior related incidents. (see 4.24)
- Any senior student who for disciplinary reasons, has been suspended from district property during non-school hours. (see 4.12)

- Any student that is under suspension on the last day of student attendance. (see 4.22)

Students who are denied ceremony privileges will not be eligible for cap and gown refunds. Students who are not allowed to participate in commencement exercises will receive their diploma during the week following the ceremony.

### **2.60 P.E. Policy**

Physical education is a four-year requirement at Riverton High School. The following policies will be in place regarding participation in P.E.:

- Students are required to dress each day. **Upon the first no-dress each semester, students will receive a major referral and detention; upon the second no-dress, students will receive a major referral and an in-school suspension; and upon the third no-dress, students will be removed (failing) from P. E. for the semester.**
- **All students will be required to purchase and wear school-issued physical education uniforms.** Students will order uniforms during the student registration process. Uniforms are the same style currently used at the middle school. Students who wish to use their middle school issued uniforms during high school need not purchase new uniforms until needed.
- Grades will be based upon participation (ten points per day), skill improvement, fitness assessment, and written tests.
- Students who miss class with an excused absence will have the opportunity to makeup participation points through an alternative assessment agreed upon by student and teacher.
- Medical excuses, field trips, and school related functions are excused absences and do not adversely affect participation points.
- A parent's note excusing a student from P. E. can be used up to three days per quarter. After three days, a doctor's note is required excusing the student from class. Notes should be dropped off in the high school office at the beginning of the school day.
- Suspensions and unexcused absences will result in zero participation points for days missed.
- Medical and marching band waivers may be granted through the guidance office with building principal's approval.
- Additional guidelines on grading and participation will be given to students at the beginning of the school year.

### **2.61 P.E. and Extra-Curricular Activities**

Students who do not participate (unexcused no-dress) in P.E. will not be allowed to participate in any extra-curricular activities that day or evening without approval of a building administrator.

### **2.62 Health and Sex Education**

Parents who do not wish to have their children to participate in sex education lessons should notify the building principal in writing before the material is introduced to the class.

### **2.63 Driver Education Admission**

Illinois state law requires that any student enrolling in driver education classes must be fifteen (15) years of age on the first day of class. In addition, students must have passed eight semester hours combined during the previous two semesters. Qualifying freshmen may enroll in driver education classes during the second semester only, provided parents and administration agree to waive study hall. In addition, freshman must pass all core academic courses (math, reading, English, math support, science) during the first semester to enroll in driver education second semester. **All parents of newly enrolled students must attend a mandatory parent's meeting which will cover state mandates and parent responsibilities during the semester permits are issued. Students whose parents fail to attend the meeting will not be allowed to participate in the behind-the-wheel portion of Driver's education until the requirement is met. Students who fail or are dropped from driver education will have to sit out a semester before they may re-enroll.**

The building principal reserves the right to deny or permit enrollment based on academic performance.

### **2.64 Driver Education Substance Abuse Policy**

The use of drugs or alcohol before or during the "behind the wheel phase" of driver education will not be tolerated. The danger and legality of allowing a student to drive under the influence of illegal substances is obvious. The time that it takes a person to achieve "sobriety" varies with the individual drug, frequency of use, and strength of the illegal substance. **All students entering high school, in addition to current students enrolled at the high school will fall under the Riverton High School Extra-Curricular Substance Abuse Policy before and during the completion of their driver education program. Refer to Section IV of the student handbook to review these policies.**

### **2.65 Band/Chorus Grading Policies**

In addition to classroom activities, both band and chorus grades will have performance based components. Students who choose to take either band or chorus are committing to participating in all additional evening and weekend performances. Each department will inform both parents and students of these expectations the first week of classes. Performance participation

expectations will be distributed to all students during the first week of classes.

### **2.66 Band/Chorus Extra-Curricular Conflicts**

Varsity athletes who start on their respective teams will receive an excused absence if either the coach or student/athlete communicates the conflict with the music teacher before the scheduled performance. Music students who are involved in other activities during homecoming week are required to march in the parade. Exceptions will be made for all court members. If special circumstances exist with dual participation, the building principal in conjunction with the student, coach, parent(s), and teacher will make the participation decision.

### **2.70 Academic Dishonesty**

Cheating, plagiarism, and academic dishonesty will not be tolerated at Riverton High School. Dishonest actions associated with academic work will be dealt with in accordance with the classroom teacher's individual classroom management plan. Consequences may vary due to the nature and seriousness of the offence. The building principal will determine the punishment based upon the facts in each individual incident.

## **Section III - Student Services**

### **3.00 Student Lunches**

- Riverton High School offers students a "Type A" lunch consisting of bread, meat, vegetable, milk, and fruit. The cost per student is determined annually by the Board of Education. Students may also purchase a variety of ala carte items daily. Students who have a negative balance on their lunch account are not allowed to purchase ala carte items.
- Parents who believe their students qualify for the federally funded "free or reduced" lunch program are encouraged to complete application forms located in the school office.
- All students are encouraged to eat lunch everyday. Students with a negative balance on their lunch account should bring payment the following school day.

### **3.10 Textbook Fees and Materials**

- Full-time Riverton High school students will pay \$85.00 in yearly textbook fees. Families may make arrangements to set a payment schedule with the school office. Students who have not paid fees in full will not be allowed to participate in extra-curricular activities

until these fees are paid. Students who qualify for free and reduced lunches may have the fees waived or reduced for the year.

- Students attending the Capital Area Career Center will pay a fee of \$97.50 to Riverton High School before they can attend. In addition, CACC charges a \$30.00 fee at the beginning of the year (due upon arrival the first week of classes).
- Driver Education students will be responsible for a \$20.00 fee to obtain their driver's permit. In addition, a fee of \$50 is required for students to take the behind-the-wheel portion of driver education. The course instructor will notify students when the fees are due.
- Various courses (P.E., driver education, art, industrial technology, home economics, etc.) may charge some fees for project materials. Instructors will notify students when those fees are due.

### **3.11 School Insurance**

Accident insurance is available to any Riverton CUSD #14 student. This is a supplemental insurance that will not pay in addition to a policy you may already have in place. Forms are available in the school offices year round. Rates are subject to change from year to year.

### **3.20 Guidance Services**

The counselor's work focuses on the emotional, social, educational, and career development of the students. This may be through individual counseling, group counseling, group guidance, educational planning, course selection, career guidance, and testing. Students needing assistance are encouraged to make appointments with the counselor. Career information, college catalogues, financial aid information, and scholarship materials are available in the counseling office.

### **3.21 Student Assistance Program**

The Riverton High School Student Assistance Program (SAP) has been designed and developed as a school based intervention program for at-risk students. The goal of SAP is to identify students whose behavior, attendance, or grades indicate they may be having social or emotional problems affecting their work at school. The SAP process assists in directing at-risk students to services within the school or community which are intended to help the student be more successful at the high school level. Parents interested in gaining assistance from the SAP Team simply need to contact the high school guidance office to make a referral.

### **3.22 Nondiscrimination and Grievance Procedures**

Riverton Community Unit District #14 insures that equal educational opportunities are offered to students, regardless of race, color, national origin,

age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the building principal. Any grievance or complaint of illegal discrimination shall be sent to the coordinator. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the District's written grievance procedure to the complainant. The coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rules.

### **3.23 Student Records (FERPA)**

*School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parent(s) certain rights, including the right to inspect, copy, and challenge school records. The information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.*

The District will maintain two sets of school records for each student: a permanent record and a temporary record. **Permanent records may contain but are not limited to:**

- basic identifying information
- attendance records
- information pertaining to records
- school sponsored activities and athletics
- academic transcripts
- accident and health reports
- honors and awards

**Temporary records may contain but are not limited to:**

- family background
- psychological reports
- intelligence and aptitude scores
- achievement test results

- extra curricular participation
- disciplinary information
- special education files
- information relevant to students
- honors and awards
- teacher anecdotal records
- non-educational reports
- information pertaining to release of records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 of age (“eligible students”) certain rights with respect to the student’s education records. Those rights include:

- The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access. Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.35 per page for the copying, but no one will be denied their right to copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).
- The rights to request the amendment of the student’s education records that the parent(s)/guardian or eligible student believes are inaccurate, misleading, irrelevant, or improper. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise each of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving as an official performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to any official of another school district in which a student has enrolled or intends to enroll, as well as, to any person specifically required by State or Federal law. Before information is released to individuals described in this paragraph, the parent/guardian will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons (if the knowledge of such information is necessary for the discharge of their official duties) who request information before adjudication of the student.

- The right to a copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students limited to:

Name, address, gender, grade level, birth date and place, parents' guardians' names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

- The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
*Family Policy Compliance Office, U.S. Department of Education, 44 Maryland Avenue, SW, Washington, DC 20202-4605*

### **3.24 Student Medical Information/ Illness and Accidents**

- Riverton School CUSD #14 employs a full time registered nurse throughout the year when student are in session. In the event a student becomes ill or injured while at school, the nurse will be summoned and parents will be notified of the situation.
- Students are not allowed to carry and/or personally administer any kind of medication.
- If medication is requested by the parents, the school will handle the request in the following manner: In order to be in compliance with the guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, ***a written order from a physician must accompany every medication before it can be given at school. This includes all over the counter medications as well as prescription medication.*** A medication authorization form is available in each school office. The school will also honor similar physician's forms as long as the information requested is provided:
- Medication must be in a properly labeled container from the pharmacy or physician. (Make certain name is on the container)
- All medications taken by the student at school must be brought to the office for safekeeping.
- Students may keep asthma inhalers and EpiPen (auto allergy injector) in their possession during school hours with written permission from their physician.

### **3.25 Physicals, Vision, Hearing, and Immunizations**

- A state mandate requires physical examinations must be completed or have a confirmed appointment date for such exam prior to entrance into kindergarten or first grade for the first time, fifth grade, ninth grade, and all transfer students to be properly immunized. All transfers must have a physical by an Illinois certified physician.
- If physicals and immunizations mandates are not met by October 15th, the school will exclude the student from school until the physical and immunization requirements are met.
- If the parent/guardian has difficulty scheduling an exam contact the school nurse at 629-6002 for assistance.
- Dental examinations are recommended but are not mandated for high school students.

### **3.30 Lockers**

- A lock and locker is assigned to each student at the beginning of the year. Students are not to share their lockers or lock combinations with other students.
- The lockers are the property of Riverton Community Unit District No. 14 and are subject to inspection by authorized school personnel and law enforcement agencies (upon the school's request).
- The school district is not responsible for lost or stolen items. It is recommended that lockers be kept locked at all times.
- Locks are assigned to the locker. Locks must be left on the locker at the end of the school year. If a lock is lost, there is a \$5.00 replacement fee.
- Students found to have damaged or vandalized lockers will be responsible for repairs and/or restitution.
- Open food and drinks is not allowed in lockers.

### **3.31 Telephones**

Students are not allowed to make telephone calls or send text messages during the school day from cell phones. Students needing to use the phone for school related business or contacting parents may use the office phone with permission of office personnel. Phone calls unrelated to school business or parental contact will be prohibited.

### **3.32 Visitors**

- All visitors to Riverton High school must report to the office immediately upon arrival. Visitors should state their business, sign in (log located in office), and sign out upon leaving. All visitors must wear a visitor's badge while on the premises during school hours.

- In minimizing disruptions to the school setting, student visitors are not allowed during school hours.
- Former students on school business may visit during school hours with office approval.

### **3.33 Work Permits**

- Students between the ages of 14 and 16 who wish to work must have a work permit. This permit may be obtained in the office upon presentation of the prospective employer's data sheet and the student's birth certificate.
- Students must have a recent physical exam card on file.
- With all of the above information in order, the principal or superintendent may issue a permit as long as the job meets requirements of the state law. The administration is not required to issue a permit.
- Students in poor academic standing should not expect a permit to be issued.

### **3.34 Yearbook and School Photographer**

- Each year Riverton High School contracts with a photographer to take individual pictures of the members of the senior class. The Board of Education has approved a policy which states that any senior who wants his/her picture in the composite and/or yearbook must have the picture provided by the official school photographer.
- Seniors wishing to have senior portraits taken by a photographer other than the official school photographer may do so. Only their senior composite for the yearbook is required to be taken by the school photographer.
- Senior students wanting only a yearbook photo from the school photographer will be charged a minimal fee.
- Riverton High School reserves the right to determine appropriate dress for all school related pictures.

### **3.35 Student Parking**

Student parking will be assigned as stated on the Riverton High School Parking Application form. Students may pick up these forms on registration day. Parking on RHS property is a privilege. Students may have their parking permit revoked without refund for any violations listed on the parking application. Please review these policies thoroughly with your parents before they sign off on the application.

- Students who use the parking lot will be required to have a parking tag visible in their car at all times and an application on file in the high school office.

- The parking permit fee is \$20.00. The school is not responsible for damage to or any stolen or damaged goods while a vehicle is in the lot.

### **3.40 Senior Class Trip**

The senior class trip is a privilege, not a right. The trip will be board approved and take place during a time agreed upon by class sponsors and the building principal. Each student will be responsible for any costs not covered by the balance of the senior class treasury. Should a school sponsored senior class trip be taken, the following criteria would apply for eligibility to attend:

- Each student must be on course for graduation
- Early graduates are not eligible.
- Students must not have been suspended during their senior year.
- Students must have no outstanding detentions.
- Students who are truant for any part of the school day their senior year are not eligible.
- **Students who fail to meet the attendance guidelines stated in Section I will not be eligible to attend.**
- For the safety and well-being of students and sponsors, the building principal reserves the right to disallow student eligibility for reasons other than stated above.

### **3.41 School Sponsored Dances**

School sponsored dances are held intermittently throughout the school year. A dance must have the sponsorship of an organization and faculty sponsor with a date requested one month in advance of the event. The sponsoring organization will be financially responsible for the event. There must be a minimum of four chaperones and one police officer present at all dances. The following guidelines for attendance apply:

- Dances are to be held on Friday or Saturday and will last no later than 10:30 pm. (Prom may end at 11:00 pm with principal's approval).
- RHS students may invite one guest per event.
- Guests may not be over the age of 21.
- Guests who are not students attending RHS must have an approval form on file in the high school office 24 hours in advance of the event. The principal reserves the right to approve all non RHS students.
- Middle school students are not allowed to attend high school dances.
- Students may not leave the dance premises after they have entered. Students leaving will not be readmitted.

- **Students who do not meet attendance requirements (Section 1.00) will not be eligible to attend.**

### **3.42 Dance/Prom Court Eligibility**

Candidates for Riverton High School dance/prom courts must meet the following criteria to be eligible for nomination:

- Students must be passing all classes. Students ineligible at the time of the nomination or the week of the event will not be eligible to participate if failing.
- Any student who has been suspended during the school year will be ineligible for dance court nomination.
- **Students who do not meet the attendance requirements (Section 1.00 – over 10 absences) will not be eligible.**
- Juniors who have not participated in a junior level work related activity (concessions, float building, etc.) will not be eligible for prom court. Students suspended from school or from extracurricular activities during their junior year also will not be eligible for prom court.

### **3.50 Emergency School Closings**

In the event of an emergency school closing (or early dismissal), Riverton CUSD #14 will notify the following media to alert parents and students to the closing: WMAY (970 AM), WTAX (1240 AM), WDBR (103.7 FM), WFMB (104.5 FM), and WICS Channel 20. The closings or dismissals will also be posted on the school web site as soon as possible.

## **Section IV – Discipline Policy**

### **4.10 Due Process Guidelines**

All students are accorded due process rights. Once a student is notified of an infraction of the discipline code, he/she will be given the right to state his/her version of the incident. The administration then determines the consequence for the infraction. Parents and guardians also have the right to discuss the incident and disciplinary action taken by the administration. Parents and students have the right to appeal any suspensions or recommendation for expulsions (see 4.23).

### **4.11 Referrals**

Discipline referrals will be designated in one of two categories:

- **Minor Referrals:** Minor infractions of the discipline policy will be referred to as *minor referrals*. Minor referrals will be dealt with by the classroom teacher. Consequences will include, a student

meeting with teacher, parental contact informing them of the behavior, and/or possible consequences established by the individual teacher. Chronic problems with minor infractions will result in major referrals and the student may be referred to the SST team for further behavioral counseling. Minor infractions include but are not limited to:

tardy to class or school	inappropriate physical contact
defiance	disrespect
non-compliance	classroom disruption
property misuse	inappropriate language
dress code violation	not prepared for class
possession of food/drink outside cafeteria (except for clear water)	

- **Major Referrals:** Serious infractions of the discipline policy will result in a *major referral*. Major referrals will be sent to building administrators. Consequences may include a parental meeting, after school detention(s), suspension, and possible expulsion. Major infractions may include but are not limited to:

use of electronic devices (cell phones, mp3 players, games, etc.)	
dress code violation	lying/cheating
fighting/physical aggression	tobacco
defiance/disrespect/insubordination	alcohol
harassment/tease/taunt	drugs
disruption	forgery/theft
abusive/inappropriate language	vandalism
skipping class/truancy	computer violation
skip time with teacher	property damage
inappropriate display of affection	possession of weapon
multiple minor referral infractions	

#### **4.20 Detentions**

*After School Detentions* are to be served on the assigned dates and times for forty (40) minutes. Work, doctor appointments, and extra curricular activities will not be accepted as excuses for missing detention. Only the building administration can excuse a student from after school detention. Failure to serve after school detention(s) (or removal from after school detention) will result in the assignment of an in-school suspension. Students who fail to serve on the assigned date will be ineligible to participate or attend extra-curricular activities for that day.

*Time with Teacher* is time assigned by individual teachers for minor referrals. Rather than serve in regular detentions, students assigned time with teacher

will meet with the teacher reporting the infraction at a time of the teacher's choice to discuss the infraction and future expectations. The time length and time of day may be held at the teacher's discretion; before school, after school, or at noon hour. Students failing to attend a teacher assigned detention will be assigned an after school detention.

Students with outstanding detentions at the end of a quarter or semester will be required to makeup detention times during non-school hours over the break. Failure to serve on the assigned date will result in an in-school suspension during the first week of the following quarter.

#### **4.21 In-School Suspensions**

Administration will have the option to place students in the in-school program for chronic classroom offenses. In-school suspension will be used at the discretion of the administration on an individual basis. More serious offenses may still result in out of school suspensions.

In-school suspension will be held each week. Students and parents will be notified by phone of the in-school date. Students will be asked to collect their work and will be required to follow all of the rules and guidelines of the in-school program. Students removed from the in-school program for rules infractions will be suspended for the remainder of the school day and will be required to make up the in-school suspension day. All work completed during in-school hours will be eligible for 59% credit.

#### **4.22 Out-of-School Suspensions**

The following areas of misconduct may result in out-of-school suspension and/or expulsion from Riverton High School:

- Gross disrespect or inappropriate actions towards school personnel.
- Fighting, assault, battery, or malicious physical acts towards others.
- Destruction of school property.
- Theft (must make restitution).
- Gross Insubordination.
- Verbal or physical aggressive behavior.
- Harassment, hazing, humiliation, sexual harassment.
- Possession of dangerous weapons.
- Participation in any unauthorized club, secret society, or gang activity in conjunction with disruption of the educational process.
- Vandalism (must make restitution).
- Use or possession of tobacco, illegal substances, look-a-like drugs, alcohol, and drug paraphernalia.
- Mob action or unlawful assembly.

- Any misdemeanor or felony serious enough to warrant suspension or expulsion (as determined by district administration).

Parents or guardians will be notified immediately by phone when their child is suspended. An official letter of suspension will be mailed to the home address of the student.

In addition to suspension and/or expulsion, major student misconduct may result in police involvement and/or arrest. Students will receive partial credit for work missed during out of school suspensions. See section 1.10 of the RHS student handbook for more information. Students are not allowed on Riverton CUSD #14 grounds (including participation or attendance at extra curricular activities) during the length of the out-of-school suspension.

#### **4.23 Expulsion**

Serious acts of misconduct or chronic behavioral problems may result in student expulsion proceedings. Students up for expulsion will receive a ten (10) day out of school suspension and will be subject to a hearing before the Board of Education within the ten day period of the suspension. Students who are expelled will not be allowed on Riverton CUSD #14 property for the length of the expulsion period. The school board reserves the right to defer the expulsion by setting a set of criteria that must be met by the student. Examples of this could be attending Safe Schools, attending drug/alcohol counseling, etc.

#### **4.25 Suspension from Riverton CUSD #14 Property (including participation or attendance at district extra-curricular activities)**

High school administration reserves the right to suspend district students from school district property and events during non-school hours in the event their behavior warrants such action. Circumstances which may lead to such action include, but are not limited to all infractions listed under Section IV of the Riverton High School Student Handbook. Such suspensions may be appealed following guidelines stated in 4.24 of the handbook.

#### **4.25 Appealing Suspensions/Expulsion**

Parents and student have the right to appeal administrative decisions regarding suspensions and expulsions. To appeal either, a letter of appeal must be submitted to the district office within ten (10) days of the offense. A hearing officer will be appointed to record the facts in each case. Their findings will be turned over to the superintendent and Board of Education for review and final ruling.

#### **4.30 Use or Possession of Tobacco Products**

The use or possession of tobacco products by students is strictly prohibited on Riverton CUSD #14 property or at sites where school activities take place. The following policies will be strictly enforced:

- Students found to be in possession of tobacco products will be suspended from school for two (2) days. The product will be confiscated and not returned.
- Students found to be using tobacco products on or near school grounds or at activities will receive a three (3) day suspension for the first offense, a four (4) day suspension for the second offense, and a five day (5) suspension for the third offense. Upon a fourth offense, students will be suspended ten (10) days with a recommendation to the board of education for expulsion.
- In each instance of tobacco violations, students will be required to meet with counselors to complete a district developed tobacco education program.
- This policy will be in effect for the area immediately adjacent (in view of) Riverton CUSD #14 building and grounds. Students are prohibited from gathering to use tobacco products on private property near or adjacent to the school.

#### **4.31 Drug and Alcohol Prevention, Intervention, and Aftercare**

Riverton School District #14 will provide education and information about substance abuse to students through both the Health Education curriculum and the SAP Team.

If there is reason to believe that a student is using illicit drugs at any time on or off the school premises, the school health and counseling services will be made available to the student and a referral will be made to the SAP Team. Students who request help will not be penalized in any way unless they are found using drugs or alcohol on school grounds or at a site where school activities are taking place.

Accurate records will be kept on all drug referrals. Students returning from a drug treatment program will be provided with assistance through the school counseling office and the SAP Team.

#### **4.32 Substance Abuse Policy**

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, distribution, or sale of tobacco products, alcohol, drugs, look-alike drugs, drug paraphernalia including beer cans, wine bottles, etc. is not permitted on school property at any time. This policy extends to all school sponsored and school related activities. Students shall not be permitted to attend school when under the influence of illicit drugs or

alcohol. For the purposes of this policy, students who are under the influence shall be treated in the same manner as though they had drugs or alcohol in their possession.

Given reasonable suspicion, school officials may search for and seize illicit drugs brought on to school property and submit such drugs to proper authorities for analysis. Clothing and posters that advertise drugs or alcohol are prohibited at school or extracurricular activities.

All organizations sponsoring activities in the school's facilities shall be made aware of this policy and shall be expected to follow it. Failure to do so could result in cancellation of the organization's privilege to use district facilities.

#### **4.33 Discipline Procedures for Drugs and Alcohol**

The illicit use, possession, distribution, or sale of alcohol, drugs, look-a-like drugs, or drug paraphernalia is prohibited on Riverton CUSD #14 property or sites where school activities take place at all times. This policy extends to all school sponsored and related activities. For the purposes of this policy, students under the influence of illegal substances shall be treated in the same manner as though they were in possession. The following consequences are in place for students in violation of this policy:

*Sale or distribution on school property:* A student found to be distributing or selling illegal drugs, alcohol, look-a-like drugs, or drug paraphernalia on school property will be removed from the building by law enforcement officials and be suspended from school for ten (10) days with recommendation for expulsion for one (1) calendar year.

*First offense of possession or usage:* A student found to be in possession or under the influence of illegal substances will be suspended for ten (10) days beginning from the time of the offense. Law enforcement officials will be contacted and the student will be subject to arrest.

*Second offense of possession or usage:* Upon the second offense (within a school year) a student is found to be in possession or under the influence of an illegal substance, the student will be suspended for ten days with a recommendation for expulsion for one (1) calendar year. Law enforcement officials will be contacted and the student will be subject to arrest.

All students in violation of the substance abuse policy will have the opportunity to reduce the ten (10) day suspension for substance abuse to five (5) days if they agree to the following interventions:

- At their own expense, the student will complete a thorough substance abuse assessment by an approved licensed agency.

- At their own expense, the student will follow any and all recommendations of such agency. This may include counseling and future testing.
- Students will be referred to the Riverton High School SAP team and agree to follow any counseling programs deemed appropriate by the SAP Team.

*Failure to complete the requirements of the licensed agency will result in a future reinstatement of the ten (10) day suspension.*

#### **4.40 Search and Seizure**

The rights and privacy of the individual student to maintain personal property will be respected at all times. However, a search of a student's person, possessions, clothing, locker, or vehicle and personal effects left in said items may be required when there is reasonable suspicion that the student is in violation of any school policies. If time and circumstances allow it, searches will take place in the presence of another responsible person. Law enforcement assistance can be requested in conducting searches. Riverton High School reserves the right to search any and all student vehicles, at any time, when deemed necessary.

Given reasonable suspicion, school officials may search for and seize illicit drugs, weapons, or other potentially dangerous contraband, brought on to school property and submit such items to proper authorities for analysis and prosecution.

#### **4.50 Profanity and Inappropriate Language**

There is no place in the school setting for profanity and inappropriate language or comments. Chronic problems (multiple offenses) will not be tolerated. Students using inappropriate language or profanity in dialogue with faculty or staff members will be suspended a minimum of one (1) day for each offense. Chronic offenders may be subject to suspension or expulsion.

#### **4.60 Student Personal Appearance (Dress Code)**

Students must be appropriately dressed at all times. Good health and safety standards are a must. Any attire that could disrupt the educational process will not be tolerated. Coats are not to be worn in the classroom. Coats should be locked in the student's assigned locker during the school day. Hats/caps, hoods, and bandannas may not be worn in the building. Spandex shorts are to be worn only under other clothing such as shorts. Any attire that advertises drugs, alcohol, vulgarity, tobacco, underachievement, gang affiliation, violent or macabre behavior, or other offensive words/meanings

or markings will not be allowed to be worn at school. The following are examples of inappropriate personal appearance:

- Short shorts or skirts
  - All pants must be worn at the waist. Shorts and skirts must extend past the student's fingertips when their arms are extended at their side.
- Pajamas
- Tank tops and spaghetti straps
- Halter tops
- Tops that allow undergarments to be seen
- See-through shirts
- Tops that expose the midriff; stomachs, shoulders, and backs must be covered
- Pants that allow undergarments to be seen
- Piercing that is dangerous, disruptive, or impedes the educational process.
- Belt chains

If the school dress code is violated by a student, parents/guardians of the student may be asked to provide appropriate attire or the school may provide alternate attire for the student. If the student refuses to change or consistently violates the personal appearance policy, a suspension can be issued for insubordination.

#### **4.65 Book bags, Purses, Coats, and Electronic Devices**

To provide a safer learning environment, book bags, purses, coats, and electronic devices are not allowed in classrooms. Each student must lock these items in the student's assigned locker during the school day.

#### **4.70 Electronic Devices including Cell Phones**

- Student use of cell phones, cameras, radios, CD players, MP3 players, pagers, electronic games, or similar electronic devices are prohibited during school hours, including lunch hours. These devices may be used by students before and after school.
- Electronic devices (including cell phones) should be turned off upon entering the building and kept in a locked locker during the school day. Students found to have an electronic device on their person during the school day will have the device confiscated. Cell phones that ring or vibrate during the school day will also be confiscated. The student will then face the disciplinary consequences listed below.

- Students are not allowed to hook up or charge personal electronics to school equipment.
- Students will not be allowed to install personal software or download programs to or from district equipment.
- **Consequences for violating electronic device policy**
  - Riverton High School and its employees will not be responsible for lost, stolen, or damaged electronic devices, including those confiscated by school personnel.**
    - First offense: Device is confiscated. Student is assigned an after-school detention and parent must pick up the device from the principal, assistant principal, or dean of students.
    - Second offense: Device is confiscated. Student is assigned an in-school suspension. Parent must pick up the device from the principal, assistant principal, or dean of students after the in-school suspension day is served.
    - Third offense: Device is confiscated. Student is assigned two (2) in-school suspension days. Parent must pick up the device from the principal, assistant principal, or dean of students after the in-school suspension days are served.
    - Fourth offense: Device is confiscated. Student is assigned three (3) in-school suspension days. Parent must pick up the device after meeting with school officials and after the student serves the in-school suspension days.
    - Fifth offense: Device is confiscated. Student is assigned four (4) in-school suspension days. Parent must pick up the device after meeting with school officials and after the student serves the in-school suspension days. After the fifth offense, the student will no longer be allowed to bring electronic devices into the school.
- Students found to be in possession of electronic devices after their fifth offense will be subject to out-of-school suspensions and face possible expulsion.
- **Refusal to turn over electronic device when asked by a staff member will result in three (3) days of in-school suspension for gross insubordination and will no longer be allowed to bring electronic devices into the school. Removing the SIM card or memory card from an electronic device before turning over to the staff member also will result in three (3)**

**days of in-school suspension and will no longer be allowed to bring electronic devices into the school.**

- Students found to be using a cell phone camera inappropriately (including, but not limited to, “sexting” or the possession of inappropriate pictures) will be subject to detentions, suspension, and possible expulsion, depending on the seriousness of the offense, and appropriate law enforcement officials will be contacted.
- Students found to be using technology to harass other students will be subject to detentions, suspensions, or possible expulsion, depending on the seriousness of the offense, and appropriate law enforcement officials will be contacted.

**Section V – Transportation**

**5.00 Bus Rules and Etiquette**

Students are expected to respect the bus driver and bus rules, just as they would a teacher in school. Safety demands complete cooperation of the students being transported. The following rules will be enforced with all Riverton CUSD #14 students while on school provided transportation, including both field trips and transportation to extra-curricular activities.

Students are expected to:

- Follow directions the first time they are given
- Keep hands and feet to themselves
- Stay in their seat while the bus is in motion
- Keep their feet on the floor, facing the front of the bus
- Help keep the bus clean
- Share seats when necessary
- Be at the pickup point on time each day
- Keep all body parts inside the bus

**5.20 Bus Discipline**

Riverton High School has the same expectations for bus discipline as in the school building (refer to Section IV). Consequences for inappropriate behavior include:

Minor Referrals

- 1<sup>st</sup> violation – parent contact
- 2<sup>nd</sup> violation – conference with building administration and parent contact
- 3<sup>rd</sup> violation – two after school detentions
- 4<sup>th</sup> offense – five-day bus suspension
- 5<sup>th</sup> offense – bus suspension for the remainder of the year

#### Major Referrals

- Major referrals will be handled on a case by case basis. Students receiving a major bus referral may be subject to after school detentions, bus suspension, school suspension, and or removal from the bus for the remainder of the year. Major referrals will accumulate and may result in bus suspension for the remainder of the year.

#### **5.30 Inappropriate Group or Individual Behavior**

When individual or group behaviors compromise the safety of students on a bus route, the following actions will be taken by the bus driver:

- The driver will stop the bus at a safe location until the disruption ends.
- The driver will contact the appropriate building administrator via radio.
- The school administrator will advise the driver of next steps, depending on the situation.
- The bus driver will submit a complete report of the incident to the transportation director.
- Students involved in the misconduct will be disciplined in accordance with the student handbook.

#### **5.40 Extra-Curricular Trips**

- Students participating in extra-curricular MUST ride school provided transportation to away events to be eligible to participate.
- Students, parents, and/or coaches should make arrangements with the building principal when transportation conflicts arise to or from an event.
- Students may ride home with their parents (only) from an away contest, provided a parent or legal guardian verbally meets with the coach and sponsor to sign their child out. Students may not be signed out by anyone other than a parent or legal guardian.

### **Section VI – Extra-Curricular Activities**

**Participation in extra-curricular activities demands extra commitments from RHS students. Participation in all extra-curricular activities is a privilege, not a right. This handbook has been developed for the purpose of establishing guidelines for the operation and administration of the extra-curricular programs at Riverton High School. All policies listed in this section will be enforced during the scope of the school year (from the first day of classes to the last day of classes).**

**6.10 Extra-Curricular Opportunities and Objectives**

Riverton High School encourages students to become involved in extra-curricular activities to enhance their educational experience while here. The following objectives will be emphasized in all extra-curricular activities:

- Programs will be well coordinated with the school curriculum.
- Programs will stress fundamentals at all levels.
- Programs will provide opportunities for as many students as possible.
- Programs will foster training in conduct, ethics, and sportsmanship for all participants and spectators.
- Programs will acquaint participants with concomitant learning inherently associated with athletic participation.

Riverton High School offers these classes, clubs, and organizations\*:

Art Club	Key Club	Hawk Pride	Jazz Choir
Madrigals	Math Team	National Honor Soc.	Pep Band
SADD	Student Government	Thespians	Yearbook
Teens Against Drug and Alcohol Abuse (TADAA)			

\*Although these classes, clubs, and organizations are not subject to academic eligibility, no students will be allowed to miss school for an activity for these activities if they are failing any course at the time of the activity. It will be the responsibility of each sponsor to ensure this is followed.

The following extra-curricular programs are offered to students at Riverton High School and are subject to the eligibility requirements described in this section:\*\*

Fall	Winter	Spring
Boys Golf	Boys Basketball	Boys Track
Girls Golf	Girls Basketball	Girls Track
Football	Cheerleading	Softball
Boys Soccer	Dance Team	Baseball
Volleyball	Wrestling	Girls Soccer
Dance Team	Scholastic Bowl	Bass Fishing
Cheerleading		Musical
Cross Country		
Fall Play		

\*\*Band and chorus must also check academic eligibility for IHSA sponsored events.

**6.30 Athletic and Extra-Curricular Eligibility**

All extra-curricular participants will be subject to the requirements adopted by Riverton CUSD #14 and/or the Illinois High School Association.

### **6.31 Athletic Eligibility Requirements Before Participation**

To be eligible for athletic teams at Riverton High School, students must meet the following criteria:

- All athletes must have a current physical on file in the high school office before they will be allowed to practice or play.
- All athletes must have school insurance or submit proof of insurance (insurance waiver) before they will be allowed to practice or play.
- Before any athlete is allowed to participate in an athletic contest, they must attend one of the scheduled pre-season meetings to be held by coaches before each athletic season. Both the coaches and athletic director will be in attendance to discuss handbook guidelines, expectations, and team rules. At least one parent or guardian along with the athlete must attend this meeting. If an athlete and parent are unable to attend, they must make arrangements to meet with the athletic director and coach before they will be allowed to participate in an interscholastic contest.
- Students who transfer into the district and intend to participate in IHSA athletics and activities must abide by IHSA guidelines. Parents should contact the Athletic Director immediately upon enrollment to complete IHSA eligibility requirements.

### **6.32 Academic Eligibility for Extra-Curricular Participants**

It is extremely important for students participating in extra-curricular activities to also be successful in the classroom. The following academic eligibility policies will be enforced for athletes throughout the school:

- Any student participating in an extra-curricular activity must be passing all subjects at the high school level.
- Eligibility will be based upon a student's cumulative semester grade average for the current semester.
- Extra-curricular eligibility will begin the second full week of an athletic season, or the second week rehearsals or practices of non-athletics begin.
- Eligibility periods for participation run from Monday to Sunday each week.
- Eligibility will be taken weekly during each season. Grades will be posted and checked each Thursday, at the end of the school day. On Friday, coaches will be notified of ineligible participants. Coaches are then responsible for notification to both participant and parents. Written notification will also be mailed to parent or guardian.
- Students found to be ineligible on Friday will be ineligible for extra-curricular participation the following Monday through Sunday.
- Participants who are found to be ineligible three weeks (three strikes) during their season or activity will be dismissed from the team or activity.

- Students ineligible over an intersession period will have that period count as one week (one strike) of ineligibility. IHSA guidelines do not allow students to improve grades while school is not in session.
- The high school administration will have the authority to make alternate consequences for eligibility violations for activities that are not governed by IHSA guidelines.

### **6.33 Ineligible Students in Extra-Curricular Activities**

Students who become ineligible during the course of a season or activity period must adhere to the following guidelines:

- Ineligible students may practice with team or activity provided they attend before school or after school study hall each day of ineligibility.
- Ineligible students may be allowed to attend contests and sit on the team bench. They will not be eligible to participate in contests until they regain eligibility.
- The athletic director's office will submit a list of ineligible students to coaches each period. Coaches are responsible for ensuring ineligible students attend study halls.
- Students attending mandatory study halls must be prepared to study the subjects for which they are ineligible. Failure to do so will result in possible dismissal from the team.

### **6.34 Attendance Eligibility for Extra-Curricular Participation**

The following attendance guidelines will be enforced with all extra-curricular participants:

- Any athlete whose absence is pre-excused for any portion of the day may practice or play at the coach's discretion.
- Any student who is absent unexcused or excused due to illness will not be allowed to practice or play that day.
- Students who are truant or unexcused for any part of the school day will not be allowed to participate that day.
- To be eligible for participation, students must be in attendance (arrive) before the beginning of third period. (This excludes pre-excused absences).
- Any student who leaves school due to illness or truancy will not be allowed to practice or play that day.
- Athletes enrolled in P.E. and fail to participate will not be allowed to practice or play that day.
- Athletes who are unexcused from practice will be subject to team rules established by coaches.
- Students who fail to serve after school detentions will not be eligible to practice or play that day.

- **Students in violation of the high school attendance policy (Section I) will be dismissed from the team or activity.**

#### **6.40 Student Spectator/Attendance at After School Activities**

Students who are not in attendance for all or part of the school day are not allowed to attend events without the building principal's permission. This includes:

- Students with either excused or unexcused absences.
- Students who are truant during any part of the school day.
- Students who fail to serve assigned detentions
- Students who are under suspension.
- **Students who are in violation of the high school attendance policy (Section 1.00).**

#### **6.50 General Guidelines for Extra-Curricular Participants**

Students who participate in extra curricular activities are expected to comply with the following rules during their activity or athletic season. Students who fail to meet these expectations will be subject to the Riverton High School Discipline Code.

*Behavior and Appearance at Extracurricular Activities:*

- Participants must at all times conduct themselves in such a manner as to bring credit to their school and community. Unsportsmanlike conduct and inappropriate behavior will not be tolerated at any level.
- Participant's appearance and dress must be kept in a manner that will not hinder their performance and conform to team or activity expectations. Coaches will encourage appropriate attire.
- Only players, coaches, or managers may sit on the team bench.
- Participants should never carry excessive money or valuables to contests.
- Locker rooms will be left in the condition in which they were found.
- Once issued, athletes are responsible for the care of their equipment. Athletes are responsible for lost or stolen equipment or uniforms, and will be required to make restitution.
- Awards will not be issued until all equipment is returned.

*Transportation to Extra-Curricular Events*

- All participants must ride school transportation to away events to be eligible to participate. Exceptions may be made with approval of the building principal.
- Students may ride home with parents or legal guardians provided they have permission from the coach or sponsor, the coach has verbally spoken with the parent or legal guardian, and the parent or legal guardian has signed the release waiver provided by the coach.

- All participants must stay with the coach or sponsor during all away events.
- Participants are not to leave the venue where the event is held unless accompanied by a coach or sponsor.
- Participants are subject to all Riverton High school transportation policies when traveling to away events.
- Athletes should always remove muddy or soiled shoes before boarding the bus.
- Food or drinks are not allowed on the bus unless otherwise stated by the coach, sponsor, or driver.

*Facilities Guidelines:*

- Athletes may not use athletic facilities unless a coach or other school personnel are in charge of supervision. This policy will be strictly enforced.
- Athletes are not to be in or using district weight rooms without proper supervision.
- Athletes are to remove cleats, spikes, and soiled shoes before entering district buildings.

**6.51 Spectator Behavior at Riverton High School Events**

Spectators at school events shall comply with the rules of Riverton Community Unit School District #14 governing their conduct at school events. Spectators shall not engage in unreasonably abusive, loud, or boisterous conduct which interferes with the activity or the participants in the activity. Nor shall any spectator engage in any conduct which unreasonably interferes with the enjoyment of the event by other persons in attendance. Persons who are not students of the District who violate this rule shall be subject to ejection from the event. Students of the district who violate this rule shall be subject to ejection from the event, as well as disciplinary action in accordance with the rules of the District governing student discipline. Any student or other person violating this rule may additionally be subject to denial of admission to school events for a period of not more than one year pursuant to the provisions of Ill. Rev. Stat. Ch. 122., Sec. 24-24. It is the responsibility of each student and adult attending an athletic event to show sportsmanship to the opponent. Treat the opponent as though the opponent were a guest in their own home.

**6.52 Athletic Injuries**

- Each athlete must have insurance. No athlete will be allowed to practice in any sport without insurance. If an athlete is covered by a family insurance policy, a waiver of coverage needs to be signed by the parents and returned to the coach.

- All injuries, no matter how slight, must be reported to the coaching staff immediately. ANY SCHOOL CONNECTED INJURY SHALL BE IMMEDIATELY REPORTED TO THE COACH. AN ACCIDENT REPORT MUST BE COMPLETED BY THE COACH AND FILED WITH THE ATHLETIC DIRECTOR AND THE SCHOOL NURSE WITHIN 24 HOURS. The coach must retain a copy for his/her file.
- If an individual has any special medical problem, the coach should be informed.
- Should an injury be discovered after the athlete has returned home, the athlete should go to his/her own physician. The coach is to be notified as soon as possible.
- It is the responsibility of the athlete to bring to the coach a written release from the doctor if that athlete has been held out of an activity by that doctor. This release must be given to the coach. If an athlete has to go to the emergency room for treatment, a written note from the attending physician stating the nature, extent of the injury, and possible treatment for the injury should be brought back to the coach. The Athletic Director will keep all releases on file.

### **6.53 Extra-Curricular Activities and School Attendance**

All rules governing student attendance (yearly and daily) are stated in Section I – Attendance of the Riverton High School Student Handbook. Students and Parents should review these rules before their season begins to prevent any misunderstanding of the consequences.

### **6.60 Team Participation, Rosters, and Removal From Team**

The following guidelines will be used for team participation:

- Each sponsor or coach has the option of limiting the number of active players on their rosters. IHSA minimum numbers will be the baseline number.
- Coaches will meet with athletes who are cut, dropped, or removed from a team to explain the decision. Parents may also request a meeting with the coach to discuss the dismissal.
- Riverton High School will maintain a “no-cut” policy for all freshmen students.
- Athletes dropped from a team for disciplinary reasons, or quit during the season, will not be eligible to compete in another sport during that season.
- An athlete who is “cut” may choose to participate on another team in season.

### **6.61 Students with Dual Participation in a Season**

Riverton High School encourages student to be involved in as many extra-curricular activities as they wish, given time and resources allowed. There are times when conflicts will arise due to dual participation. The following guidelines will be followed in the case of dual participation conflicts:

- A dual participation contract will be initiated with students who are dual sport athletes in the same season. This form is available through the athletic director's office and stipulates that an athlete must commit himself/herself to a major sport in the event of a scheduling conflict. Coaches will meet with the student and the athlete prior to the season to review the contract.
- Student athletes who are in an activity during the same season will have the sport take precedent over the activity if they are a varsity starter.
- In the event of an activity/athletic conflict, coaches and sponsors will work together in the best interest of the student to resolve the conflict. If the issue remains unresolved, the athletic director and building principal will become involved in resolving the issue.

### **6.62 Individual Team and Activity Rules**

In addition to the extra-curricular rules listed in the student handbook, participants will be governed by individual team rules established by the coach or sponsor. Individual team and activity rules will be distributed to students before the season begins and discussed at the pre-season parents meeting each year.

### **6.70 Extra-Curricular Substance Abuse Policy**

Representing Riverton High School in participation of extra-curricular activities is a privilege, not a right. All Riverton High School students who participate in extra-curricular activities and subject to the substance abuse policies as stated in Section IV of the student handbook. In addition, extra-curricular participants will be subject to the policies established by the district to control illicit behavior during non-school hours.

For the purposes of the extra-curricular substance abuse policy, the following guidelines will be defined:

#### *Enforcement:*

- The enforcement of this policy will begin with the first day of attendance and end the final day of the last IHSA sport of the spring season.
- The policy will be in affect for both in-season athletes as well as out of season athletes throughout the designated year.
- The policy will be enforced once guilt is established and due process is given to the offender.

- The building principal in conjunction with the athletic director will determine the facts and rule in each case.
- Possession (defined for this policy) includes: using an illegal substance, being under the influence of an illegal substance, in attendance at an unsupervised party/gathering (in the presence of) where illegal substances are being used, in possession of paraphernalia related to illegal drug use, and the use or possession of tobacco products.
- Distribution (defined for this policy) is when a student sells or distributes alcohol, illegal drugs, look-a-like drugs, or drug paraphernalia to others. This includes hosting a party in which drugs or alcohol are provided.

#### **6.71 Use or Possession of Tobacco Products**

The use or possession of tobacco products on or off school grounds (24/7) during the policy period is strictly prohibited by extra-curricular participants. The following consequences will be administered to individuals in violation of the policy:

***First Offense:** The participant will be suspended from the next two (2) contests; with the exception of football where a one (1) contest suspension will be served. The participant must also agree to complete an in-house tobacco awareness counseling session before being reinstated.*

***Second Offense:** The athlete will be suspended for the next four (4) athletic contests with the exception of football where two (2) contest suspensions will be served. Athlete must agree to attend a tobacco awareness program through an approved licensed agency (at their own cost) before reinstatement.*

***Third Offense:** Participant will be dismissed from all extra-curricular activities for one (1) calendar year from the time of the offense.*

#### **6.72 Use or Possession of Illegal Substances (Drug Abuse and Alcohol)**

The use or possession of illegal drugs and alcohol on or off school grounds (24/7) during the policy period is strictly prohibited by Riverton High school extra-curricular policy. The following consequences will be administered to individuals in violation of the policy:

##### **First Offense**

**There are three possible consequences for a first time offender of this policy. The consequences are based upon truthfulness and the cooperation of students and parents in recognizing the seriousness of this type of behavior to the student/athletes of our district.**

**Self Reporting: Students who are in violation of this policy will have the option to self-report the offense. Self reporting should be immediate, with notification to school personnel within 24 hours of the incident.**

Students who self-report the infraction will face a five (5) day suspension. For in-season athletes, the suspension will be served from date of discovery or admission of guilt. For athletes not in season, the suspension will be served beginning with the first contest of the next sport the student participates in. Students must also agree to attend counseling from an approved licensed agency (at their own cost) before reinstatement.

**Admission of Guilt When Questioned: When questioned by administration about a potential policy violation, the student simply tells the truth in admitting to the violation if they are guilty.** Students who admit to the infraction will face a ten (10) day suspension. For in-season athletes, the suspension will be served from date of discovery or admission of guilt. For athletes not in season, the suspension will be served beginning with the first contest of the next sport the student participates in. Students must also agree to attend counseling from an approved licensed agency (at their own cost) before reinstatement.

**Lack of Admission and Evidence Proves Otherwise: If students choose not to self report or admit guilt when questioned, and evidence proves otherwise (students were actually in violation) are guilty of dishonesty.**

Students who do not self-report or admit guilt when questioned by school officials, and evidence proves otherwise, will face a twenty (20) day suspension. For in-season athletes, the suspension will be served from date of discovery or admission of guilt. For athletes not in season, the suspension will be served beginning with the first contest of the next sport the student participates in. Students must also agree to attend counseling from an approved licensed agency (at their own cost) before reinstatement.

#### **Second Offense**

The participant will be suspended from all extra-curricular activities for one calendar year from the date of discovery. The student must agree to appropriate counseling before reinstatement in future years.

#### **Third Offense**

The participant will have a life-time suspension from all extra-curricular activities.

#### **6.73 Distribution of Illegal Substances**

The sale or distribution of illegal substances on or off school grounds (24/7) during the policy period is strictly prohibited. The following consequences will be administered to individuals in violation of the policy:

**First Offense:** *The participant will be suspended from all extra-curricular activities for a period of one calendar year from the date of discovery. Participant will be required to seek counseling from an approved licensed agency before reinstatement in future years.*

**Second Offense:** *The participant will have a life-time suspension from all extra-curricular activities.*

#### **6.75 Criminal Involvement**

Involvement of extra-curricular participants in criminal activity is strictly prohibited. If a student participant is involved in any type of criminal involvement, the students and parents will meet with the building principal and athletic director to determine consequences. Due to the wide range of possible offenses, punishment will be determined after the meeting has been held.

#### **6.80 Athletic Awards**

The following awards will be awarded to participants for participation in freshmen, sophomore, junior varsity, and varsity athletics:

- Freshmen will receive jacket numerals and appropriate pin for each sport participated.
- All sophomores and juniors who complete a season will receive 6" chenille letter and appropriate pin for that sport.
- All seniors who complete a sport season will receive a 6" chenille letter (with hawk) and appropriate pin for that sport.
- An athlete may be awarded one chenille letter per year. Appropriate pins will be awarded for each subsequent sport after letter has been awarded.
- Any freshman who completes a season on the varsity roster will receive a 6" chenille letter.

#### **6.81 Scholar Athlete**

Scholar Athlete Awards will be presented to senior student athletes who meet the following criteria:

- Candidates must have participated in and completed eight seasons of athletics during their four years of high school. (Cheerleaders, poms, and managers are eligible)
- Candidates must maintain a 3.20 cumulative grade point average for the first seven semesters of high school. In the case of a transfer student, the Athletic Director shall determine eligibility for the award.
- Students who move into the district during high school will be eligible to receive the Scholar Athlete Award, but will not be eligible for the Socrates Award.

### **6.82 Socrates Award**

One female and one male athlete will be selected for the Socrates Award. Eligible students must meet the criteria of the Scholar Athlete Award. Winners will be selected based upon their final (highest) GPA at the end of their seventh semester.

### **6.83 Roushey Sportsmanship Award**

Each year, a senior boy and a senior girl will receive the Roushey Riverton High School Sportsmanship Award. District coaches will nominate and select recipients based upon their attitude, work ethic, and sportsmanship on the athletic fields over their four years at Riverton High School.

### **6.84 Awards Ceremonies**

Awards ceremonies for individual sports and activities will be a date determined by the coach or sponsor following their respective seasons. Individual recognition awards will be given at the discretion of the coach or sponsor.

### **6.90 Extra-Curricular Fees**

The following policies will be implemented in determining extra-curricular activity fees for high school students:

- Athletes will be charged \$50.00 per sport with a \$100.00 maximum per family for the year.
- Students who make the final cut of an activity or team must pay the fee before they will be allowed to participate in an event.
- Fees will not be refunded to those who are dismissed from a team or activity.
- Fees will not be refunded to those who quit a team.
- Athletes who suffer a season ending activity will have their fee refunded at the request of the parent at a pro-rated basis.
- Fees will not be refunded due to academic ineligibility.
- The participation fee guarantees the athlete an opportunity to draw equipment, receive coaching instruction, and practice time. It does not guarantee any certain amount of game time. It is our desire for every athlete to play in games; however, this is not possible at all times.
- Any athlete who feels he/she is unable to pay their fee should contact the coach of the sport that he/she wants to participate in at least one month prior to the beginning of that sport. The coach of the sport will then provide an application for fee waiver to the student. The student will return the application back to the coach within five days. Those students who are granted fee waivers will be asked to help the coaches at a rate of \$5.00 per hour toward their

fees. Fee waiver forms are available upon request from the Athletic Director.

- Students participating in a sport or activity that is a cooperative agreement are bound by rules, regulations, and fees of the host school.
- Fees for non-athletic activities include:

Madrigals	\$14.00	Play/Musical	\$1400
Madrigals Costume	\$25.00	Play/Musical Costume	\$22.00
Chorus Costume	\$22.00	Jazz Ensemble	\$35.00
Band Materials Fee	\$6.00	Scholastic Bowl	\$14.00
Chorus Materials Fee	\$6.00		

## **Section VII – Technology Policy**

### **7.00 Student Technology Usage Policy**

The use of the Riverton High School System computers is for the purpose of academic support, communication, research and general information.

- A student must have a specific reason for using technology equipment. A note from a teacher must accompany the student before the student may access equipment.
- A student must ask permission of district technology coordinator or teacher to download programs onto a disk. Absolutely no program is to be downloaded.
- A student is NOT ALLOWED to access inappropriate information. A student will not send or access any information that is inappropriate from the Internet. A student will not access sites that are violent, sexual, racially derogatory, or otherwise deemed inappropriate by the faculty.
- A student will not give out personal information such as: name, address and phone number without consent from both a parent and teacher.
- A student will respect all copyright laws regarding software. He/she will not copy, distribute or alter software.
- A student will not alter system software, place unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- A student is responsible for the use of their password and account. Allowing someone else to use their password or account is prohibited.
- Any student who is suspected of abusing computer privileges may be removed from the system until innocence or guilt can be determined.

*Failure to comply with the above guidelines may result in any and all of the following:*

- Loss of computer privileges in all classes for two weeks  
(Assignments will have to be done with pencil and paper)

- Loss of computer privileges in all classes until a parental conference is held and the situation is resolved.
- Loss of computer privileges in all classes for up to one calendar year, a parental conference before privileges will be restored and suspension from school per the vandalism clause in the handbook. Restitution per the vandalism policy is also possible.

**The use of the Riverton High School Computer System is a privilege that may be revoked by the administrators of The Riverton School System for abusive conduct. Any act resulting in tampering to a computer, server, or to the network will be defined as abusive conduct. Due to the tremendous potential for damage and loss, there may be additional disciplinary action and legal consequences. Restitution per the vandalism policy is also possible.**

The staff of Riverton High School and/or the administration reserves the right to remove files and limit or deny access. The staff of Riverton High School and/or the administration reserves the rights to any material stored in files which are generally accessible to others and will remove any material which the Riverton High School Staff and/or the administration, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

In consideration for the privileges of using The Riverton High School System and in consideration for having access to the information contained on it, I hereby release The Riverton School System and the State Board of Education from any and all claims of any nature arising from my use, or inability to use the Riverton High School System.

## Section VIII – Schedules

### 8.00 Semester/Final Exam Schedule

- First Semester Exams are scheduled for Thursday, December 16<sup>th</sup>, and Friday, December 17<sup>th</sup>.
- Finals Exams are scheduled for Friday, May 27<sup>th</sup> and Tuesday, May 31<sup>st</sup>.
- Senior finals will be taken during the week of May 23<sup>rd</sup>.
- All students must attend school during exam days. Students with 6<sup>th</sup> period study hall and no 8<sup>th</sup> period final exam may be excused the second day of final exams at 11:10 a.m., provided they have written permission from a parent or guardian given to their 6<sup>th</sup> hour study hall teacher. The exam schedule is as follows:

First Day of Final Exams	Time	Second Day of Final Exams	
Period 1	8:20 – 9:40 am	Period 2	
Period 3	9:45 – 11:05 am	Period 4	
Lunch	11:10 – 12:10 pm	Lunch	
Period 5	12:15 – 1:35 pm	Period 6	(Students with no 8th period class are dismissed at 1:40)
Period 7	1:40 – 3:00 pm	Period 8	

### **8.10 Bell Schedule**

0 Period	7:30 – 8:15 a.m.	(45)
.....		
Locker Bell	8:10 a.m.	
Warning Bell	8:15 a.m.	
.....		
1 <sup>st</sup> Period	8:20 – 9:06 a.m.	(46)
.....		
2 <sup>nd</sup> Period	9:10 – 9:56 a.m.	(46)
.....		
3 <sup>rd</sup> Period	10:00 – 10:46 a.m.	(46)
.....		
4 <sup>th</sup> Period	10:50 – 11:38 a.m.	(48)
CACC Dismissed	11:36 a.m.	
.....		
5 <sup>th</sup> Period (A)	11:42 – 12:28 p.m.	(46)
A Lunch	11:42 – 12:12 p.m.	
.....		
5 <sup>th</sup> Period (B)	12:16 – 1:02 p.m.	(46)
B Lunch	12:32 – 1:02 p.m.	
.....		
6 <sup>th</sup> Period	1:06 – 1:52 p.m.	(46)
.....		
7 <sup>th</sup> Period	1:56 – 2:42 p.m.	(46)
.....		
8 <sup>th</sup> Period	2:45 – 3:30 p.m.	(45)
.....		