

Valmeyer Community School District #3

High School Handbook 2010-2011



**300 South Cedar Bluff Drive
Valmeyer, IL 62295**

Telephone: 618-935-2100

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www.valmeyer12.org

Vision Statement

STUDENTS ACHIEVING

(academically, interscholastically, physically, socially, emotionally)

TEACHERS CHALLENGING

(their students, themselves, each other)

FAMILIES FLOURISHING

(in our school, in our community, and in their homes)

Mission Statement

Incorporating balance, reason, accountability, best practices, and data-driven decisions in a holistic educational experience.

School Hours

School doors open at 8:00 a.m. School begins at 8:17 a.m. School is dismissed at 3:13 p.m.
School Improvement Days - High School students with personal transportation will be dismissed at 10:45

Contact People

Superintendent - Mr. Eric Frankford - extension 425

Elementary/Junior High Principal - Mrs. Teena Riechmann - extension 450

High School Dean of Students - Mr. Nathan McSchooler - extension 204

Title I Coordinator - Mrs. Lori Brutton - extension 422

School Guidance Counselor - Mrs. Becky Karsten - extension 205

Civil Rights- Equal Opportunity Statement

Valmeyer Community Unit School District #3 provides vocational and educational opportunities for all students who are residents of District #3 without regard to race, color, religion, sex, age, handicap, or national origin. The Civil Rights Policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

Discrimination is any behavior that prevents individuals from achieving their full potential. Discrimination involves treating persons as members of groups, rather than on the basis of individual capabilities or merits.

Preamble

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

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

Disclaimer

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

The term "administration" refers to building Superintendent, building Principal, Dean of Students, Guidance Counselor, or a designee.

Section I Attendance

Good schoolwork depends to a large extent on punctual and regular attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume responsibility for the regular attendance of their children at school. Absences may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade.

Absences: Absence from school may be classified in three areas:

Excused- Sickness, death in family, or family emergency (maximum of two).

Unexcused- Missing the bus, staying home to do work that could be done at another time, truancy, or any other reason that the administration considers not satisfactory will be an unexcused absence.

Pre-excused- There are occasions when it will be necessary for students to be absent from school for special reasons. This type of absence from school must be arranged far ahead of time with the administration. **Failure to do this will result in this type of absence to be declared unexcused.**

Examples of pre-excused absences are: vacations, trips, college appointments, and college registration.

A student who has an "excused" absence is allowed to make up the work missed. A student who has an "unexcused" absence is not allowed to make up the work and will receive a "0" in each class missed. Students will be given one day for each day absent to make up work. Pre-excused students will have all assignments due prior to their absence unless otherwise arranged between the teachers and administration.

Students who are absent due to illness during the day will not be allowed to participate in a school sponsored evening activity. This will also be the case for unexcused absences during the day. Excused absences for reasons other than illness will not cause a student to miss evening activities.

REPORTING ABSENCES Call 935-2100 Press 1 Press 1

If your child is going to be absent for any reason other than approved planned absences, report the absence on the Absentee Mailbox prior to 10:00 A.M. This call is the parent's responsibility. Office personnel will call the home and/or office to locate the parent/guardian of the student who has not been reported absent.

- Leave the student's name
- Your name and your relationship to the student
- Why the child is going to be absent
- Request homework: Please pick up homework between 3:15 P.M. and 4:30 P.M., or have it sent with another Valmeyer student.

Chronic Absenteeism/Truancy:

If at any time a student has been absent three or more consecutive days, or his/her absenteeism has become chronic in nature, a doctor's note may be required in order for absences to be excused. If a student's attendance becomes chronic in nature, the student will be reported to the Regional Office of Education's Truancy Intervention Specialist in conjunction with the Right Track Truancy Program in Monroe County. The following procedures will be followed: 7 days absent/semester: letter sent home; 10 days absent/semester: referral to truancy interventionist.

Leaving School

Students who desire to leave school during the school day must obtain written permission from the administration, preferably before 8:20 a.m. A request by phone or a note from the parent will be required before any permit will be given. If a student becomes ill, he or she will secure permission from the teacher to go to the office. Arrangements will be made at the office to care for the student. **Students leaving before the end of the day must sign out in the office before leaving.**

Late Arrival/Tardy

Students arriving late to school must go to the office, **sign in**, and receive a late pass. The office must have a note or a phone call from the parents explaining why the student was late. Lack of note or phone call will result in a student being considered unexcused.

College Day or Job Interview

Seniors will be permitted two college visit days per year. All college appointments and job interviews must be pre-approved through the guidance counselor or administration by obtaining the proper form and having it completed and turned in at least one day in advance. Evidence of visitation must be submitted to the high school administration or guidance counselor upon returning to school. Failure to comply with these procedures will result in the absence being unexcused.

Doctor & Dental Appointments

Doctor and dental appointments should be scheduled outside school hours, if possible. Appointments during school hours will require an appointment card or some other means of verification for an excused absence to be granted.

Field Trips

Students on school sponsored field trips should be aware of the fact that all such trips are considered an extension of the classroom and all school rules are in effect. Parents will be informed of the particulars of the field trip well in advance. No student will be allowed to take part in the field trip without a parental permission form. All students who attend a school-sponsored field trip will be required to use district transportation going to and returning from any field trip. The high school office will approve field trips and lists of participants well

in advance. The privilege for students to participate in extra-curricular field trips is at the discretion of the high school administration and a student may be denied the right to participate based on chronic absenteeism, discipline records, or failing grades.

Withdrawal from School Procedures

If a student is withdrawing from school for any reason, he or she should contact the counselor or administration's secretary as soon as possible prior to the withdrawal date.

Section II General School Information

Residency

To be entitled to go to school at Valmeyer Unit District 3 the parent or legal custodian of a student must be a resident of the school district. Being a taxpayer within the school district does not provide for attendance entitlement—residency does. If a board admits non-resident pupils, it must charge them tuition in an amount not to exceed 110% of the per capita cost of operating schools the preceding year. The Illinois Supreme Court has ruled that school boards have a statutory obligation to charge tuition to non-resident students.

A person who knowingly attempts to enroll in a school district on a tuition free basis, a pupil known by that person to be a non-resident of the district shall be guilty of a Class C misdemeanor. Furthermore a person who knowingly presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend in that district without the payment of tuition shall be guilty of a Class C misdemeanor.

If you're not sure about the district of your residence, please call the Regional Office of Education at 939-5650.

Change of Address or Phone Number

Students or parents should immediately notify the office when they have a change of address or phone number. This information is needed for effective communication in case of emergency situations.

Pest Management Procedures

Valmeyer Unit District 3 contacts with a licensed pest management company to implement an appropriate plan for maintaining a safe and healthy environment. As advised by Illinois State Board of Education, baits are the usual management procedure because of their universal acceptability. However, if cracks and crevice sprays are advised, those aerosols will be used only on Fridays or end-of-week days after student dismissal.

Free and Appropriate Public Education

Valmeyer School District will provide a free appropriate public education for disabled children. For information regarding special services for disabled children, including the identification, assessment and placement of the children call the high school administration at 935-2100 ext. 204.

Parental Involvement

Each year an informational meeting is held regarding School Improvement, Title I, and other Valmeyer School District programs for parents and community members. Resource Materials and idea booklets are distributed to the parents and are available throughout the year. A monthly newsletter including many fun and interesting ideas is sent home with all students in grades Pre-K through five. Parents are encouraged to express comments and concerns at any time. Title I/School Improvement Student/Parent compacts are sent to all families the first week of school. Parent conferences are held at the end of the first quarter and again at the end of the third quarter as necessary. Mid-term student progress reports are sent home every quarter. The students, parents, community members, faculty, and staff through an annual Spring Analysis of Conditions evaluate Title I/School Improvement. Information obtained is used in further school improvement planning and curriculum design.

Parents Right to Know Qualifications of Teachers

Parents have the right to request information regarding the professional qualifications of any teacher that is instructing their child. Information regarding the following may be requested:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Book Fees

Schoolbooks are rented to the students. Lab and shop supplies and some consumable workbooks used by students are charged to students as they are used. The book rental fees are calculated as given to the students at the beginning of the year. Book rental bills are due in the superintendent's office no later than September 30.

If a student loses or damages a textbook, he/she is responsible for the cost of replacing or repairing the textbook.

Student fees may be waived by the Superintendent as per Board policy.

Student Insurance

All students are covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for students traveling directly to and from their residence to attend regular school sessions, up to one hour before or after regular classes. If the student travels to school on a district bus, the coverage extends to the travel time of the bus. This generous protection is provided to this school district at no cost to you.

Student Lockers

Students are to use only the locker assigned to them by the school. Use of more than one locker is prohibited. Periodic locker checks will be conducted throughout the school year. Use of scotch tape or other adhesives to decorate lockers inside or out is prohibited. Strips of magnetic tape may be utilized if the student feels that decoration of the locker is necessary. Open cans of soda and open candy are not to be kept in lockers.

Students are encouraged to lock their lockers. Padlocks can be purchased from the high school office at a cost of \$5.00. Students who turn locks in at the end of the year will be refunded \$3.00. Only locks purchased from the school may be used on school lockers. Each student will be held responsible for the condition of his/her assigned locker. If a locker does not function properly, please contact the office.

School Searches

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. (105 ILCS 5/10-22.6a)

Agendas/Assignment Books

If you lose your agenda/assignment book, you may purchase a replacement in the high school office. Your agenda contains hallway passports that you must have with you in order to leave a classroom to go to your locker, restroom, or any other area that the classroom teacher gives approval for.

Emergency Drills

Practicing emergency procedures is extremely important so everyone will be prepared in the event any disaster should strike. Fire drills will be signaled via the fire alarm and disaster drills over the PA system.

School Bus Regulations

Students who ride the bus to school shall ride their assigned bus unless they have written permission from the Superintendent of Schools to change buses. No student will be given permission to change buses or to ride a different bus unless the student has a written request from his parents and a bus pass from the unit office.

Students who live a distance of at least one and one-half miles from the school will be transported without charge. The bus driver has total responsibility for conduct on the bus. Any students who cause disruptions or vandalize the bus will be subject to temporary or permanent loss of bus privileges.

The following rules and regulations will be observed while students are riding the school bus:

1. No profanity or smoking.
2. Pupils remain seated.
3. No shouting.
4. Keep arms, legs, and head inside the bus.
5. Pupils must be on time.
6. No talking at railroad crossings.
7. Cross the road at least 10 feet in front of the bus and then only on the signal of the driver.
8. No littering, eating of food, or drinking soda at any time.
9. Any and all school rules will also apply to bus transportation.
10. No cameras with flashes on the bus at night.

School Cancellation (Emergency “Snow” Days)

In the event that school should be forced to close because of weather or unforeseen occurrences, radio announcements will be made over radio stations KMOX (1120) and KTRS (550). The school district will also use our emergency notification phone system to deliver any announcements regarding school cancellations.

Should severe weather conditions occur during the day to such a degree that it would appear likely that the buses would have great difficulty making their normal runs, the Board of Education has decided to dismiss school at 12:45 p.m. In this event we are confronted with the problem of contacting parents of children who do not live along the bus route. The school district plan is to discharge those students who live off the route at the home of the nearest neighbor past the regular stop. Please contact the bus driver or the Superintendent if a particular case needs special attention.

All school activities will be canceled for the entire day whenever school is closed because of inclement weather—unless conditions change sufficiently during that day to allow students to travel safely. (Such actions will be approved by the Superintendent of Schools.)

Announcements

Daily announcements will be read at lunch. There will also be a copy of the weekly announcements posted on the hallway bulletin board. It is the students’ responsibility to be aware of the information included in the announcements.

Assemblies

Periodically, assemblies will be held for the purpose of the education and/or entertainment of the student body. Students shall be expected to be polite and attentive at all times.

Lost and Found

All lost and found items should be turned in to the office. Students who have lost items should check with the office as soon as they become aware of the item being missing.

Health Records for Physical Examinations and Immunizations

All students shall be required to complete a physical examination and state required immunization records within a year prior to entering the ninth grade. In-state transfer students need to provide the school with this information within thirty (30) days. A physical examination within one year prior to transfer will be accepted. Students who do not have a timely physical examination and updated immunizations will be excluded from attending school. Sports physicals must be completed annually and turned in prior to a student participating in any activities related to the sport of their interest.

Medicine at School

All medications (prescription and non-prescription) dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines:

- A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
- Medication must be brought to the school in the original package or appropriately labeled container.
 - Prescription drugs shall display:
 - Student's name
 - Prescription number
 - Medication name/dosage
 - Administration route and /or other direction.
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address and phone number
 - Name or initials of pharmacist
- Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.
- Student Medical Authorization. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication for a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.
- Students with asthma may self-administer medication with written authorization from parents or guardians in addition to the above information regarding prescription medication on file with the school nurse.
- A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian have completed and signed a School Medication Authorization Form.

Administration by School Personnel

All student medication shall be left with the school nurse during the school day. If there is no school nurse in the building, then the medication shall be left with the person designated by the building administration.

Medical Excuse from Physical Education

If a student needs to be excused from P.E. activity because of illness or injury, the student must present a request signed by a doctor stating how long the student is to avoid activity. Any excuse from P.E. will also apply to athletics unless otherwise specified by the doctor.

Before School Activities

Generally students should not arrive before 8:00 a.m. unless supervised by a faculty member. Students are not permitted in the gym or hallways before 8:00 a.m. Upon arriving to school, students should be by their lockers in the high school hallway and may not return to the parking lot without a pass from the high school office.

Visitors

All visitors are required to immediately report to the school office and sign in upon entering the school premises. As a general rule, the school does not permit students to bring visitors to school.

Parents who wish to schedule a conference with a teacher, observe a class, or meet with office staff are requested to contact the school prior to their visit. Teacher email addresses are available on-line at www.valmeyer12.org.

Telephone Use

A pay phone is located in the main lobby for student use. Students must come to the high school office for a **PHONE PASS** before using the phone. Students will not be called from class to answer the phone unless the caller is an immediate family member of the student and the call is necessary and cannot wait. Calls from other than immediate family members will be taken only in cases of emergency.

Motor Vehicle Restrictions

Students are permitted to drive to school provided they observe the following guidelines:

1. Students should display proper driving techniques and obey all traffic laws at all times.
2. Students are required to fill out a parking permit form.
3. Students must display the parking permit in their vehicle when on school property.
- 4. Students must park in the last parking lot at the north end of the building.**
5. Students should enter the building immediately after arrival at school. Students are not to sit in their vehicles during ANY PART OF THE SCHOOL DAY, including lunch.
- 6. No students are permitted in the parking lot unless they have permission from the high school administration and have secured a parking lot pass.**

Closed Campus

During school hours, students are not permitted to leave the school premises without permission from the administration. All students leaving the school during the school day are required to sign out in the office and sign in if they are late or return to school before the day is over. Prior to leaving school, parents must call or write a note to the office. Any student who does not follow this procedure will be considered truant.

Loitering

Absolutely no loitering in the halls during class time will be permitted. Students in the halls during class time must have a pass from a teacher. After classes end for the day, students are not allowed in the building or on school property except for school-related activities.

Library and Media Center

The library is for the purpose of studying, researching, writing projects and reading.

Students who use the library area improperly shall be denied use of it. Students must have a pass from a teacher in order to use the library during class or study hall time. Library rules are clearly posted for all to observe.

The use of student library cards carries the responsibility of items checked out on that card. Any fines or lost items are the responsibility of the card holder.

Students who request material that is not age-appropriate from other libraries in the Lewis and Clark Library System will require a note or phone call from their parents in order to pick-up the items.

Behavior Intervention Policy

The Valmeyer School Board has adopted a policy regarding behavioral interventions with students with disabilities. This policy is available upon request through the special education director.

Student Assistance Program (SAP)

Valmeyer High School's SAP Team is committed to improving the health and well-being of all students by identifying and providing appropriate intervention for those students whose behavior, attendance, health, or academic performance indicates they may be at risk.

The program focus is on school-based problems such as attendance, grades, and behavior. A core team of teachers along with others in the school community work to help students with these problems that may be due to problems with learning, socializing with others, substance abuse, changes in their families, peer pressure, and getting along in the school environment.

Referrals may be made by school faculty or staff members, fellow students, or parents.

Cafeteria

Students having a balance of \$-10.00 or more in their lunch account will receive only a peanut butter sandwich and a carton of milk until their balance is paid in full. Students will not be able to purchase any extra items. A letter will be sent home to the parents when the student's account reflects a balance of \$-10.00.

Section III Graduation Requirements and Related Information

Credits

- ❑ 24 Carnegie units of credit. Credits earned in Band & Chorus at the rate of ½ credit per year and PE at the rate of 1 credit per year.

Required Credits Per Subject

1. Four (4) units of credit in English. (Minimum one credit per year)
2. Three (3) units of Social Studies of which at least one year must be History of the United States (including passing the Federal and Illinois Constitution Tests and the Flag Code), one-half (½) unit in Geography, one-half (½) unit in Introduction to Social Sciences, and one-half (½) unit in Government.
3. Three (3) units of credit in Mathematics, one of which must be Algebra I and one of which must have Geometry content.
4. Two (2) units of credit in Science.
5. All students must be enrolled in Physical Education unless excused for a reason authorized by the Illinois School Code.
6. One-half (½) unit of credit in Resource management.
7. One-half (½) unit of credit in Health Education.
8. One-half (½) unit of credit in Keyboarding.
9. One (1) unit of credit from Music, Art, Foreign Language, Vocational, or Humanities.
10. Pass Driver Education classroom.
11. One (1) unit may be earned toward graduation with correspondence courses, if approved by the high school administration.
12. No credit will be given for proficiency of course work in Resource Management or Keyboarding.

Required Class Load

All students, except those who have attended more than eight semesters of high school must be enrolled in eight classes. Students may not enroll in two study halls without a valid need as determined by the guidance counselor.

Seniors on track for graduation who have scheduled all senior required classes may enroll in a college level program and be dismissed early from school, with consent from parents and administration. Seniors choosing to exercise this option shall make a formal request in writing to the High School office prior to the start of the

semester in which they plan to enroll in the college program. Dismissal times are at the discretion of the administration in consideration of the individual needs of the students.

Extreme circumstances may warrant further exception to this policy, which will be at the discretion of the administration with the approval of the superintendent.

Grades

Grades are an evaluation of what you have learned. They become a permanent record that lasts forever. Potential employers, the Armed Forces, and institutions of higher education are all interested in your high school records. Report cards are issued every nine weeks and progress reports are issued at least every four and one half weeks. The report card shows only letter grades and is based on class participation, behavior, homework, and test results.

The first quarter grade and the third quarter grade should only be considered as mid-semester reports. Only the semester grade average determines the semester grade received and if credits have been earned towards graduation.

Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. (105 ILCS 5/10-20.9a)

The following grade scale shall be used to determine grades:

92.100	A
83.91	B
74.82	C
65.73	D
0.64	F

Semester Grade

The semester final grade indicates the teacher's judgment of the student's mastery of the subject material. This final goes on the student's permanent record and is reported to employers and colleges as requested. The semester grade is obtained from the two nine weeks grades and the semester exam. Teachers have the authority and the right to require attendance and participation which may be assigned points in grade formulation.

Class Rank and Honor Roll

Valmeyer High School will use a 4-point grading system to determine class rank. (A=4, B=3, C=2, D=1, F=0) Class rank will be calculated at the end of each semester.

Valmeyer High School will calculate an honor roll for each grading quarter and semester. High honors will designate students with a grade point average of 3.5 to 4.0. Honors will designate students with a grade point average of 3.0 to 3.49.

Dual Enrollment

Honor students have the opportunity to earn college credit for certain honor courses. Enrollment is based on grades and teacher/counselor discretion.

Correspondence Courses

Students are permitted to apply one credit earned by correspondence to meeting the graduation requirements. Any student interested in taking correspondence courses should consult the guidance counselor. Final approval must be granted by the high school administration.

Any student taking a correspondence course to graduate must complete all work so that the school receives a copy of the student's grade ten school days prior to the scheduled graduation ceremony for the student to participate in the graduation ceremony. Valmeyer High School will use the University of Missouri Extension or American School for correspondence courses.

Early Graduation

Any student wishing to graduate early must notify the guidance counselor in writing no later than the eleventh day of attendance during the semester in which the student will be graduating. A student may request early graduation if they will fulfill all graduation requirements after completing seven semesters. If the student is under 18, a parent or guardian must sign the notification.

Students who choose early graduation may participate in the end of the year ceremony if they attend practices. It should be clearly understood that students who graduate at mid-term will be considered graduates and will not participate in student activities.

Alternative School Attendance

Any student transferring from Alternative Education classes at Beck Area Career Center or from any other school district must attend Valmeyer High School for one full semester before qualifying for graduation from Valmeyer High School.

Beck Area Career Center

The BACC provides students with the opportunity to earn credits in specific vocational areas. The BACC also offers an alternative education program for some students. Any student interested in attending the BACC should see the counselor to discuss the courses available. Students who attend BACC are expected to attend for the entire school year.

The school district provides transportation for students taking courses at the center. Students who take courses at the center are subject to the procedures and guidelines established by the administration of the center.

Students are not permitted to drive to the Beck Center unless they have secured the proper driving permit from their Beck teacher, obtained their parent's signature, and presented the permit to the administration for his signature. One copy of the permit is retained by the high school office and the student must show his/her permit to the Beck bus driver before the student leaves the school parking lot.

Students who miss the bus to the Beck Center will be required to sit in the study hall during the hours they would normally be attending the center.

Excessive absences from the Beck Center may result in the student being removed from the program and receiving a failing grade on his/her transcript.

Guidance Counselor

The guidance counselor's primary purpose is to assist students in utilizing the resources of Valmeyer High School to acquire the very best possible education available. The guidance counselor will help students with the following:

1. Counsel students regarding personal problems
2. Assist students in planning their schedules based on career plans
3. Monitor the students' progress in their classes
4. Monitor the students' progress toward completion of graduation requirements
5. Assist the students in applying for admission to institutions of higher education
6. Assist students in applying for various scholarships

Students who wish to see the counselor should make an appointment. The purpose of using appointments is to effectively utilize the counselor's and student's time. Parents who wish to see the counselor are encouraged to call for an appointment to avoid a waiting period.

Parents/Students can go to www.valmeyer12.org and click on the guidance link to access information on scholarship opportunities; college fairs/school visits, financial aid, links to reputable guidance-related websites, ACT information, Post Prom, Big Brothers/Big Sisters, and 8th grade orientation. A copy of the guidance handbook is also available for viewing from this site.

Driver Education

All students must earn credit in the driver education program as part of the education requirements. The state requires a minimum of 30 hours classroom attendance, six hours behind-the-wheel and successful completion of course content, and the student must have their learning permit for a period of nine months before receiving their GDL. In addition, the state requires an additional 50 hours of driving time supervised by the student's parents. Because of state regulations, students will be dropped from driver education if they are absent from school to the point that they will not be present the minimum 30 classroom hours required. (This includes excused absences.)

Students are scheduled into the behind-the-wheel phase based on their birth date, the teacher's and students' schedules, and the availability of students. **BECAUSE OF CONFLICTS BETWEEN TEACHER AND STUDENT SCHEDULES, THE OLDER STUDENTS DO NOT ALWAYS GET TO DRIVE BEFORE YOUNGER STUDENTS.** Whenever possible, older students will drive first. The fee for driver education (behind-the-wheel) will be set annually by the Board of Education.

Early Bird PE

Early Bird PE is a privilege for students who wish to enroll in a class prior to the beginning of the school day. Preference will be given to Juniors and Seniors who request the course during the registration period. In addition, a student's attendance records will be a factor when filling the class roster. Any student who misses five or more Early Bird classes may be removed from Early Bird PE at the end of the semester and placed in a PE course during the school day.

Optional PE for Juniors and Seniors

The School Code provides three circumstances by which school districts can authorize student exemption from daily physical education. Exemptions from physical education instruction at the 11th and 12th grade levels may be granted for those students in the following three situations.

- (1) for ongoing participation in an interscholastic athletic program
- (2) to enroll in academic classes which are required for admission to an institution of higher learning
- (3) to enroll in academic classes which are required for graduation from high school

Removal from Class

Students who are removed from a class for disciplinary reasons or students who withdraw after the first five (5) days of the semester will receive a failing grade for that course for the semester. Class schedules must be changed within the first five (5) full days of the semester.

Student Records

Both permanent and temporary records will be kept on each student. Permanent information is necessary for entry into college and/or obtaining many jobs.

Permanent records consist of the student's name, birth date, address, grades and grade level, parents' names and addresses, attendance records, gender, place of birth, class rank, graduation date, scores on college entrance examinations, scores received on all State assessment tests administered at the high school level, accident reports, health records, and the records pertaining to any release of permanent record information. Honors and awards received, information about participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations may also be included. (105 ILCS 10/2)

Temporary records consist of all information contained in a school student record but not contained in the student permanent record. This temporary information may include family background information; intelligence test scores; aptitude test scores; scores received on all State assessment tests administered at the elementary grade levels (kindergarten through eighth); high school level reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interview; elementary and high school achievement level test results,

participation in extra curricular activities including offices held in school sponsored activities; honors and awards received; teacher anecdotal records; other disciplinary information; special education files, and any verified report or information from outside agencies or organizations and other information of clear relevance to the education of the student. A temporary record must include information regarding serious disciplinary infractions that resulted in expulsion, suspension or “the imposition of punishment or sanction.” Serious disciplinary infraction refers to infractions involving drugs, weapons or bodily harm to another.

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her school student permanent record. The individual permitted to copy will bear the cost of copying school records. Parents have the right to control access and release of school student records and to request a copy of information released.

Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of their child and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s records are forwarded to another school to which the student is transferring. A request for a hearing must be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference with parents will be held within fifteen (15) school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, a formal process shall be initiated.

Parents have the right to copy student records or information contained in a student record prior to the record being destroyed or deleted. A student’s permanent record will be deleted/destroyed 60 years after the student has transferred, graduated or otherwise permanently withdrawn from school. A student’s temporary record will be deleted/destroyed 5 years after the student has transferred, graduated or otherwise permanently withdrawn from school.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The parents will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

Other “directory information” may also be disclosed without written consent. Typical organizations that directory information would be released to include, but are not limited to, companies that manufacture class rings, military recruiters, local media, trade schools, colleges and universities. If you do not want directory information from your child’s education records disclosed without your prior written consent, you must notify Valmeyer High School in writing. The following information has been designated as directory information: student’s name, address, telephone listing, photographs, date and place of birth, dates of attendance, grade level attended, participation in officially recognized activities and sports, height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

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 the Illinois School Student Record Act of 1975.

Section IV Athletics and Activities

Extracurricular Activities

Extracurricular activities are activities that are not required for a class nor generate a grade for participation. They are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity. The failure to comply with the rules and regulations shall result in appropriate sanctions.

Because these activities are regarded as privileges and not property interest of the students, only those procedural and substantiated considerations as provided for within this handbook shall be afforded the students when a disciplinary sanction must be considered.

Students involved in extra-curricular activities must ride the bus to and from activities. Special circumstances may warrant exceptions to be made that allow students to ride with their own parents or grandparent. Any exception to this rule must be approved in advance by the coach or sponsor and either the high school administration or the district superintendent in the administration's absence.

Athletic Activities

Interscholastic athletics are offered in the following sports: baseball, softball, basketball, golf, soccer, cross-country, and volleyball. These sports activities are designed to involve as many individuals as possible while furthering the physical and educational experiences of each participant. Prior to participation, all students must meet the eligibility requirements of the Illinois High School Association and the Valmeyer High School athletic department. Title IX guidelines are used in all participation.

All students who participate in competitive athletics must purchase proper school insurance or sign the standard waiver form indicating that an adequate medical plan is maintained at home. This must be completed prior to the first practice session. Sports physicals must be completed annually and turned in prior to a student participating in any activities related to the sport of their interest.

No Pass/No Play Policy

Valmeyer High School has adopted a No Pass/No Play policy that applies to extra-curricular activities. In order to be "eligible" to participate:

- 1) A student must have passed 30 hours of high school work the previous week in order to be eligible for the following week. This is the equivalent of six "full-time" courses. For purposes of determining weekly eligibility Band and Chorus are considered half-time courses.
- 2) A student must have passed 30 hours of high school work the previous semester to be eligible the following semester. This is the equivalent of six "full-time" courses. For purposes of determining eligibility for the semester Band, Chorus, Driver's Education, and Career Awareness are considered to be half-time courses.

If further clarification of this policy is needed, contact the high school administration.

Valmeyer High School Code of Conduct for Athletics and Extra-Curricular Activities

The privilege of participating in our athletic program and extra-curricular activities is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibility of a VHS student is to be a credit to themselves, their parents, their school, and their community.

Guidelines for students participating in athletics, clubs, and organizations are set forth in the Code of Conduct for Athletics and Cheerleaders, and Extra-Curricular Activities. To request a copy, contact the high school administration, the athletic director, or the club/organization sponsor.

Student Activities

Valmeyer High School offers a wide variety of activities in which students may participate. Each of these activities will be beneficial to the students in terms of their total development. All students are encouraged to take part in these and other extra-curricular activities:

All School Musical—The music department annually presents a Broadway musical, usually in the fall of the year. Auditions are open to any student in grades 9-12. The musical cast rehearses for 6-10 weeks and presents three performances. Opportunities for technical crew participants are also open to anyone in the school. Orchestra members must be members of the band or chorus or community.

Future Farmers of America—The FFA is the national organization of, by, and for students enrolled in Agriculture. The FFA is intra-curricular and originated as part of the high school agriculture curriculum. FFA

activities encourage members to learn through active participation how to conduct and take part in public meetings; to speak in public; to solve their own problems; to finance themselves; and to assume civic responsibility. The primary aim of the FFA is the development of agricultural leadership, cooperation, and citizenship.

Women's Ensemble—The women's ensemble is a select auditioned group. The group rehearses before and after school and sings three-part treble music with two singers per part. The group performs at the three school concerts, in solo and ensemble contest, and regularly for school and community functions. They represent our school and music department in the community. Participants must be members of the mixed chorus.

Junior Class Play—The Junior Class Play is normally the first or second weekend in April. Tryouts are held in the beginning of second semester. Check the announcements for information.

Mixed Ensemble—The mixed ensemble is a select, auditioned group of 12-16 singers with equal division of men and women. The group rehearses before and after school, at least twice per week. They perform at the three school concerts, in solo and ensemble contest, and regularly for school and community functions. They are considered to be ambassadors of the school and music department. Participants must be members of the mixed chorus.

National Honor Society—Membership in NHS is based on leadership, scholarship, character and service with an emphasis on scholarship. Students in grades ten, eleven, and twelve are eligible with a cumulative grade point average of 3.3. The faculty council surveys academically eligible students to determine interest in membership and to obtain information regarding service, character, and leadership activities. Students are selected by a seven-member faculty council that includes two nonvoting members, the advisor and administration.

Newspaper Staff - Students in grades 9-12 interested in membership on the Pirate Chronicle Newspaper Staff can sign up each year at the beginning of the school year or enroll for credit in the Information Processing II/Document Production class in the Business Department, where students learn the basics of newspaper publication by using Microsoft Publisher. Students can elect to become a field reporter, sports reporter, photographer, and/or editor, while producing a monthly newspaper for the student body. The primary purpose of the newspaper staff is to keep the student body informed of school and current events and to provide a means of publication for students' original work.

Spanish Club---The main purpose of Spanish Club is to encourage an interest in Spanish culture. Students will have an opportunity to experience Spanish culture either in school or outside (field trip). Membership is open to all high school students; they do not have to be enrolled in a Spanish class or have previously taken a Spanish class.

Student Council—The purpose of the Student Council is to provide an avenue for student expression; promote the general welfare of the school; act as a liaison among students, faculty and administration; provide an orderly direction of school activities; encourage high standards of scholarship; develop good school/community relations; develop student leadership; and encourage good school spirit.

TREND—Turning Resources and Energy in New Directions encourages healthy alternatives to drug and alcohol use. Students are encouraged to be drug and alcohol free, provides education, alternative entertainment, peer support skills, and community involvement.

Yearbook Staff—Membership selection is made by the advisor based on student interest, his/her after-school availability, and current student activity load. Membership is limited to approximately 30 active students.

Students learn the basics of photo selection, page layout and completion, and computer operation leading to the completion of the yearbook. Also, interested students are taught the basics of photography.

Future Educators of America—The primary purpose of FEA is to introduce students to the teaching profession and to give them opportunities to experience classroom teaching, modeling and observations. Membership is open to all students in ninth through twelfth grade. Members will be expected to fulfill the obligations of membership.

Model UN—In Model UN, students step into the shoes of ambassadors from UN member states to debate current issues on the organization’s vast agenda. Student “delegates” prepare draft resolutions, plot strategy, negotiate with supporters and adversaries, resolve conflicts, and navigate the UN’s rules of procedure – all in the interest of mobilizing “international cooperation” to resolve problems that affect countries all over the world. Membership is open to all students in ninth through twelfth grade.

Saturday Scholars--- Saturday Scholars is a by invitation enrichment program. Students participate in interactive lectures and field trips designed to enrich the students’ knowledge base in the fields of math, science, and social science. Experts in the various fields are procured to lead each session. Students must meet certain requirements in order to be invited to participate in the Saturday Scholars program. In order to qualify a student must: 1) have a grade point average of at least 3.8, 2) have been previously identified as “gifted” and have a grade point average of at least 3.5, **OR** 3) have “exceeded” in at least two subject areas on the Prairie State Achievement Exam.

Big Brothers/Big Sisters---This is a school-based mentoring program in which a high school student is paired with an elementary student through an application process. The “big” commits at least one hour a week to their “little” to help them with homework, play games with them, listen to their problems, or just hang out for a while. If interested, please contact the high school administration or the high school guidance counselor.

Science Club---The purpose of this organization is to promote and generate interest in various aspects of science. Students will be given opportunities to participate in science-centered activities and field trips. Membership is available for any high school student currently enrolled in a science class or has earned 3 years of science credit.

No organization or group of students will conduct meetings or assemble on school premises without prior approval of the administration. No organization of students will be approved, which is determined by the administration, to promote disorder, violence, harassment, or racial discord. Any student participating in such organizations or groups will be subject to disciplinary action.

Section V

Discipline of Students

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the district, it may be necessary at times to discipline students whose conduct negatively affects the well-being of the school. In accordance with due process and statutory requirements, students may be suspended or expelled from school and from the school bus for acts of gross disobedience or misconduct. Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent or administration may suspend students.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. When necessary, a school employee may use reasonable force to maintain safety. All disciplinary actions should be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline,

school personnel must consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstance, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to the following: detention, classroom detention, in- or out-of-school suspension, expulsion, and reporting to the police any criminal charges.

Referrals

The goal of the school is to allow students to attend school in a self-disciplined climate. Whenever a student is referred to the office for disciplinary reasons, the administration will attempt to end the incident through counseling whenever possible, if the incident is of a minor nature. The administration may also refer the student to the school counselor if the administration feels this will be in the best interest of the student.

Detention

Detention is action taken for minor disciplinary or repeated disciplinary problems. Students are assigned to attend detention from 3:15-4:15 P.M. Occasionally, detention may be before school. Students who are assigned detentions will be given at least 24 hours notice.

Each student is responsible for his or her own transportation to detention. If this is a problem, keep in mind that the action which caused the student to be assigned detention should never have been committed in the first place. Employment, personal plans, activities or transportation problems are not sufficient cause to postpone or skip a detention.

Classroom Detention

Many teachers prefer to assign detentions to their own room so that work or supervision may be done by them rather than by another teacher. Therefore, we reserve the right to allow teachers to require students to serve detentions in their room for minor disciplinary matters. These are assigned either before school, or as the teacher deems necessary. Again, the guideline of 24-hour notice will be adhered to.

In-School Suspension

This will be used as a supplemental consequence for offenses that can result in out-of-school suspension. Social interaction with other students is severely restricted and the student will work on academic work the entire time. Students will receive credit for work completed in the alternative classroom. Because students will not be attending classes during assignment to the alternative classroom, this may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade. Students will be assigned to the alternative classroom for no more than (4) infractions throughout the school year.

Out-of-School Suspension

This is a very serious consequence that will be used in serious or major disciplinary incidents. Suspension from school means that a student is not permitted on school property nor can a student participate in or attend any type of school related activity. Any schoolwork missed during an out-of-school suspension will only be accepted on the first school day after the suspension has been served. It is the responsibility of the suspended student to find out about missed work. Because students will not be attending classes during an out-of-school suspension, this may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade.

Expulsion

If a student has committed a very serious action (gross disobedience) or has had repeated behavioral problems, he or she may be recommended to the Board of Education for expulsion from school. Expulsion may be for a length of time as determined by the Board after conducting a hearing.

Student Rights (Due Process)

A student has a right to present his or her information pertaining to an incident as a part of the relevant collection of data prior to suspension or expulsion. This normally occurs in the administration's office prior to a

decision being made or a disposition of the incident occurs. However, a student and parent still have the right to appeal any action taken with the Superintendent should they so desire.

Classroom Suspension

Teachers, with approval of the administration, have the right to suspend and on some occasions exclude students from the classroom when the behavior of a student reportedly causes a disruption of the classroom.

Section VI Consequences

Introduction

It would be impossible to list all possible disruptive offenses that could be committed in a school setting. As conditions warrant, the administration may add additional infractions and consequences for the protection and welfare of students and staff.

The punishment listed after each violation is a guideline for the 1st, 2nd, and 3rd offenses. Students readily admitting guilt may receive lesser punishments than those listed, and certain infractions may receive consequences more or less severe than those listed, depending on individual circumstances. Habitual offenders may also receive harsher consequences than those listed. Infractions during the lunch period may result in confinement to the cafeteria during the lunch period in addition to other consequences.

Consequences may be applied for misconduct that occurs on school grounds, on a school bus or at a school function. Consequences may also be applied for misconduct that occurs outside the school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function.

W = warning, D = detention, # = number of days suspended or assigned to alternative classroom, E = expulsion.

1. Alcohol:

The use or possession of or being under the influence of alcoholic beverages on school property or at school activities.

(3, 5, 10)

2. Cheating:

Academic misconduct including the use of unauthorized material, plagiarism or providing or receiving assistance on tests or assignments. No credit will be given for this work.

(D, 1, 3)

3. Chronic Misbehavior:

When a student has been given several referrals by several teachers for chronic disruption of class, the student may be suspended or recommended for expulsion, if deemed appropriate by the administration.

4. Defiance of School Personnel's Authority:

Refusal to comply with a reasonable request of school personnel.

(2, 5, 10)

5. Destruction or Defacement of School Property:

The destroying or mutilation of objects or materials of the school. Costs for repair or replacement will be the responsibility of the student.

(2, 5, 10)

6. Disorderly Conduct, Profanity, Obscene Behavior:

Conduct and/or behavior which is disruptive to the orderly operation of the school.

(D, 1, 2)

7. Disruption or Interference:

Participating in any behavior which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with, any school function, activity, or purpose. This includes making fun of or harassing other students.

(W, 1, 3)

8. Dress Code:

The dress code is in effect at all times in the building as well as at school-related activities and practices. Student clothing which is inappropriate, revealing, obscene, or which disrupts the educational process will not be permitted. The school has the right to determine appropriateness. The following items of clothing are examples of prohibited attire:

- Caps or other forms of head cover.
- Clothing which displays drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo, tobacco ads, death, suicide, or violent messages.
- Bare-midriff tops, spaghetti straps and halter tops, short shorts, and mini-skirts.
- Clothing that reveals undergarments.

The body must be covered from the shoulder to the mid-thigh, excluding arms. Shoes must be worn at all times. Thick/bulky jackets, coats, or other types of outdoor apparel are not allowed in the building except when arriving or leaving; they are to remain in the students' lockers at all times.

(W, D, 1)

9. Drugs:

Use or possession of or being under the influence of drugs or possession of drug paraphernalia on school property, transfer of any stimulating, depressing, or behavior-altering substance (or lookalike) without a medical prescription, including any form of hallucinogenic drug or marijuana.

(E) Reduced penalties will be considered with drug counseling

10. Failure to Attend Detention:

Failing to attend a detention assigned by teachers/administration for misconduct.

(D & 1, 3, 5) (The detention is reassigned and additional consequences apply.)

11. False Fire Alarm/Report:

Making a false fire alarm or any other knowingly false and disruptive rumor or report.

(3, 5, 10)

12. Fighting:

Engaging in physical contact for the purpose of inflicting harm on another person.

(3, 5, 10)

13. Forgery:

Writing and using the signature or initials of another person.

(1, 2, 3)

14. Gambling:

Participating in games of chance for the purpose of exchanging money.

(W, 1, 2)

15. Inability to Adjust:

Inability to adjust to the demands of school life as evidenced by continuing misconduct or failure to work during class.

(W, D, 1, 3)

16. Interfering With School Purposes:

Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

(2, 5, 10)

17. Littering:

To willfully throw trash items on school property or on private property to and from school.

(W, D, 1)

18. Misuse of Driving Privilege:

Sitting in cars, sitting on or on top of a moving vehicle, riding in the back of a pick-up truck, or driving during the school day without permission.

(1, 3, 5)

19. PE Dress Cut:

Not participating in daily physical education due to lack of class materials or refusal to dress out.

(W, D, 1, 2, 3)

20. Physical Attack:

Physical attack of one person, or a group of persons, upon another who does not wish to engage in the conflict, and who has not provoked the attack.

(5, 10, E)

21. Possession of Tobacco:

The use or possession of tobacco on school property.

(1, 3, 5)

22. Possession of a Weapon:

The use or possession of any weapon as defined by statute used to inflict bodily harm. Illinois State Law requires expulsion for a period not less than one year.

(E)

23. Public Display of Affection:

Any display of affection at school or school related functions. This includes hand-holding, arms around one another, kissing, etc.

(W, D, 1)

24. Sexual Harassment:

Inappropriate comments, gestures, advances or touching that is unwanted by the victim that could be interpreted as sexual in nature. This is a serious offense, and should be reported immediately to the nurse, counselor, or administration.

(D, 1, 3)

The school recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The school also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all students will continue to act in a responsible manner to establish a pleasant learning environment free of discrimination.

25. Slander/Dishonesty:

The spreading of rumors, gossip, or untruth, verbally or in writing, that defames the character of another person, or disrupts the school environment.

(W, D, 1)

26. Student Lockers:

Any of the following violations:

- Using a locker not assigned to the student.
- Decorating the inside or outside of lockers with scotch tape or other adhesives.
- Possessing open drink containers and open candy in lockers.

(W,D,1)

27. Tardy to Class:

When a student is tardy to class for the second time in a semester, he/she will receive a written warning that each additional tardy will result in a detention. If a student is tardy to class eight or more times in a semester, more severe penalties will be considered.

28. Threats or Intimidation:

Threats of violence. Threatening or intimidating any student, teacher, or other school employee or visitor.

(2, 5, 10)

All cars on parking lot will be impounded immediately upon receiving a bomb threat, or any other threat of violence.

29. Truancy:

a) Skipping school/leaving school grounds without permission.

(2, 5, 10)

b) Skipping class/leaving class without permission.

(1, 2, 5)

Students who are habitually or chronically truant will be referred to support services.

30. Theft:

The taking of property not belonging to the student.

(2, 5, 10)

31. Unauthorized Items:

Student cell phones must be off and out of sight. In addition, radios, CD players, laser pointers, noise makers, sun glasses, hats, pocket knives, cigarette lighters, gum, water shooting devices, drink containers, or any other items that divert attention from the education process are not to be in the school during school hours. Items may be confiscated by the administration and not returned. School officials have the right to search your book bag, coat, purse, locker, wallet, car, etc. if there is reasonable suspicion that the student may have violated school rules. All book bags should be secured in lockers at the beginning of the day and not permitted in the halls, classrooms or cafeteria areas.

(D, 1, 2)

Cell phone: (D-parent picks up, Confiscated in office for 2 weeks, Confiscated for remainder of the year)

32. Violation of Local, State, or Federal Law:

Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, employees, or visitors.

(3, 5, 10)

Daily Schedule

Period	Time
1	8:17-9:02
2	9:06-9:51
3	9:55-10:40
4	10:44-11:29
5	11:33-12:17
Lunch	12:17-12:47
6	12:50-1:35
7	1:39-2:24
8	2:28-3:13

Wednesday Activity Period Schedule

Period	Time
1	8:17-8:57
2	9:01-9:41
3	9:45-10:25
4	10:29-11:09
5	11:13-11:53
6	11:57-12:37
Lunch	12:37-1:07
7	1:10-1:50
8	1:54-2:34
Activity Period	2:38-3:13

Early Out Schedule

Period	Time
1	8:17-8:32
2	8:36-8:51
3	8:55-9:10
4	9:14-9:29
5	9:33-9:48
6	9:52-10:07
7	10:11-10:26
8	10:30-10:45
Jr/Sr High Lunch	10:45-11:15

2010-2011 VHS School Calendar

August

- 16 Teacher Institute – Students not in attendance**
- 17 First Day of School – Dismiss at 10:40**

September

- 3 School Improvement In-service – Dismiss at 11:17**
- 6 Labor Day – No school**
- 17 Mid-term Reports Available Online**

October

- 7 School Improvement In-service – Dismiss at 11:17**
- 8 Teacher Institute – Students not in attendance**
- 11 Columbus Day – No school**
- 15 End of First Grading Period**
- 22 Report Cards Issued to Students**
- 27 Parent Teacher Conferences – Students dismissed at 2:00 – Conferences 3:00 – 7:00**
- 28 Parent Teacher Conferences – Students dismissed at 2:00 – Conferences 4:00 – 8:00**
- 29 No School**

November

- 11 Veteran's Day – No school**
- 19 Mid-term Reports Available Online**
- 24 School Improvement In-service – Dismiss at 11:17**
- 25 Thanksgiving Day – No school**
- 26 Thanksgiving Vacation – No school**

December

- 20 High School Exams (Tentative)**
- 21 High School Exams (Tentative) – First semester ends**
- 22 Teacher Institute – Students not in attendance - Winter break begins**

January

- 3 School Resumes - Second Semester Begins**
- 7 Report Cards Issued to Students**
- 14 School Improvement In-service – Dismiss at 11:17**
- 17 Martin Luther King's Birthday – No school**

February

- 4 Mid-term Reports Available Online**
- 21 President's Day No school**

March

- 7 Casimir Pulaski Day – No school**
- 11 Third Grading Period Ends**
- 18 School Improvement In-service – Dismiss at 11:17**
- Report Cards Issued to Students**

April

- 15 Mid-term Reports Available Online**
- 22 Spring Break Begins**
- 26 School Resumes**
- 29 School Improvement In-service – Dismiss at 11:17**

May

- 25 Teacher Institute – Students not in attendance ****
- 26 Last Day of School – Dismiss at 9:51 ****

****Subject to change if emergency days are not used**