

**2024-20225**  
**Glenwood High School**  
**Student Handbook**



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[Glenwood High School Website](#)

*Note: This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations. It also serves as only a summary of BCSD#5 School Board policies and may be changed during the year.*

[Ball-Chatham BCSD#5 School Board Policies](#)  
[Employee Code of Professional Conduct](#)

## From A Vision Realized, the Dedication of Glenwood High School – May 5, 1957

*“On Wednesday, January 4, 1956, ground was broken on the present site (currently Glenwood Middle School) for the new building. After many delays the present building of Glenwood was occupied March 1, 1957.*

*The citizens’ school advisory group conducted a contest among the school children for a name for the school. Of the hundreds of names presented, five were proposed for the Board of Education. The name Glenwood was then finally selected. Special credit is given to Miss Judy Johnson, a third grade student in Miss Erna Ostermeier’s room at Caldwell (Elementary), for submitting the winning name...”*

*“...Each person through his faith and labor in this educational enterprise demonstrated that he is a living example of the fact that public education is the foundation of good government and world peace...”*

## Glenwood Fight Song

*Stand up and cheer,  
Cheer loud and long for dear old, Glen-wood.  
For today we raise  
the red and white above all others.  
The sturdy band now is fighting,  
and we are sure to win this frey!  
We're sure to win,  
we're sure to win,  
we're sure to win,  
we're sure to win,  
for this is Glenwood High School's day!  
G-L-E-N-W-O-O-D (repeat)*

# **Glenwood High School will be an exemplary Illinois high school that meets the needs of all students.**

Our vision for providing an enriching learning experience at Glenwood High School includes the following:

1. Glenwood High School will encourage all students to see themselves as lifelong learners and to consider their education a lifelong process that includes experiences, both inside and outside of learning institutions.
2. Glenwood High School will provide a safe, welcoming, caring, and orderly environment in which all students can learn and grow, as individuals and as a diverse and respectful community of learners.
3. Glenwood High School will provide a suitable and equitable physical and technological learning space for all students and teachers and will utilize and balance available resources to meet the needs of all.
4. Glenwood High School will expect all members of this learning community to be actively engaged, both intellectually and ethically, in the learning process.
5. Glenwood High School will work together and with the extended community in a collaborative fashion to provide learning opportunities for all students and teachers, both inside and outside of the classroom, to support their efforts to learn and grow, and to recognize and celebrate their achievements.
6. Glenwood High School will provide all students with information, assistance, and support to develop appropriate educational and career goals for transitioning to, through, and beyond high school. Attention will be paid to the whole student, including academic progress, behavior, and emotional well being.
7. Glenwood High School will continue to review and maintain a curriculum, which allows all students to explore and develop interests and talents. All students will be expected to utilize good study habits, acquire as well as apply knowledge, and engage in the thoughtful development, exchange and refinement of ideas.
8. Glenwood High School will expect all students to learn, to develop independence, and to increasingly accept responsibility for their learning, decisions, and actions.
9. Glenwood High School will expect parents to continue playing an active role in the education of their children, monitor their children's academic performance, and work collaboratively with the administration, faculty, and staff to maximize their child's high school experience.
10. Glenwood High School will continue to recognize and develop the importance of its collaborative relationships with its extended community. *Revised May 2006*

# Table of Contents

<b>Chapter 1: Introductory Information and General Notices</b>	<b>6</b>
GHS ADMINISTRATION	6
ADMINISTRATIVE CENTER	6
BOARD OF EDUCATION	6
GENERAL SCHOOL INFORMATION	6
DAILY BELL SCHEDULES	7
VISITORS	8
SCHOOL VOLUNTEERS	9
TELEPHONE USE	9
STUDENT DANCES	9
ACCOMMODATING BREASTFEEDING STUDENTS	9
BOOK BAGS, HAND BAGS, PURSES	10
<b>Chapter 2: Academic Information</b>	<b>10</b>
STUDENT COURSE PLANNING	10
STUDENT INTERVENTIONS	10
STUDY HALL AND RESOURCE STUDY SKILLS	11
TUTORING	12
THE LEARNING RESOURCE CENTER	12
GRADE SCALE	13
GUIDANCE OFFICE	13
RE-ENROLLMENT OR RE-ENTRY OF DROP OUTS	13
PARTICIPATION IN GRADUATION CEREMONY	13
CERTIFICATE OF HIGH SCHOOL COMPLETION	14
SEMESTER EXAM POLICY	14
CAPITAL AREA CAREER CENTER	15
<b>Chapter 3: Attendance, Promotion and Graduation</b>	<b>16</b>
STUDENT ABSENCES	16
PREARRANGED ABSENCES	17
COLLEGE DAYS	17
MILITARY DAYS	18
ABSENCE PROCEDURES	18
EXCESSIVE ABSENTEEISM	18
LEAVING SCHOOL GROUNDS	19
TARDINESS	19
HALL PASSES	19
ARRIVAL AND DEPARTURE	20
MAKE-UP WORK	20
HOMEWORK	20
HIGH SCHOOL GRADUATION REQUIREMENTS	20

<b>Chapter 4: Lunch and Free/Reduced Lunch</b>	<b>21</b>
LUNCH PROGRAM	21
<b>Chapter 5: Parking</b>	<b>22</b>
STUDENT PARKING	22
STUDENT PARKING STICKERS AND VIOLATIONS	22
VEHICLE SAFETY RULES	22
<b>Chapter 7: Discipline and Conduct</b>	<b>23</b>
DISCIPLINARY CODE AND GUIDELINES	23
MOBILE ELECTRONIC DEVICES	25
SCHOOL DRESS CODE / STUDENT APPEARANCE	25
AUTHORITY TO EXCLUDE FROM CLASS	27
ACADEMIC DISHONESTY	28
LUNCH & CAFETERIA RULES	28

# Chapter 1: Introductory Information and General Notices

## GHS ADMINISTRATION

Ryan Green, Principal  
Sarah Dowis, Assistant Principal  
John Fletcher, Assistant Principal  
Ben Kwedar, Assistant Principal  
Brad Kyes, Assistant Principal  
Traci Knisley, Special Education Administrator  
Caitlyn Moody, Director of Athletics

## ADMINISTRATIVE CENTER

Dr. Becca Lamon, Superintendent  
Jennifer Farnsworth, Assistant Superintendent  
1475 E. Plummer  
Chatham, IL 62629  
Office: (217) 483-2416  
Fax: (217) 483-2490

## BOARD OF EDUCATION

Tiffani Saunders, President  
Laura Calderon, Vice-President  
Dr. Andrea Rediger, Secretary  
Steve Bryant  
Ryan Murphy  
Ann Strahle  
Patrick Phipps

## GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the following hyperlink: [Board Policies](#)

# DAILY BELL SCHEDULES

## REGULAR SCHEDULE

0 Hour	7:20-8:10
1st Hour	8:15-9:10
2nd Hour	9:15-10:05
3rd Hour	10:10-11:00
4th Lunch	LUNCH 11:05-11:35
5th Hour	11:40-12:30
6th Hour	12:35-1:25
5th Lunch	4th Hour 11:05-11:55
	LUNCH 12:00-12:30
	6th Hour 12:35-1:25
6th Lunch	4th Hour 11:05-11:55
	5th Hour 12:00-12:50
	LUNCH 12:55-1:25
7th Hour	1:30-2:20
8th Hour	2:25-3:15

## WEDNESDAY SCHEDULE

0 Hour	7:20-8:02
1st Hour	8:15-8:58
2nd Hour	9:03-9:45
3rd Hour	9:50-10:32
4th Lunch	LUNCH 10:37-11:07
5th Hour	11:12-11:54
6th Hour	11:59-12:41
5th Lunch	4th Hour 10:37-11:19
	LUNCH 11:24-11:54
	6th Hour 11:59-12:41
6th Lunch	4th Hour 10:37-11:19
	5th Hour 11:24-12:06
	LUNCH 12:11-12:41
7th Hour	12:46-1:28
8th Hour	1:33-2:15

## HALF DAY SCHEDULE

0 Hour	7:20-7:45
1st Hour	8:15-8:40
2nd Hour	8:45-9:10
3rd Hour	9:15-9:40
4th Lunch	5th Hour 9:45-10:10
	6th Hour 10:15-10:40
5th Lunch	4th Hour 9:45-10:10
	6th Hour 10:15-10:40
6th Lunch	4th Hour 9:45-10:10
	5th Hour 10:15-10:40
7th Hour	10:45-11:05
8th Hour	11:10-11:30

# VISITORS

All visitors, including parents/guardians and siblings, are required to enter through the east main entrance doors of the building and proceed immediately to the kiosk. Visitors should identify themselves and inform security personnel of their reason for being at school.

Visitors must present identification (i.e. driver's license) for scanning into the RAPTOR system, and state the location they are visiting. Approved visitors will be given a badge identifying them as a guest which must be worn in a clearly visible location on their outer clothing. All visitors must return their badges to the kiosk before leaving the school. On those occasions when large groups of parents/guardians, friends, and/ or community members are invited onto school property visitors are not required to sign in but must follow school official's instructions. Former students must have an appointment if they are at the school to visit a teacher preferably scheduled 24 hours in advance of any visit.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco/vape products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.



## SCHOOL VOLUNTEERS

All Non-Student volunteers must complete the [District Volunteer and Visitor Application](#), and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the security desk and the main office and receive a visitor badge before going to their destination.

## TELEPHONE USE

School phones are available for student use but should only be used for essential needs. Permission must be obtained from an administrator, secretary or faculty member before the telephone may be used. Students will not be called to the phone from class unless deemed necessary by an administrator or designee. In cases that are of an important nature, a message can be given to the student.

Duration of these calls will be monitored and may be ended at the request of a staff member. Students will not be allowed to leave class or study hall to make personal phone calls unless deemed necessary by a staff member. It is preferred that regular personal phone calls should be placed at lunch, before, or after school. If a student chooses to make a phone call between classes and is tardy, that student may be subject to consequences.

## STUDENT DANCES

A student requesting to bring a date who is not a GHS student must pick-up, complete, and return a "Date Request Form" in Office II by established due dates that will be announced. This form requires the signature of the principal or administrator of the guest's home school. The minimum grade level for all guests is ninth grade and all guests must be under the age of 21. Photo ID must be present at all events. GHS students must understand that all GHS rules apply at school functions and will take full responsibility to inform and insure their date's compliance to these rules. Students, under Withdrawal of Privilege, Out of School Suspension, or Expulsion may not attend these events.

## ACCOMMODATING BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.

- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

## BOOK BAGS, HAND BAGS, PURSES

Book bags, hand bags, drawstring bags, and purses must be left in the student's hall locker during the school day. Exceptions to this rule may be made for students who require special accommodations.

Athletic bags/equipment and Band instruments are to be left in a designated room during the school day.

## Chapter 2: Academic Information

### STUDENT COURSE PLANNING

Information regarding graduation requirements, course scheduling, class rank, grade point average, and course offerings can be found in the GHS Student Course Planning Book available in the guidance office.

All course information can be found in the 2024-2025 GHS Student Course Planning Book.

### STUDENT INTERVENTIONS

- Tier 1 Intervention Examples:
  - Develop a rigorous, relevant, student-centered curriculum;
  - Use best teaching practices such as directly providing timely, authentic, constructive feedback to students, differentiated instruction, small group and one-on-one teacher time, study/reading/writing/math/critical thinking instruction, and re-teaching;
  - Contact parents/guardians via phone, letter or email;
  - Collaborate with Guidance team, study hall and/or academic teachers, and SST team; and,
  - Use teacher tutors, peer tutors and Skill Enhancement Center.
- Tier 2 and Tier 3 Interventions are to be determined based on individual students' needs and school resources.

This list is not inclusive of all interventions to be used with students.

# STUDY HALL AND RESOURCE STUDY SKILLS

## Tiered Privilege

Students will earn privileges based on their level of success across all areas at GHS, both academic and behavioral. Students must understand and accept that they may have different privileges than their study hall classmates. Students who have Ds or Fs in any course on their schedule will not maintain privileges.

## Beginning and Ending Class

All students are expected to be in the classroom when the bell stops ringing or a tardy will be issued. Any student who needs to return to his or her locker for any reason will be required to use an E-Hallpass. Once in the classroom students must move to their assigned seats in a timely manner. All students will remain in their seats until the bell rings to end the period.

## Learning Resource Center

Students who wish to use the LRC must have a pass from one of their current course teachers on their course schedule. Students must present these passes upon arrival to study hall and will not be permitted to retrieve a pass after class begins.

## Tutoring Center

Students who wish to utilize the GHS Tutoring Center may do so at any time with a pass from a current course teacher. Students must sign in upon arrival at the Center. Students should be advised that the supervisor will check the real-time, online sign-in during that class period to ensure arrival. Students must remain in the Tutoring Center for the remainder of the period. Failure to comply with these procedures will result in disciplinary consequences.

## Mobile Electronic Devices

Use of mobile electronic devices is a privilege. Students who are permitted to use them by the supervisor must do so in a manner that is not disruptive to the classroom environment or their academic work or this privilege will be immediately removed.

## Resource Study Skills

Resource Study Skills is designed to assist students with an Individualized Education Plan (IEP) who are in need of Tier 3 interventions. Resource Study Skills teachers provide individualized assistance for students.

- Teachers serve as the student's case manager to monitor goals and student progress set for by an Individualized Education Plan;
- Teachers will monitor each student's grade weekly;
- Teacher will maintain communication with struggling students' teachers;
- Teachers will provide first-line support during the hall time to help students with academic work. If the teacher is unable to help the student, study hall teachers will issue a pass to the tutor with work to be completed;
- If a student refuses to work during study hall time, this information will be communicated to the student's academic teacher so the academic teacher can include that information when contacting parents;
- If students have passing grades and appropriate behavior, then they are able to earn privileges of using electronic devices.

- Teachers provide support and resources to assist student’s scheduled teachers carry out in class interventions.

## TUTORING

All academic teachers that do not teach 0 hour offer tutoring via office hours on Tuesdays, Wednesdays, and Thursdays before school from 7:45-8:05.

If students need additional help in Math or Science, they are able to seek out that assistance from teachers in these subject areas. Tutors are provided throughout the school day at Glenwood High School. A tutor in each of these subject areas will be available every hour of the day for student use and referral. It is an expectation that students who are failing will seek out these tutoring opportunities.

If a teacher/tutor is assigned to a class period, which a student would like to go to during their study hall, they simply need to ask the Study Hall supervisor for a pass. Trips to work with these tutors may also be assigned by the student’s classroom teacher as they deem necessary.

## THE LEARNING RESOURCE CENTER

The GHS LRC provides print and non-print resources along with a computer available for classes and general student use.

The LRC is open everyday from 7:30 am to 3:15 pm. Please be aware that staffing issues may occasionally change these hours without prior notice.

### Student Sign-in:

All students must sign-in upon arrival to the LRC. Study Hall students must sign out of their study hall classroom and then present a valid pass from a current teacher on their class schedule to the LRC staff. Students on teacher passes from study halls must remain in the LRC the entire hour unless given permission to leave from LRC staff. See more in “Study Hall and Resource Study Skills” in Chapter 2 of this handbook. Students may use the LRC during their lunch hour but must secure prior permission from the Librarian to acquire a pass.

### Appropriate Behavior:

Rules will be posted and enforced in the LRC. If LRC staff determine that a student is not working appropriately or is causing disruptions, the student will be sent back to study hall via their pass and a phone call will be made to their teacher. The library staff will send email notices to the teacher who issued the student’s pass to inform them of the incident. Discipline referrals will be written with appropriate consequences issued per the GHS Behavior Management Flow Chart.

Before using an LRC computer, students must sign the Acknowledgement in this handbook after reviewing the Student User Agreement for the Ball-Chatham CUSD5 Acceptable Use Policy (AUP) in the next section.

## GRADE SCALE

98.5 – 100	A+	77.5 – 79.49	C+
91.5 – 98.49	A	71.5 – 77.49	C
89.5 – 91.49	A-	69.5 – 71.49	C-
87.5 – 89.49	B+	67.5 – 69.49	D+
81.5 – 87.49	B	61.5 – 67.49	D
79.5 – 81.49	B-	59.5 – 61.49	D-
		0.00 – 59.49	F

## GUIDANCE OFFICE

The school provides a guidance and counseling program for students. Each class has a designated counselor. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

If a student needs to see a counselor, he/she must email their grade level counselor and set up an appointment. This can be done before or after school. The counselor will send for this student, usually during a study hall period.

## RE-ENROLLMENT OR RE-ENTRY OF DROP OUTS

Re-enrollment shall be denied to individuals over the age of seventeen (17) years who have dropped out of school and who could not earn sufficient credit during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. A person denied enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED. Exceptions will be made for students with IEPs.

## PARTICIPATION IN GRADUATION CEREMONY

Only those students who have completed their seventh semester at Glenwood High School may participate in graduation ceremonies or receive a Glenwood High School diploma. All foreign exchange students will receive a certificate of attendance.

## CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Participation in the graduation ceremony is a privilege. This privilege may be revoked by administration for violation of school rules or for not meeting all school obligations. Only those students who have completed all state and local graduation requirements may participate in the ceremony.

## SEMESTER EXAM POLICY

Final exams are mandated for all students. Exams shall take place over three days. The schedule will be released each semester as soon as the specified time and details have been finalized.

During final exams, GHS permits an open campus. Students are free to leave the campus during times they do not have a scheduled exam, such as study halls and lunch. Students must leave campus promptly and parents must be aware of the decision to use open campus.

Students who decide to remain on campus when they do not have an exam must attend their study hall during the appropriate class period or study hall period. If a student does not have a study hall on their regular daily schedule one will be appointed to them by GHS Staff. Buses run on their regular daily schedule and will pick up after 3:15 p.m. Students who do not wish to attend their study hall must plan for alternate transportation before the final exam days begin.

Semester exams shall be required in all classes with the following exceptions: Driver's Education, Titan Advantage and Consumer's Education (9 week courses). Any class exempt from exams must have the approval of the Principal.

Teachers may give alternate style exams rather than traditional exams. Administrative approval must be granted for such an exam. Teachers giving alternate exams are still expected to meet with students on scheduled exam dates and times.

The length of all examination periods will be 90 minutes. Students must stay the entire time of the examination. During the testing days, students need to be present only for exams.

Semester exams will count 1/5 of the total grade with each nine weeks counting 2/5's of the total grade. Grades shall be determined by using percentage numbers, i.e., 98, 94, etc.

Students may not change a semester exam or take the exam at a different time without written permission from the Principal. Any student who misses all exams due to an excused absence must complete all exams within five (5) days unless the Principal grants special permission (Long-term illness, hospitalization, etc.).

Requirements for Special Education students for semester exams will be identified on the Individual Education Plan (IEP).

## CAPITAL AREA CAREER CENTER

- Admission Requirements:
  - Students having received a 10-Day attendance letter during their sophomore or junior year will NOT be allowed to apply for CACC without administrative approval.
  - Students with two or more suspensions from GHS in the previous school year or four or more days of in-house detention will NOT be allowed to register for CACC without administrative approval.
  - Students who have dropped out or have been removed from CACC for any reason will NOT be allowed to register for CACC again.
- Attendance:
  - Unexcused absences may result in various disciplinary consequences including removal from the CACC program. On days when a student is ill, parents must call both Glenwood and CACC to report their absence.
- Bus Conduct: Students are required to follow all of the bus rules and regulations stated by policy and the directives given by the bus driver. Students will be disciplined if infractions occur and may be removed from the bus and thus CACC.
- Discipline:
  - CACC suspensions may result in GHS suspensions.
  - Two CACC suspensions in one school year despite the length of the suspensions will result in a student being dropped from the program
- Field Trips/School Activities: From time to time, students will be excused from vocational school for school activities. Arrangements will be made ahead of time with the vocational center for their release.
- Grades: Students who do not pass a course at the vocational center will not be allowed to return to the center the next semester or year.
- School Calendar: On days when Glenwood is not in session but CACC is, all students must attend CACC. On days when CACC is not in session and Glenwood is, students must attend Glenwood classes. Students must consult both school calendars. Bus transportation will be provided.
- Inclement Weather: If GHS cancels school due to weather conditions, students will NOT be required to attend CACC. They will be school-excused. If CACC cancels school and not GHS, students will still be expected to attend GHS.
- Transportation:
  - All students must ride district-provided transportation each day they attend CACC unless specific permission is granted by an Assistant Principal.
  - GHS will take attendance on the CACC bus and may consider absent students unexcused unless cleared following GHS attendance procedures.
  - Students who have been dropped from CACC will return to GHS and will be given a class schedule. If students are dropped after the add/drop date for courses at GHS they may be assigned study halls and will not earn credit they may have earned at CACC that semester.

# Chapter 3: Attendance, Promotion and Graduation

All students are to attend school each day it is in session unless a valid cause for absence is identified. School attendance is the responsibility of both students and their parents/guardians. The faculty and administrators of Glenwood urge all students and parents/guardians to be aware of the value of regular school attendance. Attendance and academic achievement are believed to be closely related.

In addition, when students authorize a transcript to be released to potential employers, the attendance record, which is a part of the permanent record, may be examined as well as the grades. Therefore, students should strive to accumulate the best attendance record possible. Students earn the record; the school only reports it.

## STUDENT ABSENCES

### Excused Absences

Absences are excused for:

- Illness of a student (including mental or behavioral health of the student up to 5 days)
- Observance of religious holidays or event
- Death in the family or of a close friend
- Family emergency
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Critical illness of a near relative (Mother, Father, Brother, Sister, Grandparent or corresponding step relation)
- Dental or medical appointment when prior arrangements have been made
- Pre-arranged family trips
- Attending a military honors funeral to sound TAPS
- Attend one day-long civic event
- Other, as determined by the respective administrator

*"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".*

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.



If the absence is excused, the student will be given make-up privileges for the day(s) missed.

The school may require documentation explaining the reason for the student's absence.

*NOTE: Parental approval to miss school does not necessarily mean that the school will approve the absence. Whether or not the absence is unexcused and disciplinary action is required is the discretion of the administrator.*

### Unexcused Absences

Students will not receive credit for any work or exam missed due to an unexcused absence. Unexcused absences include truancy (skipping, whether a class, part of a day, or a full day), or any absence not recognized by state law, the school board, or the administration. Additional disciplinary action may result at the discretion of the administration.

Absences are unexcused for:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives without the pre-arrangement form
- Missing the bus
- Working
- Minor aches and pains (persistence may indicate a more serious problem)
- Birthday celebration
- Other, as determined by the administrator

## PREARRANGED ABSENCES

Prearranged absences are those days taken by students beyond those days when school is dismissed. School personnel realize that there are occasions when parents or guardians feel it is necessary or beneficial for students to miss school for trips and special events. However, students and parents must realize that extra days out of the school schedule can be detrimental to student learning. Lectures, discussions, and laboratory time cannot always be equaled by a student's attempt to cover the same material alone. Students must discuss pre-arranged absences ahead of time with their teacher to determine whether work will be submitted in advance or upon return. Prearranged absences must be for at least three (3) or more days and prearranged at least three (3) days in advance. Work not made up within these guidelines will result in a zero.

If a student and their parents/guardians wish to take extra days from school, a prearranged absence form available in Office II must be completed. This form must be filled out and returned three (3) days in advance of the planned absence. If a prearranged absence is not approved, an unexcused absence and zero for work missed will be issued. Absences should be avoided during the week of Final Exams.

## COLLEGE DAYS

Students will be allowed to secure prearranged absences to use as college days. A student may use a maximum of four days during their high school career. All college days must be prearranged (at least 24 hours notice) prior

to departure. Students are required to check with their teachers to secure any assignments. If college days are not prearranged and the appropriate paperwork is not filed in the Guidance Office, they will not be excused.

Students must present evidence of their visit to the Guidance Office upon return from their visitation. Evidence of their visit shall usually consist of a note from an admission office or college official or official school letterhead stating that the visitation took place. Failure to present this will result in an unexcused absence. Visits to Lincoln Land or University of Illinois Springfield will be approved for a half-day absence only. No college days will be approved for the last two (2) weeks of school.

## MILITARY DAYS

Students will be excused for military testing provided they have the proper paperwork for a prearranged absence and are able to present appropriate evidence of their participation in military testing to the Guidance Office upon returning to school.

## ABSENCE PROCEDURES

When a student is absent from school, parents should call the GHS Attendance Line at (217) 483-2424, extension 8 between 4:00 p.m. and 9:00 a.m. After 9:00 a.m., please contact Office I at (217) 483-2424, extension 0 as soon as possible. The school will attempt to contact parents to determine a student's whereabouts if a call is not received. If no call is received or parents are not reached, students will be contacted to be cleared. Students will only be given make-up privileges for the day(s) missed provided the absence is excused. An unexcused absence will be issued if it has not been cleared within 24 hours.

Should a student be arriving late or is needing to leave school early due to a medical or dental appointment, it is expected parents/guardians call the school (these messages can be left on the Attendance Line prior to 9 a.m.) Students will not be allowed to leave school without a parent/guardian phone call. If part of the day is attended, the student should check out in Office I before leaving and check in upon entering the building. Failure to sign out in Office I may result in an unexcused absence and appropriate discipline may be issued.

## EXCESSIVE ABSENTEEISM

When a student has missed (10) ten enrolled days for the year, whether absences were excused or unexcused, a licensed physician's medical excuse will be required for future student absences to be excused.

Upon request, identified at-risk families may be referred to the Home-School Prevention Coordinator for follow-up. Parent follow-up contacts will be made by phone or home-visit to discuss the attendance concerns. Failure to produce a desirable change in the student's school attendance after these efforts have been made will result in a referral to the Sangamon County Truancy Officer for possible prosecution.

## LEAVING SCHOOL GROUNDS

Glenwood has a closed campus policy. Students are not allowed to leave during lunch hours or class periods unless an administrator has granted permission. Students who are ill at school cannot leave school without prior permission from the administration and a phone call to their parents. Early bird students are not allowed to leave campus after class. Failure to follow these procedures may result in disciplinary action and unexcused absences being issued.

## TARDINESS

During the school day, it is the student's responsibility to be in the classroom when the hourly bell stops ringing. All tardies are unexcused unless a student has an excused late pass to class from another teacher or from office personnel.

*NOTE: Any student who is unexcused late while arriving to school will be issued a tardy to their 1<sup>st</sup> Hour class regardless of the time of their arrival to school. If a student is more than ten (10) minutes tardy for any class after 1<sup>st</sup> Hour it is an unexcused absence and will be dealt with accordingly which will be a zero for the class activities.*

*NOTE: Violations only reset at the start of each semester.*

### UNEXCUSED TARDINESS BY SEMESTER

1 <sup>st</sup> Tardy:	Verbal Warning
2 <sup>nd</sup> Tardy:	Warning notice
3 <sup>rd</sup> Tardy:	1-hour detention
4 <sup>th</sup> Tardy:	2-hour detention
5 <sup>th</sup> Tardy (or more):	In House Detention

## HALL PASSES

Students who are in the halls once class has begun must have a pass. GHS utilizes the E-hallpass system. E-hallpass is an online platform that allows staff to issue hallway passes to students while also monitoring the activity in the school's hallways. Students are able to access the e-hallpass platform through their school-issued device using any web browser.

Students may request a pass to leave the classroom or an appointment with a staff member (counselor, administrator, sports team departures, etc.). Staff are able to automatically approve the passes quickly with limited impact on the instruction of the classroom. Student devices will be left in the classroom with their teacher for all round trip passes such as restrooms, water fountain, etc. E-hallpass allows staff to monitor hallway traffic, set limits for the number of students at specific locations, and limit the number of hall passes created at a given time.

A timer tracks how long a student is out of the classroom and can be monitored by our security team. Staff can receive alerts for students who have not checked in to their final destination or have exceeded the time limit of a pass, improving school safety and security while minimizing the disruption to learning in our classrooms.

Hall passes may be limited or denied due to a student's disciplinary history or placement on Withdrawal of Privilege.

## ARRIVAL AND DEPARTURE

Students may arrive on campus as early as 6:45 a.m. Unless given permission by the GHS Staff, students must remain in the commons area before school. Students who do not have a reason to be on campus after 3:15 p.m. should leave for their next destination. Students who do not leave campus promptly will be asked to leave. Failure to do so cooperatively may result in disciplinary consequences.

## MAKE-UP WORK

Students are allowed one day to make up work for each day that they have an excused absence. All long-term assignments must be completed by the due date assigned even if the student is absent on the day that the assignment is due. If a student misses two days or more, Office I will assist them in getting assignments from the student's teachers. This request should be made by parents/guardians to Office I. Work not made up within these guidelines will result in zeros for the missed assignments. All make-up work is the responsibility of the student. Students need to consult the teacher's classroom management plan. Students may access most homework assignments on the school website. Students who are unexcused from school may not be allowed to make up missed work.

## HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted each student is responsible for:

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

### Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

### State Mandated Graduation Requirements

- Four years of language arts.
- Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- Two years of science.
- Two years of social studies, of which at least one year must be the history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation.
- One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.
- One semester of health education.
- Daily physical education classes.
- A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- Nine weeks of consumer education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

## Chapter 4: Lunch and Free/Reduced Lunch

### LUNCH PROGRAM

Each day Glenwood High School offers selections from an ala carte line as well as a "daily special." Vending machines are located in the commons area.

All food and drink shall remain in the commons area. No food or drink other than water should be allowed in the Academic areas. Students are required to clean their own seating areas. If necessary students may be assigned an alternate area during the lunch hour if poor behavior occurs.

Applications for the Free and Reduced Lunch Program are available through SkyWard and must be submitted online. They must be filled out completely and with accurate information.

# Chapter 5: Parking

## STUDENT PARKING

Students may park their vehicles in the designated student lot on the east side of the school. All other lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## STUDENT PARKING STICKERS AND VIOLATIONS

Students who choose to drive to school must purchase a parking sticker within the first two weeks of school or immediately upon the decision to drive to school should it occur later in the school year. Stickers are available for purchase in the Security office. This sticker must be appropriately displayed as instructed on the parking application. Parking sticker prices are \$60 for the entire school year (two semesters) and may be sold at a \$30 rate if the sticker is only being used for one semester. Once all passes are sold, no other passes will be available.

Parking violations will result in the following consequences:

- 1<sup>st</sup> Offense – Written Warning Issued
- 2<sup>nd</sup> Temporary Withdrawal of Privilege
- 3<sup>rd</sup> Permanent Withdrawal of Privilege

NOTE: Vehicles inappropriately parked may be towed at the owner's expense.

## VEHICLE SAFETY RULES

Driving to school is a privilege. The following rules apply for any students who drive to school:

#### Driving Rules:

- Drive responsibly.
- Do not exceed 15 mph while on school property.
- Do not litter.
- Park only in the designated parking spot and within lined spaces.
- Lock vehicle doors and windows.
- No loitering, leave the parking lot and enter the building immediately upon arrival at school.
- Do not return to the parking lot until the proper departure time; unless given permission by the office staff.
- Students should not park in the visitor's parking spaces; students are to only park in designated lined spaces

#### Parking Rules:

- Each student driving to Glenwood must register their vehicle.
- The student's parking permit must be displayed while the vehicle is parked at Glenwood.
- Students may not give their permits to another student to use.
- Parking will be on a first come first served basis.
- See section "5.4. Student Parking Stickers and Violations" for penalties for failure to follow the above parking rules.

## Chapter 6: Discipline and Conduct

### DISCIPLINARY CODE AND GUIDELINES

The Glenwood High School Universal Behavior Management Framework will be utilized in all disciplinary matters. Teachers will define the observed problem behavior as either classroom-managed or office-managed and follow the steps outlined below in the Flow Chart on the next page:

# Glenwood High School

## Universal Behavior Management Framework

Observe the problem behavior

1. Address behavior with student directly.
2. Choose if situation should be classroom or office managed.

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<b>CLASSROOM</b>	<b>OFFICE</b>
<ol style="list-style-type: none"> <li>1. Teacher suggests consequence. Record offense and action in comment section of skyward                             <ul style="list-style-type: none"> <li>• <b>INFORM STUDENT</b></li> <li>• Verbal or Written Warning</li> <li>• Removal from Class</li> <li>• 1 or 2 hour detention</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Consider students safety. Call ext. 1023 to request assistance OR inform of student removal as appropriate. Once student is removed, resume instruction.</li> </ol>
<ol style="list-style-type: none"> <li>2. Teacher contacts parent/guardian on all offenses and checks <i>parent notified box</i>.</li> </ol>	<ol style="list-style-type: none"> <li>2. AP/Teacher will Record offense and include all pertinent facts, omitting names of other students and personal emotions.</li> </ol>
<ol style="list-style-type: none"> <li>3. Continue to monitor and, if necessary, remediate any repeat behaviors.</li> </ol>	<ol style="list-style-type: none"> <li>3. Assistant Principal applies disciplinary action to student and contact parents/guardians.</li> </ol>
<ol style="list-style-type: none"> <li>4. If behavior persists after discipline, request administrative assistance.</li> </ol>	<ol style="list-style-type: none"> <li>4. Assistant Principal gives feedback to teacher.</li> </ol>

*All incidents must be entered into skyward within 24 hours of the behavior in order to inform parents and provide student with paper notices.*

### **Classroom Managed Behaviors**

Academic Dishonesty, Tardy 1-5,  
Classroom Misconduct,  
Insubordination/Disrespect, Unprepared  
Materials, Physical Contact, Skipping





## MOBILE ELECTRONIC DEVICES

- Mobile electronic devices include, but are not limited to items such as laptops, tablets, cell phones, smartphones, iPods, headphones, earbuds, any bluetooth device, and smart watches.
- Students may have mobile electronic devices on their person; mobile electronic devices will be powered off, not on silent or standby mode, and placed in a location which makes the device inaccessible and out of sight during class periods (ie: pocket, chromebook case).
- Use of mobile electronic devices is allowed during passing periods, lunch and before/after school.
- Building administration has approved the use of mobile electronic devices during instructional time with teacher approval to be consistent with the district goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.
- Any use of mobile electronic devices is strictly prohibited in locker rooms, bathrooms, whether here or at another facility where a school activity or athletic event is occurring.
- Students who are in physical education classes are not permitted to have a mobile electronic device in their possession without teacher approval.
- Mobile electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).
- Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. Students and parents are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured.
- Misuse of mobile electronic devices will result in disciplinary action.

NOTE: Mobile electronic device offenses will be monitored by administration and will no longer accumulate by class period alone. Violations only reset at the start of each semester.

1 <sup>st</sup> Offense:	Verbal Warning
2 <sup>nd</sup> Offense:	Warning notice
3 <sup>rd</sup> Offense:	1-hour detention
4 <sup>th</sup> Offense:	2-hour detention
5 <sup>th</sup> Offense(or more):	In House Detention and mobile electronic device confiscation by Office Two staff.

NOTE: If a mobile electronic device is confiscated, a parent/guardian will be required to pick the device up.

## SCHOOL DRESS CODE / STUDENT APPEARANCE

Glenwood High School student dress code provides a safe and comfortable learning environment that supports equitable educational access and is written in a manner that does not reinforce stereotypes. The school district is responsible for seeing that student clothing does not interfere with the health or safety of any student, does not

contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Glenwood High School expects and requires all students to dress in a way that is appropriate for the school day or for any school sponsored event. The responsibility for a student's clothing resides with the student and their parent(s) or guardian(s). Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Basic Principle**

**Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with solid fabric that is not see through. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### **1. Students Must Wear**

- A Shirt (with fabric in the front, back, on the sides under the arms, and straps), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

#### **2. Students May Wear, as long as these items do not violate Section 1 above:**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Staff may request that students remove their hats while taking in class assessments. While in the classroom, hats cannot be worn over the ears.
- Religious headwear
- Hoods are allowed to be worn in "social areas" (commons, hallways, etc...). Hoods are not allowed to be worn in the classroom.
- Fitted pants, including non-see through leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

#### **3. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.

- Any clothing that reveals visible undergarments.
- Hoods are not allowed to be worn in the classroom.
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or as personal protective equipment (PPE)).
- Shoes with wheels (“Wheelies”).

#### 4. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 3 above. Students in violation of Section 1 and/or 3 will be provided two (2) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day
  - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the GHS Administration Team.

## **AUTHORITY TO EXCLUDE FROM CLASS**

Students are reminded that teachers at Glenwood High School have the authority to remove from class for the remainder of that period, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students removed from class will be expected to report to the In-House Room and must stay in the room until released by the administration or a staff member. Failure to report to the In-House Room upon exclusion from class shall be considered an Act of Gross Insubordination and appropriate disciplinary action will be taken.

Penalties for removal from class may range from: verbal warning to out-of-school suspension, at the discretion of the administrator.

# ACADEMIC DISHONESTY

Any attempt to get a grade on a test or assignment by using another person's work is academic dishonesty. Students who are detected using cheat sheets, using A.I., copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be given a zero on that assignment or test and held to be in violation of this policy. Students who violate the above rule in the same course will be subject to further discipline:

## Homework

- 1st Episode: Document as Academic Dishonesty and given a zero on the assignment
- 2<sup>nd</sup> Episode: Document as Academic Dishonesty and give an "F" for the current quarter; highest possible grade is 59%.
- 3<sup>rd</sup> Episode: Document as Academic Dishonesty and give an "F" for the current semester.

## Test/Quizzes/Projects

- 1st offense Zero grade on the test, quiz, or Project
- 2<sup>nd</sup> Episode: "F" for the current quarter; highest possible grade is 59%.
- 3<sup>rd</sup> Episode: "F" for the current semester.

# LUNCH & CAFETERIA RULES

## Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit. Upon the lunch hour ending, students shall clean the area in which they were seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

## Cafeteria Rules

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

