
Alleman Catholic High School Student/Parent Handbook

Issued Fall 2016

ALLEMAN HIGH SCHOOL STATEMENT OF PHILOSOPHY

ALLEMAN HIGH SCHOOL is a Catholic educational community which strives to teach as Jesus taught. By our actions, values, and modeling, we exemplify a caring atmosphere in a faith-lived community.

ALLEMAN HIGH SCHOOL, being mindful of the uniqueness of individuals and appreciative of the differences among us, provides the academic atmosphere and promotes educational experiences needed for each student to meet his/her potential.

ALLEMAN HIGH SCHOOL, strives to provide a foundation for the religious, moral, intellectual, emotional, and social development of each individual. Alleman High School is determined to produce a catalyst for change and for growth in the Catholic community as well as in the society.

MISSION STATEMENT

Alleman High School develops a faith-lived community by exemplifying gospel values through Catholic education.

GOALS

To develop a faith-lived community through excellence in Catholic education, exemplifying gospel values.

To enable students and faculty to develop a respect for the uniqueness of each person.

To develop in the students foundational knowledge and higher-order thinking skills.

To develop awareness and acceptance of social and civic responsibilities.

OBJECTIVES

To provide a program of studies and activities reflecting Catholic philosophy through which students acquire knowledge and develop attitudes essential for Catholic living.

To develop moral integrity.

To develop Catholic relations based on mutual respect, trust and caring.

To develop a sensitivity to, and a tolerance of ethnic, social and academic backgrounds.

To develop positive attitudes toward intellectual activities and intellectual curiosity for further learning.

To assist students in decision making to realize their responsibilities and to accept the consequences of their choices.

CATHOLIC SCHOOL STATEMENT OF PURPOSE

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom.... ”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised. ”

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

GENERAL INFORMATION

OFFICE HOURS

Main School Office/Attendance (Wk. Days)7:15 - 3:45
 All other Offices (Wk. Days)8:00 - 3:15

CODE NUMBER for ACT and SAT Tests143720

SCHOOL PHONE NUMBERS

Main School Office - Attendance	(309) 786-7793
School Fax	(309) 786-7834
Athletic Director	(309) 786-8742
Development Office	(309) 786-8661

STATEMENT OF NON-DISCRIMINATION

ALLEMAN HIGH SCHOOL admits Rock Island Catholic Vicariate students of all socio-economic family backgrounds. The school admits students of any race, color, sex, national origin or ancestry to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national origin or ancestry in administration of its educational policies, scholarships and loan programs, and athletic and other school administered programs. (D-111.0.1; Policy Alleman Board of Trustees)

RIGHT TO AMEND

Circumstances may arise in which Alleman High School determines that changes are required in these guidelines and procedures. For this reason, Alleman High School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

HIRING OF TEACHERS

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in hiring of teachers. (Diocesan policy C-111)

All full-time and part-time teachers in Catholic elementary and secondary schools of the diocese shall have a college degree and with the exception of high school teachers who teach theology exclusively, an Illinois state teaching certificate. This certificate shall be identified as valid and active as defined by the Illinois State Board of Education. Certification from another state that has a program of reciprocity with Illinois shall be accepted as meeting the requirements of this policy. High school faculty members who teach two or more theology education classes shall have at least 18 credit hours or their equivalent in Catholic theology and/or religious education. Exceptions to these requirements may only be made by the Diocesan Superintendent of Schools. (Diocesan policy C-113)

RELEASE OF INFORMATION

Alleman High School does not disclose a student’s discipline history on the college application

ENROLLMENT POLICY

Registration at Alleman High School constitutes a voluntary contract recognized by the law between parents and the school. Parents and students assume responsibility for all obligations — religious, academic, and financial — resulting from this contract.

ADMISSION TO ALLEMAN HIGH SCHOOL

Alleman High School was established to serve the educational needs of Rock Island Vicariate students and, space permitting, other Catholic and non-Catholic students

in that order (D-111.0.2/P-AHS). Most students enter Alleman High School at the start of their ninth grade year. Some students may transfer and still others may seek readmission. Guidelines for each of these situations are identified below.

If demand exceeds the space available, preference in admission will be given to four categories of students: 1) families with students already enrolled at Alleman; 2) Catholic families whose students are enrolled in Catholic elementary/junior high schools; 3) eligible transfers from other Catholic high schools who are moving into the Rock Island Vicariate; 4) other parish affiliated families.

The principal and administration of Alleman High School reserve the right to refuse to admit or readmit any student at any time if they think that doing so is in the best interest of the student or of Alleman High School. A student who has been expelled from or asked to leave another high school will not be considered for admission to Alleman High School during the same school year. A student who was expelled from his/her junior high school, but who seeks to become a freshman in good standing at Alleman must first have successfully completed the eighth grade and avoid major disciplinary infractions throughout his/her first year of high school. In all cases of admission or transfer, Alleman High School will request a copy of a student's school records. It is the responsibility of the parents to inform Alleman High School about any special circumstances (medical, educational, psychological, etc.) which apply to the student.

PARENT VOLUNTEER PROGRAM

The Parent Volunteer Program is an opportunity for all Alleman parents to become actively involved in the life of their children through 1) strengthening the support system for the faculty and staff, which relieves them of many time-consuming tasks and allows more planning and preparation time; 2) providing resources of time, talent, and treasure which add to the quality of education for the students of Alleman High School; and 3) further developing the "sense of community" among the students, parents, faculty and administration within the school. Every family is to sign a Parent Volunteer Contract at the beginning of the school year, making the commitment of ten hours of service throughout the school year.

PARENTAL COOPERATION

Together with parents, Alleman High School staff members work to maintain the health, safety, and well-being of all students and employees in the school. At any given time, a parent may possess information which could have an impact on the health, safety, or well-being of someone in the school. A phone call to the parents of the person involved may be the best response. If this response is not appropriate, concerned parents are encouraged to call the principal or assistant principal. The call may contain information of which the school is already aware or it may be new information which prompts a quick investigation on our part. School personnel know many things about students and their behaviors, but certainly do not pretend to know everything. Regardless, we would prefer that you get in touch with us. All such calls are private and will be handled with professional discretion. Information regarding the topic reported will be released only on a need to know basis. Examples of several things that could prompt parents to give us a call are:

- Your student is worried about a friend who is threatening harm to self or others.
- You have overheard something about a party at a hotel or at a home while parents are out of town.
- Any mention of a weapon.
- You know that a student is in a potentially harmful situation outside of school.

- Anything else which leaves you with a lingering concern about the well-being of one or more students.

Parental Cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

PARENTAL NOTIFICATION

Alleman High School is a partner with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

ADMISSION GUIDELINES

1. Completion of school placement test. (In certain cases, a comparable standardized test of recent date may be supplied by a student's parents.)
2. Teacher recommendations.
3. Completion of mandatory health records. (See "Immunizations")
4. Students from outside the Illinois Quad-Cities Catholic school system must meet with an Alleman administrator or counselor prior to registration.
5. Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into Alleman without written permission from the Superintendent of Schools.

TRANSFER GUIDELINES

1. Candidates for transfer to Alleman High School must meet with an Alleman administrator or counselor prior to registration.
2. The student must be able to transfer enough credits to satisfy Alleman High School graduation requirements.
3. Transfers must be approved by the Principal or Assistant Principal.
4. Approved transfers usually take place at the end of a semester. (Exceptions may be granted by the principal.)
5. A transfer student must maintain an acceptable academic standard.
6. All transfer students will be on at least a one semester probationary period.
7. A transfer student must maintain an acceptable attendance record.
8. In special cases a transfer student and his/her parents may be required to sign a student performance contract.
9. All transfer students must pass the drug screening test as a condition of attendance.

READMISSION GUIDELINES

A student who has left Alleman High School and wishes to return must apply for readmission. Readmission is allowed only with approval of the principal and in most cases will only occur at the beginning of a semester. A student's academic, attendance, and disciplinary records will be carefully examined to determine whether or not he/she will be readmitted. In the case of a student who was previously excluded from Alleman, the Superintendent, the president of the Pastors' Board, and the principal join in the decision making.

DAILY SCHEDULE

Classes begin at: 8:10
 Classes end at: 2:50

Schedule #1

Early Bird	7:25 - 8:05	
Period 1	8:10 - 9:05 (10 min. prayer/announcements)	
Period 2	9:10 - 9:55	
Period 3	10:00 - 10:45	
Period 4	10:50 - 11:15 "A" Lunch	11:20 - 12:15 "A" Class
		10:50 - 11:15 "B" Class
	11:20 - 11:45 "B" Lunch	11:50 - 12:15 "B" Class
		10:50 - 11:45 "C" Class
	11:50 - 12:15 "C" Lunch	
Period 5	12:20 - 1:05	
Period 6	1:10 - 1:55	
Period 7	2:00 - 2:50	

Schedule #2

Early Bird	7:25 - 8:05	
Period 1	8:10 - 8:55 (10 min. prayer/announcements)	
Period 2	9:00 - 9:35	
Assembly	9:40 - 10:35	
Period 3	10:40 - 11:15	
Period 4	11:20 - 11:45 "A" Lunch	11:50 - 12:35 "A" Class
		11:20 - 11:40 "B" Class
	11:45 - 12:10 "B" Lunch	12:15 - 12:35 "B" Class
	11:20 - 12:05 "C" Class	
		12:10 - 12:35 "C" Lunch
Period 5	12:40 - 1:20	
Period 6	1:25 - 2:05	
Period 7	2:10 - 2:50	

Schedule #3

Early Bird	7:25 - 8:05	
Period 1	8:10 - 8:59 (10 min. prayer/announcements)	
Period 2	9:04 - 9:53	
Period 3	9:58 - 10:42	
Period 4	10:47 - 11:12 "A" Lunch	11:16 - 12:00 "A" Class
		10:47 - 11:06 "B" Class
	11:10 - 11:35 "B" Lunch	11:39 - 12:00 "B" Class
		10:47 - 11:31 "C" Class
	11:35 - 12:00 "C" Lunch	
Period 5	12:05 - 12:49	
Period 6	12:54 - 1:40	
Period 7	1:45 - 2:35	

LATE START BELL SCHEDULE

In the event that weather conditions or an emergency situation necessitates a late start, there will be no early-bird classes and students should report to their first period class at the designated time.

EMERGENCY SCHOOL CLOSINGS

Weather conditions in our area are seldom so severe as to require the closing of schools, and because of this Illinois Quad-City schools will normally be open unless information to the contrary is given by the following TV and Radio stations: KLJB-TV (Channel 18), WHBF-TV and Radio (Channel 4); KWQC-TV (Channel 6); and WQAD-TV (Channel 8); KRVR; WVIK; KKZX; and WLLR. Administration will also use the Remind Emergency Alert System. Directions will be emailed to all families through RenWeb before the school year starts. The directions will also be on our website using the link [Emergency Alert System](#).

This information should be made public by 6:30 A.M. Parents and students should listen to one of the cooperating stations rather than call the school for weather related emergency closing information.

Non-weather emergency closing information will be aired on the same stations as early as possible.

WHERE TO GO FOR HELP

- Auto Insurance - Good Student Verification - Registrar
- Illness - excused from class - Teacher and or Office
- Information - Main Office
- Locker Information/Repair - Main Office
- Lost and Found - Main Office
- Parking Space for Cars - Assistant Principal
- Register Complaints - Directly with person responsible for Activity,
 Additional help needed - Principal
- Schedule Changes (Obtain Request Form) - Counseling Office
- Student ID's - Main Office
- Textbooks School Owned - Teacher of Course
 Student Purchased - Book Store

STUDENT DIRECTORY

A directory of Alleman students is available to enrolled families on RenWeb.

RELEASE OF STUDENT INFORMATION TO THE MILITARY

The No Child Left Behind Act mandates that all schools receiving any federal funds must provide the military, on request, with directory information (name, address and phone number) for all juniors and seniors. At the beginning of each school year parents can request that this information not be provided regarding their child. Forms to halt the release of information are mailed to parents in the back to school mailing and are also available in the main office.

FACILITY USAGE

The resources of Alleman High School are intended primarily for use by Alleman organizations. Depending on availability, the theatre, athletic facilities and cafeteria may be rented by groups or organizations sponsored by other Illinois Quad-Cities Catholic schools or Catholic parishes in the Rock Island Vicariate. The facilities are not available for rental by the general public. A Facility Usage/Indemnity Agreement and Special Event Insurance (or certificate of insurance) are required if a group is not directly sponsored by or affiliated with Alleman High School. Contact the school for further information.

PUBLICITY

On occasion, Alleman High School takes photographs or makes an audio or video tape recording of students and/or adults involved in school activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in Alleman publications or advertising materials to let others know about our school. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events to be used, distributed, or displayed as agents of the school/parish see fit. Parents must sign and return the publicity form which is in the back to school mailing. The publicity notice includes but is not limited to photographs, videotape, and audio recordings.

DIOCESAN POLICIES ONLINE

The full text of each of the following Diocese of Peoria policies referenced in this edition of the student/parent handbook is available at www.cdop.org. Click on "Education" then on "Office of Catholic Schools." Select "Policy Book." Scroll to and click on the policy you want to read.

- C-111 Hiring of Teachers
- C-113 Certification of Teachers
- C-401 Harassment
- C-402 Allegations of Sexual Abuse
- C-404 Computer Software Use/Federal Copyright
- C-407 Code of Pastoral Conduct
- D-128 Retreats and Days of Recollection
- D-144 Emergency Preparedness Plan
- D-147 Bullying
- D-148 Screening for Drug Usage - Students
- D-149 Right to Life
- D-150 Possession or Use of Weapons/Look Alikes
- D-152 Health Examination & Immunization
- G-111 Appeal & Review

ACADEMIC INFORMATION

RECOMMENDED COURSE OF STUDY

FRESHMAN YEAR

- Science • Theology • English • Mathematics • Social Studies
- PE • Computer 1/Health • Elective • Study Hall

SOPHOMORE YEAR

- Science • Theology • English • Mathematics
- PE • Computer 1/Health • Elective • Study Hall

JUNIOR YEAR

- Science • Theology • English • Mathematics • U.S. History
- PE/Applied Economics • Elective • Study Hall

SENIOR YEAR

- Science(unless taken Freshman Year) • Theology • English
- Social Studies Elective • American Civics • Elective • Study Hall
- Applied Economics

The Alleman COURSE DESCRIPTION BOOK contains a complete listing and description of all courses offered at Alleman. It is revised annually.

PROMOTION/RETENTION

Satisfactory progress toward graduation is defined as successful completion of three (3) credits per semester (six credits per year). A student may advance with his/her class after failing one or more subjects, but will be required to make up credits during the next school term or in a summer program pre-approved in writing by Alleman High School.

GRADUATION REQUIREMENTS

- | | |
|-----------------------|--|
| 4 credits each: | Theology, English |
| 3 credits each: | Math, Science, Social Studies |
| 1.5 credits: | P.E./Sports (students can receive .25 credit for participating in athletics or summer conditioning for each athletic season that is completed/this does not include team managers) |
| 0.5 credits each: | Computer, Health, Applied Economics |
| 1 credit chosen from: | Music, Art, Foreign Language, or Vocational Education (2 credits of Foreign Language strongly recommended for college-bound students) |

The "remainder" of the 24 credits needed: Electives

Beginning with the class of 2010, all students will need one year of Algebra and course work with Geometry content.

From the time he/she enrolls as a freshman, a student has eight semesters of attendance available to earn credits toward graduation from Alleman.

After that time, remaining credits must be completed through other educational sources with prior approval of the Counseling Department and administration.

CHRISTIAN SERVICE PROGRAM

The goal of the Christian Service Program is to encourage students to share their God given talents with others in the school, at the parishes and in the community.

Students are required to complete a minimum of twenty (20) hours of community service each school year, which must be pre-approved by the Theology Department. The incoming Freshmen (Class of 2020) will be required to complete 10 hours of community service. Students may work ahead and complete hours required for sophomore year during their freshman year, and hours required for senior year during their junior year. Students are encouraged to share their gifts of time and service at Alleman, at the parishes and with the community. Specific guidelines for the Christian Service Program will be presented to the student by the Theology Department. Verification of completed hours is to be turned in using the google form available online. Hours should be completed prior to the start of the next school year. Completion of the Christian Service Program is a requirement for graduation. Senior students who fail to complete the required number of service hours will have their diplomas and final transcripts held by the Administration of Alleman High School until all service hours are completed.

Students wishing to be recognized at graduation with a Service Honor Cord must complete at least 40 hours of community service each year.

Incoming Freshmen (Class of 2020) will be using a new program through Google Classroom. The program outline will be given to the Freshmen at the start of the school year.

HONORS COURSES

Alleman High School offers Honors Courses in several departments. Prerequisites are listed in the annual Course Description Booklet and academic standing requirements are noted below.

The purpose of an honors course or an honors curriculum is to challenge the students to excel in specific disciplines above and beyond the expectations of the average classroom. Honors classes are expected to be demanding, and the level of difficulty will be appropriate to the course and grade level. Honors level students are encouraged to take the Advanced Placement test.

Honors level courses differ from regular courses in that they treat content with greater in depth study, contain research, give evidence of requiring critical thinking, and contain extended course content. In light of this, all honors level courses receive a weighted grade. In addition, the expected outcome of an honors curriculum is to better prepare students, a) to perform on college entrance exams and, b) to take one or more Advanced Placement Tests. The following criteria have been established in order to achieve these goals and to, 1) prevent honors courses from being academically diluted, 2) prevent honors class sizes from being bloated, and 3) maximize the opportunity for students to take honors classes. (D-121.1.1 AR-AHS 1)

I. Freshmen

- A. Alleman Placement test scores (Explore).
- B. Recommendations of junior high school teachers.
- C. Parental consultation.
- D. Standardized test scores from junior high school.
- E. Assignment by Alleman counselors.

II. Sophomores, Juniors, and Seniors

- A. Required cumulative GPA of 3.2 or above.
- B. Department recommendations which will consider work habits, motivation, consistency and other qualities of a superior student.
- C. Parental consultation.
- D. Use of standardized test scores by Guidance Department.
- E. Student registration for the course.
- F. Guidance Department consultation with student.
- G. Approval or disapproval of registration by Guidance Department.
- H. Students are normally restricted to 3 honors courses at a given time. If a student is petitioning to enter a 4th or 5th honors class, he/she must have a cumulative GPA of 3.600. Parents must sign a registration waiver and the student must discuss the honors class overload with his/her counselor.

Any student in grades nine through twelve who receives a letter grade at or below "C" (weighted 3.0) for the quarter and/or semester in an honors course will be subject to review and may be removed from that honors course.

Petition for Honors Course

A student who does not meet the above criteria may petition the Administration for entry into the honors curriculum as follows:

1. The student has a proven record of honors equivalent performance in regular level courses.
2. The student's current teacher supports the petition.
3. The honors instructor approves the petition.
4. Space in the honors course must be available.
5. Should the petition be granted, the student and parents must recognize that if the student receives a letter grade at or below "C+" (weighted 3.33) for a semester, he/she may be removed from the honors program.

DUAL ENROLLMENT

Juniors and seniors are offered the opportunity to take Black Hawk College courses at Alleman High School earning both a semester credit towards high school graduation requirements while earning three credit hours at the collegiate level. A student must have a cumulative GPA of 3.5 or better to register for Dual Credit Courses. Classes meet twice a week beginning at 7:45 a.m. and continuing through first period. Qualified students may elect a dual enrollment course, but must accept that dual enrollment courses will be cancelled unless the minimum enrollment number is met.

ENROLLMENT IN PHYSICAL EDUCATION CLASSES

All students enrolled in a physical education class are required to have a current insurance waiver on file with the teacher.

Students electing a physical education course beyond the required 1.5 credits required for graduation must meet the following criteria:

1. Earn a grade of C (2.0) or higher in the last required physical educational classes.
2. Earn a grade of C (2.0) or higher in all elective physical education classes.
3. Enroll in only one physical education class per semester.

Any variances in the above criteria would require approval of the physical education department.

DRIVER'S EDUCATION

Driver's Education is offered in cooperation with Skile's Driving School for Fall, Spring and Summer. Classes for fall and spring will be held from 6:30 am - 8:00 am for 9 weeks at Alleman High School. Students will be able to select the quarter that they would like to enroll in Skile's. The quarter in which they are not in driver's ed. class, for that semester, they will be scheduled for a regular 1st period study hall. The summer session will be held by Skile's at their East Moline location. There is no grade level requirement for Skile's, but students must be 15 years old by the start of the quarter in which they will be taking the class. Students must sign up for Skile's driver's education program on their registration sheets. They may also sign up in counseling at the beginning of the semester, PRIOR to the start of the quarter in which they are requesting to be enrolled. All payment for class are made directly to Skile's.

Summer term is also offered by Rock Island High School. Notification to students will be made if Rock Island High School will have a Driver's Ed for the Summer.

Students must be sophomore status and 15 years old by the start of the summer term. Student selection by birth date order and class size is determined by Rocky. Transportation for students must be provided to and from Rock Island High School by the family. All payments for class are made directly to RIHS.

STUDENT COURSE LOAD AND CREDIT REQUIREMENTS

1. Students must be enrolled in 6.0 credits. This does not include P.E. credit from athletics.
2. Courses shall be taken in the sequence set by the school.
3. Failed courses shall be made up at the first available opportunity. (North Central regulations limit the number of students assigned to teachers.)
4. Failed theology courses shall be made up.
5. All courses taken in summer programs must be recommended by the Counseling Department according to school regulations. Written approval by the counselor must be given prior to enrollment.
6. Credit is given by the semester in all courses.
7. If a required mathematics or science course is failed the second semester, it is strongly recommended that the entire year shall be repeated. (Credit may only be issued once.)
8. If an elective course is failed in the second semester, it may be recommended that the student audit the first semester prior to retaking the second semester.

PROCEDURE FOR REGISTRATION

1. Students must be enrolled for 6.0 credits.
2. Students should discuss their course of study and their future plans with their parents prior to completing the registration worksheet.
3. Before "Registration Day" students will be notified of recommendations for the courses in which they should register. If the student disagrees with the recommendation he/she should confer with the recommending teacher. The teacher will inform Guidance of any change.
4. The student will meet with a counselor to complete the registration process.
5. The student must return the registration form, which must be signed by the student and the parent, to the guidance counselor. At that time the non-refundable registration fee must be paid. **FAILURE TO TURN IN THE REGISTRATION FORMS IN A TIMELY MANNER MAY REDUCE THE STUDENTS OPPORTUNITY TO TAKE SOME LIMITED CLASSES.**
6. Extension courses for credit may be taken in special circumstances only with prior approval of the Guidance Department.
7. Enrichment courses and other special courses will not apply towards Alleman graduation requirements. Parents may request that such courses be recorded on a student's transcript.

COURSE CHANGE REQUESTS

1. Course change requests will be considered during the first five (5) days the class is in session. The class teacher will be involved in course changes particularly if the student seems to be misplaced in course level
2. Students may drop a course during the first four (4) weeks of class provided they meet the required credits for the year.
3. WP (Withdraw Pass) or WF (Withdraw Fail) grades will be recorded on the student grade report for each grading period following the withdrawal for the remainder of the semester.
4. After four (4) weeks students must remain in the course. A teacher's request for student course level change will be considered by the guidance department at any time.
5. During the fifth through ninth weeks of the semester, a course change will be considered only upon the request of the teacher.
6. After the ninth week of the semester, a course change will be made only with administrative approval.

PROCEDURE FOR COURSE CHANGE OR SCHEDULE CHANGE

1. The student files a request for schedule change in the Counselor Office. This request must be signed by the parent. A \$10 Change of Schedule fee is paid in the Counseling Office.
2. The student's counselor will contact the student.
3. If the schedule change is denied, the \$10 fee will be refunded.

GRADING INFORMATION

GRADING SCALE

The following 4-point "A" scale is used at Alleman to compute grades:

A + =	99 - 100 = 4.33	C + =	83 - 84 = 2.33
A =	95 - 98 = 4.00	C =	79 - 82 = 2.00
A - =	93 - 94 = 3.66	C - =	77 - 78 = 1.66
B + =	91 - 92 = 3.33	D + =	75 - 76 = 1.33
B =	87 - 90 = 3.00	D =	72 - 74 = 1.00
B - =	85 - 86 = 2.66	D - =	70 - 71 = .66

F = 0 - 69 = 0

I = Incomplete • Q = Audit

X = Medical Excuse from Participation

INCOMPLETE GRADE

An incomplete grade is used when the student is prevented by illness or some other emergency from completing the assigned work before the end of the grading period. A student who receives a grade of "I" has ten (10) school days from the end of the marking period to remove the incomplete. At the end of the ten day period the "I" automatically changes to the earned grade with the missing work counting as a "zero". Any exceptions to this must be approved by the Assistant Principal in writing prior to the end of the grace period. If a student receives an "I" for a quarter or semester grade, he/she is automatically left off the Honor Roll.

HONOR COURSES WEIGHTING

All students enrolled in Honor Courses are graded on a 5-point "A" scale. Each letter grade is weighted one (1) point higher than grades computed on the 4-point scale. (D-121: AR-1)

CHEATING AND PLAGIARISM

Cheating is the unauthorized use of outside help to complete an assignment or test. Plagiarism is using another's ideas or work and passing it off as one's own. To aid in the above mentioned is also considered cheating. Cheating and plagiarism are serious academic and moral offenses. The work associated with cheating or plagiarism cannot be counted. Besides zero credit, disciplinary action consistent with the offense is in order.

HONOR ROLL REQUIREMENTS

There are three Honor Rolls for full time students at Alleman:

1. **PRINCIPAL'S LIST** - Minimum requirements:
 - a. Current quarter G.P.A. of 3.6 and above
 - b. No grade with the value of less than 2.0 in regular courses
 - c. No grade with the value of less than 3.0 in honor courses
2. **HONORS LIST** - Minimum requirements:
 - a. Current quarter G.P.A. of 3.2 to 3.59
 - b. No grade with the value of less than 2.0 in regular courses
 - c. No grade with the value of less than 3.0 in honor courses
3. **REV. JOHN F. O'CONNOR SCHOLARS** - Minimum requirements:
 - a. Current semester GPA of 3.2 or above
 - b. No grade with the value of less than 2.0 in regular courses
 - c. No grade with the value of less than 3.0 in honor courses.

All courses are computed for the Honor Roll except Physical Ed. and Driver's Ed.

If a student receives an "I" (incomplete) for a quarter grade in any subject, he/she is automatically left off the Honor Roll.

SEMESTER EXAMS

All students are expected to complete the final exam in a course in order to receive credit. Only in special circumstances will the principal approve a student earning credit without taking his/her final exam.

In the event of medical waivers or exclusions, Alleman High School requires documentation from a licensed Doctor/Psychologist/Psychiatrist for medical issues, which also includes anxiety disorders or concussions. The documentation must include why the student is unable to complete a final exam in a conventional manner. When such documents are provided, Alleman High School, through the administration/special services may provide additional time to complete the exam, or may allow the student to complete the exam alone (with a proctor present) or if necessary, allow an alternative assessment to demonstrate that the student has attained the required level of subject mastery. The administration reserves the right to make any determinations on a case by case situation, as needed.

DETERMINATION OF SEMESTER GRADE

The semester grade for any class is computed using the following guideline: Each quarter counts 2/5, the semester test counts 1/5. In order to fail a course for the semester the student should either have failed 3/5 of the semester or more and/or have a semester average of less than 70%.

PROGRESS REPORTS

Near the middle of the grading period, but not limited to that time, Midterm grades are posted online via Parent Connect. Midterm grades will be mailed home at parental request.

GRADE REPORT

Parents are mailed grade reports at the end of each quarter. At the end of the first and third quarters, parents may pick up the report cards and talk with teachers at conferences. If you are unable to attend conferences, the report card will be mailed home the day after conferences are held. Current GPA listed on any report card is for the most recent quarter completed. Physical Education and Driver's Education are not included in calculating the GPA. All students will be ranked at the end of each semester. This ranking is cumulative. The Valedictorian and Salutatorian will be named after eight (8) semesters. No student enrolling at Alleman High School in his/her senior year can be Valedictorian or Salutatorian of the class.

PARENT/TEACHER COMMUNICATION

Alleman High School mails quarterly grade reports to parents and provides 24/7 website access to student progress via ParentsWeb. Parents who desire additional information about their student's progress should feel free to call the school at any during the school day to leave a message or any teacher or counselor. Teachers and counselors will make every effort to contact parents promptly by telephone, but if unable to do so, will attempt to make contact in some other way. Teacher and Administrator email addresses are posted on our website.

ACTIVITY ELIGIBILITY

The Student shall be doing passing work in at least twenty-five hours (five academic classes) per week in order to participate in any extra-curricular activity or sport. Driver's Education are not part of the twenty-five hours. Eligibility will be evaluated weekly. A student must be passing the course in order for a teacher to mark him/her eligible. Grades are cumulative. A student who is academically ineligible is not allowed to participate for seven (7) days beginning the day immediately after the coach is officially notified. A student must be in attendance by 10:00 A.M. and remain in attendance for the rest of the school day in order to practice and/or participate. Any variance must be granted by the Assistant Principal in consultation with the Administration.

HOMEWORK

Students should have from one (1) to three (3) hours of study time or homework each day. This does not necessarily have to be written work.

MAKE-UP WORK/TESTS DUE TO ABSENCE

Since students are ultimately responsible for their own learning the following regulations are established:

1. Students are responsible to keep current in study/reading assignments. This may involve contacting fellow classmates for missed assignments (notes, readings, etc.) when absent.
2. Pre-announced tests are taken on the assigned date. Absence the day prior to the test does not excuse the student from taking this test.
3. In cases of extended absence (more than one (1) day) students will be allowed one day of make-up test time for each day's absence. All homework assignments follow the same time span.
4. Students can check on the Internet for assignments at www.allemanhighschool.org and then click on Login to RenWeb in the bottom right hand corner. Once in RenWeb, you will be able to check assignments for each of your classes.
5. If a student is absent for three (3) or more consecutive days, a doctor's note is needed and you may contact the Counseling Office to see if additional work that is not on the web site can be gathered for your student. We try to give our teachers a 24 hour notice to have work prepared for the student; however, if you call by 8:30 a.m., most teachers will try to have work available for pick-up by the end of the day.

CREDIT FROM OTHER SITES

Pre-approved courses: Under certain circumstances, a student may receive credit toward graduation from a site other than Alleman. This credit will be accepted only with written approval in advance from the administration as necessary to meet the requirements for receiving an Alleman diploma. The school granting the credit should be an accredited school. Approval will not be given for students who have dropped out of school.

Enrichment courses & others: There are many ways in which a student may choose to improve his/her academic profile. Enrichment courses and any other such courses which are successfully completed may be placed with the individual's permanent record, but will not be averaged into the GPA.

TUTORING FOR CREDIT

Ordinarily credit for courses shall be obtained only through teacher/student contact in Alleman classrooms. With written approval of the school principal, and for serious reasons, credit may be granted for course work completed under the direction of a tutor. Tutoring needed for an extended absence will be arranged with the public school system in which the student resides. The following regulations govern the issuing of credit for tutored courses:

1. The student shall need the course requested in order to: continue the sequence of his/her education in the department; meet State and/or school requirements for extra-curricular activities and/or graduation.
2. A qualified tutor shall be approved by the school principal and obtained by the student and his/her parents for tutoring the course.
3. Course material taught shall be approved by the administration of the school.
4. The State requirement for 60 contact teaching hours per one-half credit must be met.
5. Major test papers (at least quarter and semester-final tests) shall be presented to the principal along with quarter and final grades.
6. The tutor shall be satisfied with the cooperative, and serious attitude toward study and homework demonstrated by the student.
7. A fee of \$10 shall be paid Alleman High school for clerical work necessary to register and make credit changes to the student's office and counseling department records.
8. The cost of tutoring shall be entirely negotiated between the student, his/her parents and the tutor. Alleman High School shall not be responsible in any way for the financial arrangements of tutoring.
9. Signatures requested will indicate that the school administration has approved the course and the tutor; that the tutor, student, and parents of the student have read and agree with these requirements for credit at the completion of a tutored course.

HONORS CEREMONY

Near the end of the year, recognition is given at an awards program to those students who have done exceptionally well during the school year.

STUDENT RECORDS

The student's school records, both permanent and temporary, are kept at Alleman. These records are maintained in accordance with the Family Education Rights and Privacy Act of 1974.

Parents and guardians have the right to control access to and release of student records. No student record may be released unless authorized by the parent or guardian. This special release is not necessary for the transfer of records to another school within the system or out of the district if the student is transferring to that school, nor is it necessary for college transcripts. It is assumed that in these cases, the parents will review the records if they feel there is a need sometime during the year before the transcript is sent out. If a parent desires to inspect a student record, an appointment must be made with the school official having charge of the particular record to be reviewed.

Alleman High School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. If there is a court order specifying that there is no information to be given, it is the custodial parent's responsibility to provide the school with a certified copy of the court order.

1. Permanent Record

- a) Permanent student records contain basic identifying information (name of student and parents, address, birth date, gender), academic information (subjects taken, semester grades, attendance information, final rank and grade point average), test information (standardized achievement and aptitude tests, college entrance exams), and lists of activities, honors and transcript requests. All of the above information constitutes a "transcript."
- b) Health records which contain the entering freshman physical examination report and the immunization records are retained after graduation as a part of the permanent record.

The transcript is considered to be a whole record. A Parent may not request that only part of it be sent or sections concealed. To do so would constitute falsifying documents. Parents may not request that the record be altered in any way, unless a legitimate error has occurred and can be corrected. Health records will be sent along with the academic transcript to colleges or universities only unless a request is made by the student/parent to include this information with other transcript requests.

2. Temporary Records

- a) The Counseling Department keeps a copy of the above mentioned test results plus any psychological reports if applicable for four years beyond graduation from Alleman. These records are stored for four years after the student graduates and are then destroyed.
- b) Disciplinary records are maintained by the Assistant Principal. These records include school infractions and subsequent disciplinary actions, and attendance records. These records are stored for four years after the student graduates and are then destroyed.

"Directory Information" which consists of the identifying information in the permanent record, academic awards or honors, information regarding school activities, and athletics, may be released to the general public unless the parent requests in writing that any or all such information should not be released for his/her child.

GUIDANCE, COUNSELING, AND CAREER SERVICES

PURPOSE

1. The purpose of the Counseling Department is to help each student achieve his/her highest potential academically, emotionally, and socially.
2. The counselor assists each student in recognizing his/her strengths and weaknesses and assists him/her in making a wise decision in the choice of a college and/or career.

COUNSELOR ASSIGNMENT

Every student is assigned to a counselor who acts as an advisor, an advocate and a counselor. The counselor will see each student during the school year as needed. Students may arrange to see their counselors by contacting the secretary of the Counseling Department. Discussions of personal concerns are kept confidential between the counselor and the student unless the situation demands reporting because of danger or state requirement.

SERVICES

1. The counselor works with the student in the following areas:

Adjustment	Referral to outside agencies
Abilities and interests	Registration
Achievement	Selective Service
College selection	Self improvement
Course selection	Study skills
Occupations/Careers	Tutoring
Personal concerns	
2. Testing Program
 - 8th Grade - High School Placement Test
 - Freshman - EXPLORE (preliminary PLAN)
 - Sophomore - PLAN (preliminary ACT)
 - Junior - PSAT/NMSQT (Preliminary Scholastic Aptitude/
National Merit Scholarship Qualifying Test)
 - ACT - (American College Test)
 - SAT - (Scholastic Aptitude Test)
 - Senior - AP - (Advanced Placement Tests)
3. College Representative Visits

Representatives from colleges, vocational and technical schools are encouraged to meet with students when they visit our school throughout the year. Students will be allowed one college representative visit per class, per week.
4. Scholarships

The school cooperates with approved scholarship programs sponsored by county, state and national agencies. Many colleges, universities, and private organizations offer scholarships. Students interested in applying for scholarships should remember that excellent scholastic records, qualities of character and leadership, outstanding talents, and financial need are considered by colleges in awarding scholarships. For information on scholarships, students should consult the Counseling Department or visit the Alleman website under Counseling for a current listing of available scholarships.

5. NCAA Clearing House

The school offers the Core Curricular courses required by Proposition 48 as recommended by NCAA for Athletic Scholarships.

A NCAA qualifier is defined as one who is a high school graduate and who presented a cumulative minimum grade-point average of 2.000 (based on a maximum of 4.000), successfully completed the NCAA required core curriculum courses, as well as met the minimum SAT and ACT scores. Division I schools use a sliding scale. There is no sliding scale in Division II. The minimum core grade point average for Division II is 2.0, the (minimum) SAT score is 820 (verbal and math sections only), the minimum ACT sum score is 68.

You must have 16 core credits to be eligible to practice, play and receive financial aid at a Division I or Division II school. This includes four years of English, three years of mathematics (Algebra 1 or higher), 2 years of natural/physical science (including 1 year of lab science), 1 year of additional English, mathematics or natural/physical science, 2 years of social science, 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy). Specific details can be found on the NCAA Clearinghouse website at www.ncaaclearinghouse.net.

Core Curriculum Course Selections:

English - (four units required). Core courses in English shall include instructional elements in the following areas: grammar, vocabulary development, composition, literature, analytical reading or oral communication.

Mathematics - (three units required). Core courses in mathematics shall include instructional elements in algebra, geometry, trigonometry, statistics or calculus.

Social Science - (two units required). Core courses in social science shall contain instructional elements in history, social studies, economics, geography, psychology, sociology, government, political science and anthropology.

Natural or Physical Science - (two units required, including at least one full unit of laboratory classes if offered by the high school). Core courses in natural or physical science shall include instructional elements in biology, chemistry, physics, environmental science, physical science or earth science.

Additional Academic Courses - (four units required). The four remaining units of additional academic credit must be from courses in the above areas or foreign language, computer science, philosophy or nondoctrinal religion (e.g., comparative religion) courses.

6. College Days

Seniors and Juniors are encouraged to visit colleges and universities. College visits must be taken before the fourth quarter. Visits may not be taken during the last week of any quarter without prior approval from the student's counselor. The student should obtain a College Visitation Form from his/her counselor. The form must be completed and returned to the Main Office at least two (2) days in advance of the

intended college visit. The form requires the signature of a parent and each of the student's teachers. Upon returning the student is required to submit, on the college letterhead, a signed statement by the admissions personnel, as verification of his/her presence on campus. This signed verification must be taken to the Attendance Office for readmission to classes. This absence will be recorded as a college visit only if the proper procedures are followed.

7. Study Abroad

Alleman supports student growth and increased knowledge of other cultures, however there are many things to consider before deciding on a year abroad.

- Graduation requirements remain in effect.
- The state requirement of 60 contact hours per ½ credit must be met.
- Grades earned abroad are not always sent.
- Grades that we do receive are often “S” or “U” and they will not be changed to a letter grade. All such courses will be recorded as Pass (P) or Fail (F) on the Alleman transcripts.
- Students will receive credit, but the course grades will not be part of their G.P.A.
- Historically, a year abroad has not helped the students' ACT scores.
- Both junior and senior years are important in the college search, application and scholarship process.
- Students are responsible for determining how their transcript without a letter grade will be perceived by the college of their choice.

Students are encouraged to work closely with their counselor before, during and after the decision is made. Alleman students participating in an exchange student program as a part of their four years of high school credit are required to pay the General Fee for the year that they are away at school.

PROCEDURE FOR STUDENTS WITH SPECIAL NEEDS

Alleman High School always attempts to provide a Catholic education for all students regardless of student ability. However, the school is limited in the types of accommodations it can make for students of atypical ability. Alleman considers each student's situation on an individual basis. The following outlines what is necessary in assessing a student's situation and Alleman's ability to meet the special needs that are identified for the student.

1. It is the responsibility of the parent/guardian to notify the student's counselor at the start of each year if they are requesting special accommodations.
2. Students must have a current evaluation, diagnosis and plan completed by a licensed/certified professional in the psychological field. This professional can be of the parents' choice or can be done through the student's public school district. The student's parents are responsible for the costs of the evaluation. “Current” means the evaluation document is less than three (3) years old. If the document is more than three years old, a new evaluation is required. This evaluation will contain a list of suggested accommodations for the student.
3. The student's counselor, along with other school personnel when necessary, will review the student's situation and professional recommendations to determine which accommodations Alleman can provide.

4. All accommodations that incur cost above that covered by the regular tuition will need to be paid by the parents of the student receiving the accommodations.
5. The student's parents/guardians will receive a written copy of the agreed upon accommodations. Both the appropriate school personnel, parent/guardian, and the student will sign this agreement.
6. Once an agreement is signed, the student's counselor will notify the student's teachers in writing of the accommodations within two (2) weeks.
7. It is also the responsibility of the parent/guardian to request extended time on standardized tests. This must be done at least three (3) months in advance. A current evaluation must be on file at Alleman for this service to be provided.
8. It is the student's responsibility to notify his/her counselor if the agreed upon accommodations are not being provided in the classroom.
9. In the event that the student is persistent in not cooperating with the agreed upon plan, Alleman High School may refuse to continue working with the student.

HEALTH AND SAFETY INFORMATION

EMERGENCY PREPAREDNESS PLAN

Alleman follows the Emergency Procedures Manual of the Diocese of Peoria (available at www.cdop.org)

STUDENT WELL-BEING

Aware of the importance of maintaining the confidence of students, parents, colleagues, and the Church community, Alleman faculty and staff strive to maintain the highest degree of ethical conduct.

In day-to-day situations at school, teachers keep student confidences to themselves. However, in practice, teachers will report to an administrator or counselor whenever a student confidence involves the life, health or safety of anyone in the school.

CELL PHONES

Alleman High School understands the desire of parents to furnish their children with cell phones for safety reasons. However, the use of cell phones, anywhere in the building, during a school day is a major disruption to the educational process. Students are prohibited from using cell phones from 8:10-2:50. Cell phones may be used in the lobby/commons area before and after school, but **MUST** be turned off and may not be visible during school hours. If the phone is visible, it will be considered "in use" and consequences as stated on page 45 of this Handbook enforced. We also discourage calls/texts made to student's cell phone during school hours. Students have the use of a telephone in the Main Office free of charge. Cell phones provide students with immediate access to social networks. Alleman High School administration may demand a student's social network password if there is reasonable suspicion that the student's account contains violations of school rules or digital harassment.

HARRASSMENT/BULLYING

Alleman provides a safe environment for all individuals. Verbal, written, online, electronically transmitted or physical threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest) face detention, and/or suspension, and/or expulsion.

Harassment of any type is not tolerated. Students are expected to display Christian values and attitudes in their treatment of all people who work in, study in, or visit our school. Any student who feels that he/she has been harassed in any way should report the incident to the counselor or administration. School personnel investigate all complaints of harassment. Students involved in harassing behavior face detention, and/or suspension, and/or expulsion.

ILLNESS OR INJURY

In the event of illness or injury at school, an adult staff member will be the primary care giver. Illness or injury should be reported to the teacher by the student or in the case of between class, to the Assistant Principal. If a student is not well enough to attend classes, a parent will be called and requested to come for the student. No student will be released without parent/guardian contact. In emergency cases the student will be taken to the hospital by ambulance for medical treatment.

Parents must notify the school immediately of any change in the student Medical Information Form.

IMMUNIZATION

A complete immunization record must be on file on each student in the school. For students entering school before September 15 of any given year, the proof of immunization must be presented by this date or the student will be excluded from school until the requirement is met. If for medical reasons one or more required immunizations must be given after September 15, then the student shall present, by September 15, a schedule for the administration of the immunization and a statement of the medical reason for the delay. Students enrolling after September 15 must present the immunization record and their latest health examination as soon as possible.

Students not receiving the proper immunization booster shots may be denied attendance until they are in compliance.

MEDICATION

Alleman High School does not distribute medication to any student without a doctor's and parent's authorization. This includes aspirin. If it is determined by a doctor that it is necessary for a student to take medication during school hours:

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage and the times it is to be taken.
2. A written request from the parent authorizing the administering of any prescribed medication at school.
3. Medication must be brought to school in a container appropriately labeled by the druggist or pharmacy.
4. If a student is on medication and the parent wishes to come to school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the student taking any medicine, the above rules must be followed. The school will provide safe storage for the prescribed medicines and will keep a basic record in any drug administration.

PHYSICAL EXAMINATIONS

Illinois State law requires that all freshmen have a physical before they can attend school. Freshman athletes can have their IHSA Physical Examination Card filled out at the same visit to the doctor. All athletes must have an annual physical exam.

LIABILITY

School liability is restricted to students DURING and AT school sponsored functions. When students leave authorized and supervised school functions, the school is not liable for them.

STUDENT INSURANCE

An opportunity to purchase school accident insurance will be given at the beginning of each school year. This insurance will cover accidents at school, to and from school, and during extra-curricular activities (excluding team members of major sports) sponsored by the school and directed by a teacher.

An injury must be reported immediately to the person in charge, who then reports the incident to the school administrator. The student's parent or guardian must contact the business office within twenty-four hours to request school insurance forms, if needed. Students participating in interscholastic sports MUST either have personal insurance coverage, or a written waiver on file with the athletic director.

DRUG SCREENING

Students at Alleman High School will be drug screened 2 times throughout each academic school year.

SEARCH POLICY

The administration of Alleman High School reserves the right to search the locker, coat and personal belongings of the student at school or at a school sponsored event. Anything brought into school or to a school event is subject to search. Students who do not cooperate with the search may be dismissed.

POLICE DOGS

Periodically, trained canine unit dogs are invited onto the Alleman campus with their handlers as one phase of our efforts to provide a safe and drug free environment for all students, staff and volunteers.

EMERGENCY DRILLS

Emergency drills improve the chances that all students and staff will survive a sudden emergency unharmed. Full cooperation is expected from everyone in the school during every drill. Failure to behave as necessary during a drill may lead to disciplinary consequences.

FIRE DRILLS

Fire Drills are scheduled at periodic intervals. Students will leave the building by assigned stairways in an orderly manner. Explicit directions for each classroom are explained by the teacher and general directives are posted in each room.

TORNADO DRILLS

In the event of a tornado warning an announcement will be made or the bell will be rung in several short bursts. Students are to move to the corridors and away from glass areas. Classroom lights are to be turned off and windows on the east side of the building are to be slightly opened. Students are to face interior walls. They are to draw their knees up under them, and are to cover the backs of their heads with their hands. The Administration will inform outside P.E. classes of the alert so that students may be brought inside. Students are never to remain in areas with large expanses of roof, such as a gym.

EVACUATION DRILLS

Emergency evacuation takes place if there is a need to move students far beyond the normal fire drill areas. These drills are scheduled periodically by the administration. In a real evacuation, students would be transported off campus to be reunited with their parents/guardians at a safe location.

SEXUAL ABUSE ALLEGATIONS

In accord with the “Charter for the Protection of Children and Young People,” the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church’s commitment to deal appropriately and effectively with cases of sexual abuse to minors by priests, deacons, and other church personnel (i.e., employees or volunteers). Consequently the Bishop of Peoria has promulgated policy C-402 and accompanying administrative regulations setting forth procedural guidelines which apply to priests, deacons, lay employees, or volunteers employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. The full text of the policy and administrative regulation C-402 are available at www.cdop.org.

STUDENT SERVICES

CAFETERIA AND LUNCH PERIOD

1. Students may purchase lunch, all or part, in the school cafeteria or they may bring a lunch to be eaten in the cafeteria.
2. Students may not receive food deliveries from vendors without prior approval of the Administration.
3. Students eat lunch in the cafeteria and may eat food purchased at the bookstore in the gym lobby area.
4. All Students eat lunch in designated areas. Students are not allowed to leave the campus during lunch.
5. A La Carte items will not be allowed to be purchased if a student has a negative lunch balance.
6. Because classes are being held in various parts of the building, students on lunch break must remain between the cafeteria and gym entrance on first floor during their lunch period.
7. Eating and drinking in the school building is limited to the cafeteria and the Morris Gym entrance. No food or drink, including candy, is to be taken to other parts of the building at any time. Gum chewing is not allowed in the building during the school day (7:25 A.M. - 3:00 P.M.).

ELEVATOR

The elevator is used only by school staff and those students who have received office permission.

HOME - BASED WEBSITES

While home-based websites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

The Alleman name and/or Alleman logo may not be used on blogs or other websites without written permission of the school.

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school/Diocesan rules. The use of an AHS logo on any personal account without prior administrative permission, may result in disciplinary actions if the content of the student's/parent's personal account includes defamatory comments regarding school, the faculty or other students. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

Such violations may result in suspension, expulsion or other discipline based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

INTERNET USE POLICY

The Internet Use Policy will be distributed to all students at the beginning of the year and each student is responsible for knowing and following the standards of use as set forth in that document.

Parents are encouraged to be familiar with the standards set forth in that document. A copy of this document is available for review in the Main Office. Both the student and the parent(s) must sign and return the Internet Acceptable Use Policy consent form.

LIBRARY

The library is an important source of materials in preparing assignments and special reports. The library also contains reading such as magazines, newspapers, and fiction.

Students use the library before and after school and may be excused from their study period to use it during the school day.

LOCKERS

A locker is assigned to each student. Each student must use only the assigned locker. Lockers must be kept clean and free from clutter and defacement. Freshmen must buy a green school combination padlock from the Alleman bookstore for use on their PE lockers and a blue combination padlock from the Main Office for use on their hall locker. Freshmen are highly encouraged to keep their lockers locked

at all times due to the school issued Chromebooks. Sophomores, juniors, and seniors are also highly encouraged to lock their lockers and may re-use the Alleman combination padlocks which they purchased in the preceding school year(s). Students who lose the lock must pay the replacement cost. Only official school locks may be used on gym and hallway lockers. Lockers are the property of Alleman High School and may be examined by school officials at any time. The school is not liable for any stolen or lost items from an unlocked locker.

TELEPHONES

During the school day, if students need to use a telephone, they may request to use the phone located in the Main Office.

EXTRA HELP/TUTORING

Two types of tutoring are available:

1. Teachers are available before and after school for extra help. Students are responsible for making an appointment with the individual teacher.
2. Student tutoring through the National Honor Society. Students should make arrangements through the Guidance Counselors.

SUPPLIES/BOOKS

Supplies such as paper, notebooks, and pencils are sold in the Bookstore. Hardback textbooks are loaned to the students. It is required that good care be taken of these books and that loss or damage be compensated. Paper back books are purchased by the students.

Students must have all required materials for the class one week after the teacher instructs them to do so. If finances are a problem the student will meet with the teacher and make special arrangement for securing the necessary materials.

FIELD TRIPS

Field trips are a privilege, not a student right. Field trips are planned by classes and other school groups as part of the student's educational experience. No field trips will take place during the last three weeks of either semester. It is the sponsor's responsibility to clear the trip and transportation arrangements through the main office and to notify the rest of the staff at least five (5) days prior to the trip if any of the students participating will miss classes. It is the student's responsibility to check in with each teacher whose class he/she will miss prior to leaving on the field trip in order to obtain assignments. All make- up work must be completed in a timely fashion or suitable arrangements made with the teacher before the student is excused for any field trip. Field trips include academic and/or athletic competitions. Field trips and activities made available to the students by Alleman High School are considered an extension of school. The school regulations are enforced accordingly. (Ex. Dress Code) Official Field Trip Form may be found on the Diocesan website at www.cdop.org.

ASSEMBLIES

All School assemblies are held periodically throughout the year for spiritual, academic, and entertainment purposes. Students are expected to enter and exit the assembly in an orderly fashion and sit with their class while in attendance. Students should demonstrate conduct that is both courteous and respectful throughout the assembly.

PROCEDURES

CHANGE OF ADDRESS

When a family has a change of residence or phone number, the school office shall be notified immediately, as this information must be kept current for use in case of an emergency.

STUDENT IDENTIFICATION CARDS

Each student is issued a Picture ID card which should be carried at all times. The ID is used for the following purposes:

1. Obtaining an admit or tardy slip
2. Borrowing materials from the Alleman Library
3. Purchase food in the Alleman Cafeteria.
4. Free admission to regular season "Home" Athletic Events
5. Identification for some Alleman Social Events
6. Receiving a discount on the city bus
7. Identification at some public libraries

Failure to have your ID when obtaining an admit/tardy slip or when borrowing library materials will result in a 25 cent fine. A lost or mutilated ID must be replaced. A charge of \$5.00 is assessed to replace the identification.

LOST AND FOUND

All articles that are found in the building are to be brought to the main office so that the owner may claim them. Items not claimed at the end of the school year will be donated to a local charity.

TELEPHONE MESSAGES

Telephone messages to students will be limited to emergency situations only. We will not interrupt classes to deliver messages which are of a non-emergency nature. Callers are required to give the nature of the message.

TUITION/FEE PAYMENT

REGISTRATION FEE is payable each year at the Main Office, prior to completion of the following registration procedure:

1. Classes are selected in the Guidance Office.
2. Teacher approvals must be obtained for specific courses.
3. The scheduling form must be signed by the parent.

DIOCESAN DRUG SCREENING FEE — \$50.00 per student and is non-refundable. The Diocese of Peoria requires all students of Diocesan high schools to be screened annually and at a randomly selected time during the school year. Students may also be randomly selected for re-screening at no additional cost to the family.

GENERAL FEE is charged for each student and is not part of the tuition. This non-refundable fee provides each student with some hardback textbooks, a yearbook, the school newspaper, athletic pass for all home games, library services, and PLAN testing. This non-refundable fee may be paid using either the one or ten payment plan.

TUITION may be paid using one of the following plans:

1. **ONE PAYMENT PLAN:** All tuition and fees paid by July 1. If using this payment plan option, you may take a \$50 discount on your tuition for the first student and a \$25 discount for the second student in the family. (discount not available on fees).
2. **TEN PAYMENT PLAN:** Ten equal monthly payments (total amount of tuition and fees divided by ten) due on the first of each month beginning in July and ending in April.

VISA/MASTERCARD PAYMENTS can be made by coming to the school. However because of bank fees the school is charged, the discount on the one payment plan will not be available through credit card payment.

If the tuition cannot be paid in accordance with the schedule, the parent/guardian is responsible for contacting the Business Office to make alternate arrangements. The school reserves the right to hold official transcripts, grades, and records of students whose family has not complied with the payment schedule, has not made a good faith attempt, or have not cooperated with the school in financial matters. In such circumstances, an unofficial transcript will be sent to the requesting school or organization. Continued no-payment may lead to discontinuance from school.

Any family with an un-reconciled account from the preceding year will not be allowed to return for the following school year unless their parent/guardian contacts the business manager for a confidential discussion and a plan for resolution of their situation. Pending agreed upon resolution, the student will be allowed to return to school through an alternative payment schedule that consolidates prior and current year's tuition commitments. Parents who enter or withdraw a student during the school year will be billed or refunded tuition on a pro rata basis. (Policy B-100.0.1)

EXCHANGE STUDENT FEE - Alleman students participating in an exchange student program as a part of their four years of high school credit are required to pay the General Fee for the year that they are away at school. The Counseling Department will work with the student and his/her family during the year abroad to ensure that graduation requirements are being met, to schedule next year's classes if applicable, and to assist with the college application process and transcripts. Students will also be entitled to a yearbook.

EDUCATION TAX CREDIT — In the year 2000, the State of Illinois first offered an Illinois Education Tax Credit to parents with children in grades K - 12 who spend more than \$250 a year on tuition, book and lab fees. Parents may claim 25% of the balance up to \$500 per family per year. Eligible expenses are for the calendar year (not school year). The tax credit is directly applied to the parent's state tax liability.

LAB FEES are charged for consumable supplies in some courses. (See Curriculum Guide , ex: Art). These fees are paid at the Business Office at the beginning of each semester.

COURSE MATERIALS needed by students for specific courses are listed in the Course Description Book. Most of these materials are available in the Alleman Bookstore

TUITION ASSISTANCE

A limited amount of tuition assistance is available to Alleman families. Tuition assistance is based on financial need. Grants are determined by information obtained from parents through the assistance application process. FACTS, a private processing company, makes recommendations to Alleman regarding the distribution of available tuition-assistance funds. These funds are raised by the Alleman Development Office throughout the school year. Tuition Assistance application forms are available in the Main Office at Alleman. The forms must be returned according to the published deadlines. The family is responsible for the FACTS application fee. Forms must be filled out annually. Failure to meet the application deadline may significantly reduce your opportunity to receive financial assistance. All tuition assistance is granted in compliance with the IHSA Constitution (1.250) and By-laws (3.072).

TRANSCRIPT OF CREDIT

Transcripts of credits, earned or in progress, are not released until all outstanding bills have been paid. Alleman students receive three (3) free transcripts to schools of their choice. There is a \$2 fee for each additional transcript. (See STUDENT RECORDS)

VISITORS DURING SCHOOL HOURS

All visitors must report to the main office and sign in. The administrative assistants will then provide further directives.

Students may not invite guests to go to classes with them. If the situation warrants this, the student must obtain permission for the guest from the Assistant Principal or Principal two days in advance of the visit. A written note from the host parent should accompany this request.

Generally, a visitor from another school will not be permitted on days when the other school is not in session. The host student is responsible for the actions of his/her guest.

WITHDRAWAL FROM ALLEMAN

A student wishing to withdraw from Alleman contacts the Administration. He/she explains the reason for leaving Alleman and then obtains a withdrawal form.

The student carries the form to various administrators/Counselor and all his/her teachers for signatures. A parent is also required to sign the form. Prior to signing the form, each staff member will require the return of school owned textbooks, etc.

The completed form is returned to the Administration before any student records, grades in progress, etc. are given out. (See TRANSCRIPTS above.)

WORK PERMITS

Those under 16 years of age are required to have a work permit if they are gainfully employed. Permits are issued by the principal only after all required information has been submitted by the student.

GUIDELINES FOR STUDENT BEHAVIOR

Alleman students are expected to conduct themselves as ladies and gentlemen at all times, whether they are in or out of school. They are expected to be respectful to all staff, faculty, and administrators at all times. Insubordination (back talk and/or refusal to comply with a legitimate request), the use of vulgar language or obscene gestures will not be tolerated at any time. Students will be subject to disciplinary action. Some Alleman students study off campus. Examples of this are students who are enrolled in Vocational/Technical courses not offered at Alleman High School. All guidelines as set forth in the student/parent handbook are in effect for students attending these classes. Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

ATTENDANCE INFORMATION

Regular attendance and promptness are good habits to be developed for one's occupation and every aspect of life. These traits of politeness and consideration of others are indispensable. They are also vital for the maximum achievement of the individual and the progress of the group. Students are advised to build a record which will help them when they seek admission to college or attempt to secure a permanent job.

The professional staff at Alleman High School is convinced that there are many educational experiences in school that reach beyond the academic subject matter being presented in the classroom. Absences from school can seriously hamper success in school, both in social development and in academic progress. We recognize that school attendance is the moral and legal responsibility of the parent/guardian, and the parent/guardian should give serious consideration before they permit their son/daughter to be absent from school.

LEGAL REQUIREMENTS

The Illinois School Code states, "Whoever has custody or control of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term..."

While the school is deeply concerned with regular attendance and will do all within its power to ensure regular attendance, the final responsibility for seeing that the student is in school legally rests with the parent/guardian.

CLASSIFICATION OF ABSENCES

The following applies to scheduled class days and falls into these categories:

- A. EXCUSED ABSENCES: Consent of both parent/guardian and school.
Excused absences include:
 - a) Illness — the school may require verification by a physician for absences for five (5) days or more due to illness.
 - b) Doctor or dentist appointment.
 - c) Funeral.
 - d) An absence approved by the administration.

The administration reserves the right to limit the number of excused absences for school sponsored events.

- B. UNEXCUSED ABSENCES: A student who is absent without all the required approvals and verifications is considered unexcused. The student will neither be permitted to make up work or tests nor to do them in advance. (One (1) detention will be given for each period missed.)

Note: "Personal" Days do not exist for students.

A student who is out of school less than four (4) class periods will be marked absent for half a day. This also applies to doctor and dental appointments. Students absent four (4) or more class periods will be marked absent for the full day.

AFTER 5 ABSENCES DURING THE SEMESTER FROM ANY ONE CLASS, THE PARENTS WILL RECEIVE A PHONE CALL FROM THE ASSISTANT PRINCIPAL AND BE REQUIRED TO HAVE A MEETING WITH THE ASSISTANT PRINCIPAL. All absences, except those listed below will count as part of the 5 days. The only absences which will not be included in the 5 are listed below:

AFTER 10 ABSENCES DURING THE SEMESTER FROM ANY ONE CLASS, THE STUDENT WILL NOT BE PERMITTED TO MAKE UP WORK OR TESTS. All absences, except those listed below will count as part of the 10 days. The only absences which will not be included in the 10 are listed below:

- 1) An approved doctor's excuse. Doctor's excuse must be on office stationery and include the office phone and the time and date of the appointment.
- 2) Extended illness or injury when so stated by the doctor.
- 3) Participation in a school activity.
- 4) Funerals (members of immediate family).
- 5) Visiting a counselor or administrator, providing the official sent for the student.
- 6) Court appearance with appropriate written verification from the court.

The 5/10 absences allowed in each class are intended to cover illness and/or those situations which cannot be handled on vacations (college visits, TEC, court appearances, funerals, etc.). Students are expected to be in class.

All suspensions from school will count as part of the 5/10 days.

If extenuating circumstances arise after the student's 5th/10th absence, he/she may appeal in writing to the principal with an explanation of the circumstance.

1. ABSENCE

- A. CALL IN: Parents/guardians are to call the Attendance Office (786-7793) before 9:30 A.M. to report a student's absence. A call is not a substitute for a note. A written note or email to the main office is required when the student returns. Absence for reasons other than illness should be referred to numbers two (2) and three (3) below.

- B. RETURN TO SCHOOL: Students absent from any class must report to the Main Office PRIOR to first period or upon return to school for an ADMIT SLIP. The student must present a WRITTEN NOTE or email to the main office of explanation signed by his/her parent/guardian. An Admit Slip will be given to the student after he/she presents the note to the Office. If, after 2 school days, the student has not presented a written note, he/she will be given a detention each day until this requirement is fulfilled. Administrative discretion may be used to determine an absence as unexcused if a note is not presented within a reasonable amount of time. The student must present the Admit to each teacher for their signature before class begins. The seventh (7th) period teacher, after signing the Admit Slip, will return it to the Main Office. No absence can be excused by a teacher unless he/she signed the Admit Slip. This is the student's responsibility.
2. APPOINTMENTS: Students that must leave during the school day for an appointment or for any other reason must present a WRITTEN NOTE of explanation signed by his/her parent/guardian to the Office PRIOR to first period. Alleman High School requests that the note contain the name of the doctor or dentist in case we need to verify the appointment. The student will receive an OFFICE PERMISSION SLIP which will allow him/her to leave school at the specified time. The Office Permission Slip must be stamped or signed by the doctor, dentist, etc., and be presented to the Office upon the student's return to school. If it is not possible for an appointment verification by the doctor, dentist, etc., the Office Permission Slip must be accompanied by a written note signed by his/her parent/guardian. At this time, the student will receive an Admit Slip.
3. PARENTAL REQUEST OF STUDENT ABSENCE: Parents/guardians desiring to have their child excused from school for any length of time must obtain a PARENT REQUEST OF STUDENT ABSENCE form from the Main Office. This form must be signed by the parent/guardian, and by each one of the student's teachers. It must be returned to the Assistant Principal no later than one day prior to the absence. It is the responsibility of the student with an excused absence to request and do the make-up work. Satisfactory arrangements for completing the work should be made with each teacher prior to the absence. When the student returns to school, he/she must present a written note signed by his/her parent/guardian to the Assistant Principal. At this time, the student will receive an Admit Slip. (The Administration asks that parents make every effort to see that family vacations coincide with school vacations published in the official school calendar.)
4. EXTENDED ABSENCE: When a student has been absent THREE (3) or more consecutive school days a request for homework can be made. Parents should call the Counseling Office at the end of day two or during first period on day three to make this request and every effort will be made to have homework ready in the Main Office by the end of day three otherwise the information will be available on day four. If a student has been absent five (5) or more consecutive school days, a Doctor's verification may be required upon the student's return to school.

5. **RESIDENCE:** All students attending Alleman are expected to live with their parents or legal guardian. Exceptions must be reviewed and approved by the Administration.
6. **EXTRA-CURRICULAR ACTIVITIES:** A student must be in attendance by 10:00 A.M. and remain in attendance the rest of the school day in order to practice and/or participate in any extra-curricular activity scheduled for that day. This would include students attending events as spectators. Any variance must be granted by the Assistant Principal in consultation with the Administration.
7. **TARDINESS TO SCHOOL:** A student who is not in his/her first class before the bell rings is tardy to school. Any student who arrives late to school should report to the Main Office for a tardy slip. A written verification from the parent acknowledging the tardiness should accompany the student upon his/her arrival at school or be provided within 2 school days. In the event that it is necessary for a student to be late to school due to a doctor's appointment, appropriate verification must be provided from the doctor's office. In cases of inclement weather, the administration will advise the attendance office as to procedure. When a student accumulates six tardies to school in a semester, the parents will receive an email from the school stating that all additional tardies will be UNEXCUSED and earn detentions. The student will not be able to make up work missed because of unexcused tardiness.
8. **TARDINESS TO CLASS:** Students are expected to be on time for classes and study halls. Students arriving to class after the bell rings without a late pass will be counted as tardy and referred to the office for detention. Teachers will clearly explain expectations for what it means to be on time.

DRESS AND GROOMING

At the opening and closing of the school day, students should enter and exit the building dressed according to Alleman High School standards.

The following guidelines shall determine dress and grooming:

(1) Decency/Modesty, (2) Neatness, (3) Cleanliness, (4) Suitability for school.

The administration reserves the right to determine these guidelines. In addition any hairstyle or attire deemed inappropriate, extraordinary, or distracting, or any attire which is thought by the Administration to be damaging to school property is in violation of the dress code. Students are to wear **TRADITIONAL HAIRSTYLES**. The cut of a boy's hair must be such that it is off the collar and eyebrows & ear lobes are visible. Combing hair to the side to be in compliance is not acceptable. Hairstyles in violation of the grooming guidelines include but are not restricted to bars, mushrooms, writing, or designs cut into hair or eyebrows, spiked hair and mohawks. A student whose hairstyle is deemed inappropriate by the Administration will be notified of the date by which the hairstyle **MUST** be brought into compliance. If at that time, the hairstyle does not meet Administrative approval, the student will be sent home and his/her absence will be considered **UNEXCUSED** until an acceptable hairstyle is obtained.

Individuals in violation of the Dress & Grooming Code may receive detentions. Students in violation of the dress code, which is not correctable in the school confines, may have appropriate attire brought to school by a parent or the student may be sent home to correct his/her appearance.

BOYS

- Solid colored dress pants (dark blue, black, khaki). Back patch pockets and side cargo pockets are NOT allowed. No elastic at the ankle on dress pants. No denim or look-alike material may be worn. Jeans may not be worn.
- Solid colored dress shorts (dark blue, black, khaki) may be worn from April 1st to October 31st. Back patch pockets and side cargo pockets are NOT allowed. Shorts must be mid-thigh length or longer. No casual athletic shorts may be worn.
- Tight fitting pants/shorts are prohibited. All pants & shorts must be worn at the waist.
- Shirt with a collar and sleeves. Shirts may be solid or print but should not have writing. All shirts must be loose fitting and be tucked in at all times. Shirts that are not long enough to be tucked in and stay tucked in while a student raises his arms or bends over are not allowed. Shirts that have buttons must be buttoned up to the collar button. Long sleeve shirts may not be worn under short sleeve shirts.
- Collars are a required part of the dress code. Collars must wrap around the neck. Shirts which have collars that fold over and turtle necks that can also be folded over are appropriate.
- Shoes are required at all times. Shoes are to be dress or athletic shoes. Heavy boots, hiking boots, sandals, clogs, Crocs or open-heeled shoes are not allowed.
- A second layer on top of the uniform shirt may be worn. This is defined as a sweatshirt, ¼ zip, full zip, or hooded sweatshirt. This second layer must be a sweater, a sweater vest, or AHS apparel.
- Hats, sweatbands, bandanas, sunglasses, external coats or jackets and gloves are not to be worn in school.
- Although the wearing of most types of jewelry is not expressly forbidden, it is not acceptable to wear earrings or ear spacers/gauges. All body piercing adornments are forbidden.
- All boys must be clean shaven. Sideburns are to be no longer than the bottom of the ear lobe.
- Tattoos are inappropriate. Individuals with preexisting tatoos are responsible for making the Administration aware of this prior to admission. Tattoos may not be visible while at school or while representing the school in any activity or function.

GIRLS

- Solid colored dress pants (dark blue, black, khaki). Back patch pockets and side cargo pockets are NOT allowed. No elastic at the ankle on dress pants. No denim or look-alike material may be worn. Jeans may not be worn. Skirts may be worn no shorter than the end of the fingertips when the arms are extended to the sides along the body.
- Solid colored dress shorts (dark blue, black, khaki) may be worn from April 1st to October 31st. Back patch pockets and side cargo pockets are NOT allowed. Shorts must be mid-thigh length or longer. No casual athletic shorts may be worn.
- Tight fitting pants/shorts are prohibited. All pants & shorts must be worn at the waist.

- Shirt with a collar and sleeves. Shirts may be solid or print but should not have writing. All shirts must be loose fitting and be tucked in at all times. Shirts that are not long enough to be tucked in and stay tucked in while a student raises his arms or bends over are not allowed. Shirts that have buttons must be buttoned up to the collar button. Appropriateness and modesty (within an inch or two of the collarbone) are to be the rules of thumb in regards to the neckline. Long sleeve shirts may not be worn under short sleeve shirts.
- Collars are a required part of the dress code. Collars must wrap around the neck. Shirts which have collars that fold over and turtle necks that can also be folded over are appropriate.
- Shoes are required at all times. Shoes are to be dress shoes or athletic shoes. Heavy boots, hiking boots, sandals, clogs, Crocs or open-heeled shoes are not permitted.
- A second layer on top of the uniform shirt may be worn. This is defined as sweatshirt, ¼ zip, full zip, or hooded sweatshirt. This second layer must be a sweater, a sweater vest, or AHS apparel.
- Hats, sweatbands, bandanas, sunglasses, external coats or jackets and gloves are not to be worn in school.
- Although the wearing of most types of jewelry is not expressly forbidden, girls may wear no more than three earrings in each ear. All other body piercing adornments are forbidden. Nose rings/ ear spacers/gauges are not allowed.
- Tattoos are inappropriate. Individuals with preexisting tatoos are responsible for making the Administration aware of this prior to admission. Tattoos may not be visible while at school or while representing the school in any activity or function.

OTHER DRESS CODE GUIDELINES FOR ALL STUDENTS

- When changes in the dress code are granted on special occasions, appropriateness and decency still remain the general guidelines. Inappropriate clothing would include, but not be limited to: torn or frayed clothing, see- through items, items with inappropriate sayings, slogans, or references, advertising or promoting alcohol, drugs, and/or tobacco. Remember "Dress- up" days are special. Your clothing must be modest and neat. Regulations regarding skirt length, stockings, shoes, and outdoor wear are to be followed. Normal dress code regulations apply to a student who chooses not to participate on days when there has been an approved change in dress.
- Athletes, on the day of a game, may wear a team jersey over the school uniform.
- Any clothing or accessories which are in any way gang related will not be tolerated in school or at school functions.
- Chains attached to billfolds are not allowed in school.
- Physical Education students are required to be in the appropriate gym attire each day of class. Appropriate attire is Alleman shirt and shorts, white socks and gym shoes. P.E. uniforms may be purchased at the school bookstore. The only exception for non-dress is a written note from a doctor.
- Dress Code Guidelines will be enforced from the beginning of the first class each day until the conclusion of the last class.
- Hologram contact lenses are not permitted.

DRUGS

DRUGS, TOBACCO, ALCOHOL are not allowed in or on Alleman property and adjoining streets, nor at school sponsored activities or at activities in which Alleman High School is participating.

DRUG FREE SCHOOL ZONE: Alleman High School is a Drug Free School Zone. Criminal penalties are severely increased for gang recruitment and the possession, use, or sale of drugs and weapons.

FOOD

All food and drinks are consumed in the cafeteria or in the gym lobby when food is being sold in this area. Food, gum, candy, and drinks are never taken into the classroom areas, or the gyms. This includes halls and stairways as well.

GAMBLING

GAMBLING, including card playing, is not allowed on the premises. The only exception to the card playing prohibition is a pre-approved fundraiser such as a euchre tournament.

HALL PASSES

Students are to be in their assigned classroom/area each period. Students are not permitted in the hallways during class unless they have a pass signed by a teacher, administrator, or other school official. Passes should be obtained only for emergencies and to keep appointments with school officials. Any student found in an area not designated by the pass is subject to a detention. Any student found in the hall during class time without a pass is subject to a detention. Changing the time/date/destination on a pass, forging the name of school personnel, or altering a pass in any other way are violations subject to further disciplinary action.

PARKING REGULATIONS AND THE USE OF AUTOMOBILES

1. Parking assignments on campus will be assigned in the fall.
2. A fee of twenty-five dollars (\$25.00) will be charged for a parking permit.
3. Parking permit **MUST** be visible in the front window of your vehicle. If you will be driving different vehicles to school, all of which must be registered with the Assistant Principal, the same permit should be placed in the front window.
4. Students may not go to the parking lot or use an automobile during school hours without the permission of the Assistant Principal.
5. Park only in your space. If someone should park in your space, take their license number and report to the Assistant Principal. If this should occur, do **NOT** park your car in another person's space.
6. Lock your car at all times.
7. Safe driving is required in the vicinity of the school.
8. Do not tamper with other cars.
9. No parking is allowed on Fortieth (40th) Street or Lincoln Park.
10. If you violate any of these rules, detentions and/or loss of parking privilege and/or police action may occur.

DEALING WITH STUDENT INFRACTIONS

RETENTION COMMITTEE

The Retention Committee consists of the Assistant Principal and three faculty members appointed by the principal. The Assistant Principal serves as an ex-officio member. Its function is to review cases presented by the Assistant

Principal and to recommend an appropriate course of action. The student, the student's parents, and a counselor, if the student desires to have a counselor present, are invited to participate in the meeting. All discussion and the resulting recommendations are confidential.

The principal approves, or adjusts, the recommendations of the Retention Committee. Only the principal has the authority to expel a student.

CORPORAL PUNISHMENT

Deliberate, planned punishment by physical contact administered before a witness, shall not be employed as a disciplinary measure at Alleman High School. (D-143.0.1/P-AHS)

School personnel may employ reasonable physical means of restraining a student or of removing a student:

- a.) In order to prevent the student from injuring him/herself, a teacher, other student(s) or any other person lawfully on the school premises or attending a school activity.
- b.) As a last means of removing an uncooperative student from the environment. (D-143.0.1/Procedure)

PERMANENT DISMISSAL

A student may be permanently dismissed from Alleman High School for serious or repeated infractions of disciplinary regulations.

The student's case shall be presented to the Retention Committee.

The principal is presented with the recommendation of the Retention Committee and has the authority to accept or reject the recommendation. In certain extreme cases, the principal may permanently dismiss a student without prior evaluation by the Retention Committee.

If the student is guilty of an action which may result in expulsion, as stated in school policy, the principal may permanently dismiss the student without prior evaluation by the Retention Committee. "If parents choose to appeal the principal's decision, they must follow the steps set forth in Diocesan policy G-111." (See Diocesan Policies, p.9)

SUSPENSION

All suspensions will be served at home. A student who is under temporary suspension is subject to the following:

1. The parent will be contacted by the Assistant Principal or Principal.
2. The student is denied privilege of making up classwork.
3. The student is not permitted to participate in or to attend any school-sponsored activities during the period of suspension.
4. If a suspension extends over a weekend, the student is excluded from all school-related activities that weekend.

PRIVILEGES SUSPENDED OR REVOKED

Students with disciplinary records may be suspended from or be denied special school related privileges at the discretion of the Retention Committee and/or the principal. Examples of such privileges are: Class/club officers; Dance courts; extra curricular activities.

DISCIPLINARY CODE

Attendance at Alleman High School should be considered as a privilege and not a right; as with any privilege there are responsibilities. It is the responsibility of every student to be knowledgeable of the rules and regulations of Alleman High School and by being a member of the student body you are agreeing to abide by those same rules. Students should conduct themselves as ladies and gentlemen at all times whether they are in or out of school. It is the responsibility of every student to be a good citizen, and a good Christian at all times. Serious violation of either civil or church law is sufficient grounds for disciplinary action which may include suspension and/or expulsion in addition to appropriate consequences if the student is also involved in athletic or extra-curricular activities. The Administration reserves the right to impose the penalty set forth in this code for such other offenses which it determines to be of equivalent gravity to those which are enumerated within this code.

Lookouts will be included in any disciplinary action deemed appropriate by the Administration.

All students involved in extracurricular activities will be governed by this disciplinary code along with their athletic/organizational policy. Please refer to the pages on the “Alleman Athletic/Cheerleader Code” and Extracurricular Activities (pages 46 & 56).

I. GRAVE OFFENSES

In any situation regarding possession or use of a misdemeanor drug, the Administration will follow the action steps listed below. However, in any situation involving a felony drug, Administrative response will be upgraded to the next level. For example, first time possession of a felony drug will be dealt with in the same manner as a second violation. Any student selling/distributing illegal drugs will be subject to dismissal and police will be notified.

- A. The use, possession, sale or transfer of alcohol, illegal drugs, any controlled substance, or any controlled substance analog in school or on school property or at a school sponsored activity or at activities in which Alleman High School is participating, or coming to any of these places under the influence of such drugs, alcohol, controlled substances or controlled substance analogs. [“Controlled substance analog” or “analog” means a substance that has a chemical structure similar to that of a controlled substance or that was specifically designed to produce an effect substantially similar to that of a controlled substance. (720 ILCS 570/402)]

RESULTS:

1. The Student is immediately removed from the class or event.
2. Parent is notified at once. Parent(s) either:
 - a. Come at once for a conference with the Assistant Principal, the Principal and the Student.
 - b. Arrange for the student to be picked up after the student has had a conference with the administration and any other school personnel deemed necessary. In this event, a conference with the parents and the administration will be scheduled at a later date.
3. Student is placed on out-of-school suspension for a minimum of five (5) days.
4. The student is not allowed to attend school sponsored activities/athletic events for a period of nine (9) weeks. (Principal may waive this suspension).

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE

Voluntary admission, in writing to the Principal or Assistant Principal, by a student of an infraction involving substance abuse will result in the consequence being reduced by half. The purpose of this provision is to encourage the student to accept responsibility for his/her actions/decisions. The voluntary admission may NOT be used if the rule infraction is already known to the Principal and/or Assistant Principal. This provision may be used only once during a high school career and for a first offense only.

5. A SECOND VIOLATION while in high school will result in a five day out-of-school suspension and mandatory participation in a formal evaluation and subsequent prescribed treatment by a local substance abuse agency counselor at the family's expense. Contact with the agency by the parents must be made within twenty-four hours of the notification. The prescribed program must be followed to its conclusion or the school retains the option of convening a meeting of the Retention Committee with the possibility of recommendation for expulsion. Consequence #4 (above) is also included.
 6. A THIRD VIOLATION WHILE IN HIGH SCHOOL: If, in the opinion of the Alleman High School administration, a student admits to, or is involved with, the use or possession of any form of alcohol or illegally controlled substances, the student shall be suspended out of school until the next regularly scheduled board meeting at which time the student will be recommended for expulsion.
- B. Possession of, use of, or remaining present where there is underage use of alcohol, illegal drugs, any controlled substance, or any controlled substance analog off of school property at a non-school function. ["Controlled substance analog" or "analog" means a substance that has a chemical structure similar to that of a controlled substance or that was specifically designed to produce an effect substantially similar to that of a controlled substance. (720 ILCS 570/402)]

The use of alcohol and/or illegal drugs is a major potential problem for all high school students. The following Alleman High School policy on alcohol and drug usage is established to not only reduce alcohol and drug usage, but also provide recommendations for rehabilitation when appropriate. A student's prior disciplinary record could affect the Administration's response to this major offense.

RESULTS:

It is the responsibility of the student to inform parents of this infraction.

1. **FIRST OFFENSE:** In the event of Alleman involvement, students will be required to complete 10 hours of community service if they are discovered possessing, using, or remaining in the presence of illegal drugs, including underage use of alcohol, off of school property at a non-school function. The term “Alleman involvement” means events which are planned at school or at a school function or which brings public discredit to Alleman.

The Assistant Principal will determine whether a particular event brings public discredit to the school. The Assistant Principal will determine the length of time the student has to complete the community service. The Assistant Principal is to receive written confirmation of the completed community service including the name and phone number of a person to contact for verification purposes.

Detentions and/or suspensions may be part of the consequences.

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE

Voluntary admission, in writing to the Principal or Assistant Principal, by a student of an infraction involving substance abuse will result in the consequence being reduced by half. The purpose of this provision is to encourage the student to accept responsibility for his/her actions/decisions. The voluntary admission may NOT be used if the rule infraction is already known to Principal and/or Assistant Principal. This provision may be used only once during a high school career and for a first offense only.

2. A **SECOND VIOLATION** while in high school will result in twenty (20) hours of community service from an organization on a list pre-approved by the administration. The Assistant Principal is to receive written confirmation of the completed community service including the name and phone number of a person to contact for verification purposes. The service hours must be completed within four weeks of the second violation otherwise the Administration reserves the right to assess further consequences. Suspension from school may be part of the consequences.
3. A **THIRD VIOLATION** while in high school results in a five day out-of-school suspension and a mandatory reevaluation by a local substance abuse agency counselor at parental expense. Any subsequent prescribed treatment program must be completed or a meeting of the Retention Committee will be convened with the possibility of recommendation for expulsion. Contact with the agency by the parents must be made within twenty-four (24) hours of the notification. Parents refusal for treatment shall result in the implementation of the school disciplinary code.

- C. Gangs: Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any gang or cult is not permitted under any circumstances. A student who engages in any such action will cease doing so immediately or will be required to withdraw from Alleman High School.
- D. Grave Offenses Flagrant in Nature.
1. Any act damaging or threatening to a person's health and safety.
 2. Theft.
 3. Use or possession of any type of tobacco or nicotine, including e-cigarettes, nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect or nicotine substances, and any other "tobacco innovation".
 4. Vandalism
 5. Sale/distribution of illegal drugs.
 6. Possession of a weapon such as a firearm, knife (including pocket knife), clubs or nunchakus, mace, any facsimile of a weapon (toy gun), explosives or inflammables, any type of ammunition, slingshot is prohibited. The item will be confiscated and the student will be immediately suspended pending the completion of an administrative review of the events.
- E. Major Offenses. Inappropriate behaviors deemed serious by the Administration, such as but not restricted to:
1. Unexcused absence from Class, Study, etc.
 2. Defacing School or Personal Property.
 3. Fighting - In cases where the aggressor or provoker can be clearly determined, the Administration reserves the right to assign different consequences.
 4. Insubordination/Disrespect
 5. Leaving School Grounds without Administrative permission during the scheduled school day.
 6. Immoral and/or Unethical Actions and/or Behavior.
 7. Cheating and/or plagiarism (see page 16).
 8. Possession of matches/lighter.
 9. Verbal/written harassment and/or physical intimidation.
 10. Forgery/Deception/Misrepresentation.
 11. Tampering with school computers/equipment.
 12. Violation of the Internet Use Policy.

RESULTS:

1. Conference with Assistant Principal and/or Discipline Committee.
2. Notification of Parent by phone, mail or in person.
3. Detentions and/or suspension and/or expulsion.
4. Suspension from athletic events and organization activities for the duration of the school suspension.
5. No Credit will be given for class work missed during any unexcused absence. In exceptional cases, the Principal may grant permission to make-up tests/projects that are a major part of a student's grade.
6. Police or other proper authorities may be called, and financial restitution made.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

II. MINOR OFFENSES:

Inappropriate behaviors deemed minor by the Administration, such as but not restricted to:

1. Running and/or pushing students
2. Unexcused tardiness to school/class, etc.
3. Failure to report for classroom detention.
4. Using improper or vulgar language (written, oral, or gestured).
5. Unauthorized parking of car.
6. Being out of class/study, etc. without permission.
7. Improper attire.
8. Food/drink in unauthorized areas of building.
9. Unauthorized use during the school day of electronic devices. These devices will be confiscated. First offense will be a warning. Subsequent offenses will result in the item(s) being confiscated and not returned until the end of the school year.
10. Gum Chewing.
11. Candy in classrooms.
12. Sharing lockers.
13. Inappropriate public displays of affection.
14. Possessing "toys" that are a disruption to the school day. These will be confiscated and not returned until the end of the school year.
15. In the halls during class time without a pass signed by a teacher, administrator, or staff member.
16. Gymbags, bookbags, and backpacks are not allowed in classrooms.
17. Cell phones may be used in the lobby/commons area before and after school, but **MUST** be turned off during the school day. This includes lunch time and passing periods. No cell phones may be used for picture taking. No harassment or threatening of persons via cell the phone is permitted. Cell phones may not be used for game playing, record keeping, text messaging, Internet or e-mail access, gambling or making purchases of any kind or "sexting". Consequences for "sexting" will be dealt as a grave offense. If a student's phone has caused a disturbance, whether they were using it or not, the phone will be confiscated and sent to the Assistant Principal. After school, the student will report to the Assistant Principal's office, call a parent/guardian explaining why they lost their phone, and then they may have their phone returned. On a **SECOND** offense where a student's phone has caused a disturbance, whether they were using it or not, the phone will be confiscated and sent to the Assistant Principal. After school, the student will report to the Assistant Principal's office, call a parent/guardian explaining why they lost their phone, and that a parent/guardian must pick up the phone from the Assistant Principal. On a **THIRD** offense where a student's phone has caused a disturbance, whether they were using it or not, the phone will be confiscated and sent to the Assistant Principal. The Assistant Principal will call a parent/guardian and set up a conference with them and the student. During the conference, the parents and student will be notified, that any further infractions will result in the student turning their phone in to the Assistant Principal before school and will be returned to the student after dismissal. This will continue every day until the end of the semester.

RESULTS:

1. Conference with student and/or detentions.
2. Repeated infractions of the same or a multitude of minor infractions shall be cause for any or all of the following:
 - a. A conference with the Assistant Principal
 - b. Notification of Parent by phone, mail or in person
 - c. A Retention Committee Hearing
 - d. Suspension

Alleman High School actively seeks to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. In doing so, the school follows guidelines established in Diocesan policy D-147.

DETENTIONS

Detentions are issued by the Administration for violations of policies. An accumulation of detentions is considered a serious matter deserving of further disciplinary action. Students should report for detention in dress code. No jackets may be worn. Students may bring a book to read. No sleeping is allowed. Students who do not follow detention guidelines or who cause a disturbance during detention will be asked to leave. These students will not have fulfilled the detention.

A WORK DETENTION may be assigned at the discretion of the Administration.

A detention may be rescheduled only for serious reasons. The detention must be rescheduled no later than noon on the day of the assigned detention and may be rescheduled only once. Students who are absent from school on the date of a detention will automatically have their detention rescheduled for the next available detention date. Failure to serve a detention will result in 2 detentions served on consecutive detention days. Failure to fulfill the consequences may result in a more severe consequence up to and including an out-of-school suspension. Detentions will be served in the cafeteria on Tuesday from 3:00-3:40, Wednesday from 2:45-3:25, and Thursday from 3:00-3:40.

EXTRA - CURRICULAR ACTIVITIES

All qualified students may try out for membership on an athletic team and in extra curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can always be accepted. The decision of the coach or moderator is final. Parents are encouraged to help their children understand that not everyone will be selected.

Extra-Curricular Activity Code: Pertains to all school clubs and organizations aside from athletic teams and cheerleading squads.

All students engaged in school clubs and activities shall be doing passing work in at least 25 credit hours (5 Academic Classes) of high school work per week. Those students not meeting this requirement shall be ineligible for the next (7) calendar days, beginning the day immediately after the coach and student-athlete are notified. Drivers Education is not part of the twenty-five hours.

A student must be in attendance by 10:00 A.M. in order to participate in a practice or event. Any variance must be granted by the administration.

AMBASSADORS

The Ambassadors program is open to sophomores, juniors, and seniors. These students are selected by the administration to represent Alleman to the elementary schools and to help with incoming freshmen.

DRAMA CLUB

The Drama Club is open to all students. Its purpose is to present the three major school productions each year. Entertaining activities and educational field trips are also sponsored by the club.

EMERALDS

Dance opportunities are available for interested students. For more information and eligibility requirements, contact the Director.

HABITAT FOR HUMANITY

AHS Habitat for Humanity Club is open to all students wishing to earn service hours, gain leadership opportunities, and have fun while helping others! Meetings are held at school. Students age 16-18 may build on Habitat for Humanity QC home sites on Saturdays during the school year. Come build with us!

INTERNATIONAL CLUB

The International Club is open to all students interested in all foreign cultures and languages with an emphasis on Spanish and French. Various activities are planned throughout the year including a "Foreign Language and Cultural Awareness Week."

KEY CLUB

Key Club is an international youth organization whose membership is dedicated to the service of home, school and community. Membership is comprised of individuals who have applied for acceptance and been nominated by an Alleman faculty member.

NATIONAL HONOR SOCIETY

A chapter of the National Honor Society was formed at Alleman in 1954. To be selected as a member of the society is one of the highest honors that can be paid to a high school student. Its purpose is to give recognition to those who have distinguished themselves in character, leadership, scholarship, and service. Members are chosen by the Faculty Council from among those students who have attended Alleman for one or more semesters and have completed the third quarter of their sophomore year. These students are required to have at least a 3.50 G.P.A. A copy of the Selection/Dismissal process is sent to each family in the first mailing of the school year.

NEWSPAPER STAFF

Alleman publishes a school newspaper, "Pioneer Press". All students are encouraged to submit articles to the staff.

PEP BAND

The official performing unit of the Pioneer music department, is open to all students who have demonstrated musical ability through elementary and junior high school. The Pep Band performs at all home football games, and for several parades around the Quad-City region.

REFLECTIONS

Alleman's fine arts and literary magazine is published annually. It includes poetry, short stories, essays, art work, original musical compositions, and foreign language pieces submitted by students from all grades. Students at all grade levels interested in being on the staff are encouraged to join.

SIGMA ALPHA DELTA (Students Against Destructive Decisions)

This organization strives to "make a difference" in promoting and living a life without destructive decisions. Members pledge to abstain from use of drugs, alcohol and degrading behavior. The group sponsors and promotes activities and campaigns to encourage students to "live above the influence." This organization is open to all Alleman students.

STUDENT COUNCIL

The Student Council organization is designed to be an important part of every school. Its aims are to serve as a medium of communication between the student body and the faculty and administration of a school, to provide opportunities for students to participate in the government of the school, to promote and maintain high standards of individual responsibility, initiative, cooperation, and maturity among the students to share in the development, promotion, coordination, and management of school activities, and thereby to nurture in all students traits of good citizenship.

YEARBOOK STAFF

Alleman publishes a school yearbook, "Pioneer". Students are encouraged to contact the moderator.

HIGHLY OBJECTIONABLE HABITS such as the possession of or use of or remaining present where there are illegal drugs, including the underage use of alcohol, or other Grave Offenses as listed in the Handbook can cause the student to be suspended from the club/organization. Any student who holds an elected office or appointed position in a school club/organization/team must resign from that office/position if he/she commits a grave offense as described in the handbook.

FIRST OFFENSE:

A thirty (30) school day suspension from the club/organization activities. A first offense suspension for a member of Emeralds will be calculated based on 1/3 of the season. This suspension does not affect activities which are required parts of a course grade. If the offense occurs during a time when school is not in session, the suspension will take effect upon the first day that classes resume.

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE

Voluntary admission, in writing to the Principal or Assistant Principal, by the student of an infraction involving substance abuse will result in the consequence being reduced by half. The purpose of this provision is to encourage the student to accept responsibility for his/her actions/decisions. The voluntary admission may NOT be used if the rule infraction is already known to the Principal and/or Assistant Principal. This provision may be used only once during a high school career and for a first offense only.

SECOND OFFENSE WHILE IN HIGH SCHOOL:

A sixty (60) school day suspension from the club/organization activities. If however, the second offense occurs within 365 calendar days of the first offense, then the suspension will be for one calendar year. Periods of ineligibility may not be served concurrently. A second offense for a member of the Emeralds will be calculated based on two-thirds of the season. If the offense occurs during a time when school is not in session, the suspension will take effect upon the first day that classes resume.

THIRD OFFENSE WHILE IN HIGH SCHOOL:

The student will be suspended for a minimum of one calendar year from the date of the offense with the possibility of no further participation unless 50 hours of work detentions at Alleman are satisfactorily completed. Periods of ineligibility may not be served concurrently.

**ELECTED OFFICERS,
SCHOOL REPRESENTATIVES**

Student candidates being considered for offices and/or roles representing Alleman, including dance courts, must be in good standing as determined by the Administration of the school.

ACTIVITIES

DANCES

1. Dances will be sponsored by school organizations under the leadership of a faculty moderator.
2. Dances may not be held on nights before school days.
3. Ordinarily, outsiders (non-students) will be admitted only as guests of Alleman students. Guests may be invited to these three dances: Homecoming, Sadie Hawkins and Prom. Each Alleman student is limited to one (1) guest. Permits must be obtained for guests from the Main Office. Completed forms must be turned in no later than three (3) days prior to the event for Administrative approval. When considering an outside guest, Alleman students must remember that our dances are for high school students in grades 9 through 12. Students who have not graduated from eighth grade may not attend. Also, administrators reserve the right to deny admission to a guest who is 20 or older.

4. Pop and candy may not be brought into the gym.
5. Students and their guests may NOT smoke in the building, nor on grounds, including adjoining streets.
6. Those who leave the dance may not return.
7. All dances are limited to three (3) hours in length. Students will not be admitted one (1) hour prior to the conclusion of the dance.
8. Except for Homecoming, Prom, and Sadie Hawkins dances current ID cards must be presented in order to be admitted to an Alleman Dance.
9. All students are expected to have left the dance premises within fifteen (15) minutes after the end of the dance.
10. The Homecoming Dance, Sadie Hawkins Dance and Prom will be designated as Dress-up Dances. Proper attire for boys will be dress shoes, dress pants, shirt and sweater or sportcoat. Proper attire for girls will be dress shoes, dress slacks, dress, skirt and blouse. No cut- outs or bare midriffs are allowed. These are the only THREE dances Alleman High School students will be allowed to invite guests from other schools. Guests from other schools must be at least in ninth grade.

FUND RAISING

One all-school fund raising project is planned each school year. Each student is expected to take part in this event and to actively demonstrate school spirit and loyalty by striving to meet the goals set for the project.

Students should try their best to sell Alleman calendars. Unsold calendars may be returned to the Development Office. Unsold calendars which are not returned by the students will be billed to the students's family.

Club, class, or other fund-raising projects must have the approval of the principal and development director prior to their planning. Athletic teams must also have signed approval from the Athletic Director. If any form of clothing or any spirit item is imprinted and sold as a fund raiser, all artwork and copy must be pre-approved by the administration. Request/approval forms are available in the Faculty Work Room.

RELIGIOUS PROGRAM

All-School Liturgies are regularly planned and invite the participation of the faculty, student body, and area priests. They are usually arranged to reflect the appropriate liturgical season or feast. Paraliturgies such as Reconciliation services are also scheduled during the school year.

A retreat is planned for the entire student body each year. The retreat may adopt a variety of formats, but is always intended to be a vehicle for deepening the student's relationship with God.

Alleman High School students are encouraged to attend a T.E.C. (Teens Encounter Christ) retreat during their Junior or Senior year. This youth retreat is sponsored by the Catholic Diocese of Peoria and endorsed by Alleman High School. This weekend experience is open to both boys and girls of the Catholic faith or other Christian denominations. Students are responsible to complete all school work missed during this time.

Alleman students of the Catholic faith wishing to attend any other retreat or program not sponsored by the Catholic Diocese of Peoria or endorsed by the Campus Minister will not be excused from class or allowed to make up missed school work.

RETREATS AND DAYS OF RECOLLECTION

Each school of the diocese must provide time for students to reflect and to pray on a daily basis. Additionally, each secondary school of the diocese will provide for not less than one day of recollection each year and one day of retreat each year for each grade level. All students of the school shall participate in these days of recollection and retreat. (D-128 P-COE)

Every enrolled student at Alleman High School is required, for graduation, to attend his/her annual class retreat for its entire duration. If this requirement is unfulfilled, the Administration, in concert with the Theology Department, will decide upon a suitable means for fulfilling this requirement.



Illinois High School Association

(For 2016-17 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic

competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Athletic Eligibility Rules—Page 2

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with

the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are

Athletic Eligibility Rules—Page 3

ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you

Athletic Eligibility Rules—Page 4

may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois

affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

ALLEMAN ATHLETIC/CHEERLEADER CODE

ATHLETIC ELIGIBILITY ACADEMIC

All students engaged in Athletics/Cheerleading shall be doing passing work in at least 25 credit hours (5 academic classes) of high school work per week. Driver's Education is not part of the twenty-five hours. Students not meeting this requirement shall be ineligible for seven (7) calendar days beginning the day immediately after the coach is notified.

ATHLETIC ELIGIBILITY AGE

A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season (as the season is defined in Section 5.000 of these By-laws). (IHSAA 3.060)

ATHLETIC ATTENDANCE

A student athlete must be in attendance by 10:00 A.M. and remain in attendance the rest of the school day in order to participate in an athletic practice or event. Any variance must be granted by the administration.

INSURANCE FOR ATHLETES/CHEERLEADERS

Parents/Guardians assume liability for the athlete through their own insurance. An insurance waiver must be signed by the parent/guardian before the start of the year or first sport season. The waiver allows the parent to indicate all sports that the athlete will be participating in during that school year.

PHYSICAL EXAMINATION

All participants must have a physical examination before he/she can practice. School shall have on file for each student who participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity.(i.e., 365 days + 30 from physical date allowed)...the Alleman Physical Form can be found on our website (www.allemanhighschool.org) under Athletics.

GROOMING

Athletics/cheerleading are a privilege at Alleman High School. With this privilege come certain responsibilities. One responsibility is to present an appropriate image of an Alleman Athlete/Cheerleader. The Administration reserves the right to determine what is an appropriate image for Alleman Athletes/Cheerleaders. In addition, any hairstyle deemed inappropriate, extraordinary, or distracting will be in violation of the athletic code. Jewelry is unacceptable for ALL athletes, during practice or scheduled competition

PAYMENT FOR LOST EQUIPMENT

Equipment lost by players must be paid for by the player. The cost will depend on condition of equipment. A player will not be able to start the next sport season until lost equipment is paid for or replaced.

Coaches who observe students wearing school athletic equipment out of season should reclaim it or notify the Director of Athletics This is the responsibility of all the Coaches.

Athletes will not be allowed to wear equipment from other schools, Physical Education or team issued.

ATHLETIC ELIGIBILITY CITIZENSHIP

Grave or major or minor offenses by Alleman Athletes/Cheerleaders will not be tolerated. (See Pages 41 & 45.) Alleman's Athletic Code applies during the season, off season, and summer. Alleman Athletes and Cheerleaders will be subject to this Athletic Code in addition to the student code. The head coaches and Athletic Director reserve the right to dismiss any Alleman Athlete or Cheerleader for conduct detrimental to Alleman High School or their respective squads.

FIRST OFFENSE - The minimum suspension for possession of or use of or remaining present where there are illegal drugs, including the underage use of alcohol, or other Grave Offenses as listed in the Handbook is one-third of the scheduled athletic contests for which he/ she is physically and academically eligible. At the time of the offense, the Athletic Director will determine the number of events for which the athlete is ineligible. If the offense occurs during the summer or off season, suspension will take place during the next sport season in which the athlete/cheerleader participates.

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE Voluntary admission, in writing to the Principal or Assistant Principal, by the student of an infraction involving substance abuse will result in the consequence being reduced by half. The purpose of this provision is to encourage the student to accept responsibility for his/her actions/decisions. The voluntary admission may NOT be used if the rule infraction is already known to Principal and/or Assistant Principal. This provision may be used only once during a high school career and for a first offense only.

SECOND OFFENSE WHILE IN HIGH SCHOOL - The athlete/cheerleader will be suspended for two-thirds of the scheduled athletic contests for which he/she is physically and academically eligible. If however, the second offense occurs within 365 calendar days of the first offense, then the suspension will be for one calendar year. Periods of ineligibility may not be served concurrently. At the time of the offense, the Athletic Director will determine the number of events for which the athlete is ineligible. If the offense occurs during the summer or off season, the suspension will take place during the next sport season in which the athlete/cheerleader participates.

THIRD OFFENSE WHILE IN HIGH SCHOOL - The student will be suspended for a minimum of one calendar year from the date of the offense with the possibility of no further participation unless 50 hours of work detentions at Alleman are satisfactorily completed. A student serving an athletic suspension must be a fully participating member of the team for the entire season for the suspension to be considered fulfilled. The only exception would be those suspended for one calendar year.

LETTER AWARDS

Numeral – awarded to a freshman student-athlete who completes the season, meets performance, behavior, and attendance requirements as set forth by the head coach. Only one set of numerals is awarded to a student-athlete while at Alleman.

Sophomore Letter - awarded to a freshman or sophomore student-athlete who completes the season, meets performance, behavior, and attendance requirements as set forth by the head coach. Only one sophomore letter is awarded to a student-athlete while at Alleman.

Varsity Letter – awarded to a student-athlete, regardless of grade, who completes the season, performance, behavior, and attendance requirements as set forth by the head coach. Only one varsity letter is awarded to a student-athlete while at Alleman.

Pins – awarded for each varsity letter earned.

Certificate – awarded to any student-athlete, regardless of grade, who completes the season, meets performance, behavior, and attendance requirements as set forth by the head coach. Certificates are awarded when the appropriate numeral or letter has already been awarded.

The student-athlete must have turned in all school issued equipment/uniform and/or any outstanding fundraising money before any awards will be issued.

Any student-athlete who transfers from another school will only be allowed to earn the award that corresponds to the year he/she transferred and any award thereafter. For example: if an eligible sophomore transfers in and earns a sophomore letter, he/she is not able to receive the freshmen numerals from Alleman.

PRESS RELEASE

Upon notification from parents that a student has accepted an offer to participate in college athletics, Alleman will issue a press release to appropriate local media. Only those attending an NCAA Division I school on a significant athletic scholarship, will be afforded a press conference or reception at school.

TRANSFER OF ATHLETES/CHEERLEADERS FROM TEAMS

An athlete/cheerleader will not transfer from one squad to another for any reason after the first contest of that sport. The Athletic Director will make the final determination in all such cases.

LATE PARTICIPATION

Joining any athletic team after the official start of the season as indicated by the IHSA calendar must be approved by the Athletic Director in consultation with the Administration.

MULTI-SPORT POLICY

If a student-athlete is considering participation in two sports during the same season, this must be discussed with the Athletic Director prior to the start of the official practice. The respective coaches, student-athlete and parents must agree to any consequences that may arise as a result of both schedules; including all practices and contests.

It is a tremendous challenge to balance two sports along with a full academic load. The Athletic Department will only support this if there is a written agreement identifying all commitments and the details of such arrangements. This agreement must be signed by both head coaches, the student-athlete, parent(s) and Athletic Director.

CHEERLEADERS

Cheerleading tryouts will take place in April or May for the following school year. This includes Football and Basketball sideline spirit squads. Varsity and/or sophomore squads will be based on numbers and need. The Alleman head coach and a panel of experienced individuals will judge the tryout and determine the squads accordingly.

SPORTSMANSHIP

“Sportsmanship is that quality of honor that desires always to be courteous, fair, and respectful, and it is interpreted in the conduct of players, spectators, coaches and school authorities.”

- Felding Yost

Alleman High School is a member of the Illinois High School Association (IHSA) and supports the sportsmanship mission statement of that organization: "Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship."

SCHOOL SPIRIT

SCHOOL COLORS and MASCOT

Green and White
The Pioneer

CREST - Meaning

The Alleman crest is composed of the cross and the water, the urn and the flame, and the eight-pointed star - all enclosed in a design of the Dominican shield; then from the circle extend the four small appendages.



History tells us that the Faith was brought to this area along the Mississippi by a Dominican missionary, Father George Alleman, the priest for whom our school is named: hence the cross, the water, and the design of the Dominican shield. Alleman is, indeed, an institution of learning, and this is signified by the urn and the flame. The star with eight points extending in all directions may be symbolic of two things: first, Alleman is a central high school inviting all students of the neighboring parishes to attend; second, not only does the Alleman faculty consist of secular and religious priests and six different communities of sisters, but there are also many lay persons who number more than half of the faculty; and of these, several are not of our faith.

The circle is a symbol of unity. Lastly, the four appendages are reminders of the four outstanding qualities of scholarship, leadership, character, and service. These four qualities every true Allemanite strives to attain.

- From: Archives of Alleman High School

LOGO



A simplified logo was designed in 2000. This logo is symbolic of "A"lleman as a Catholic educational institution.

SCHOOL SONG

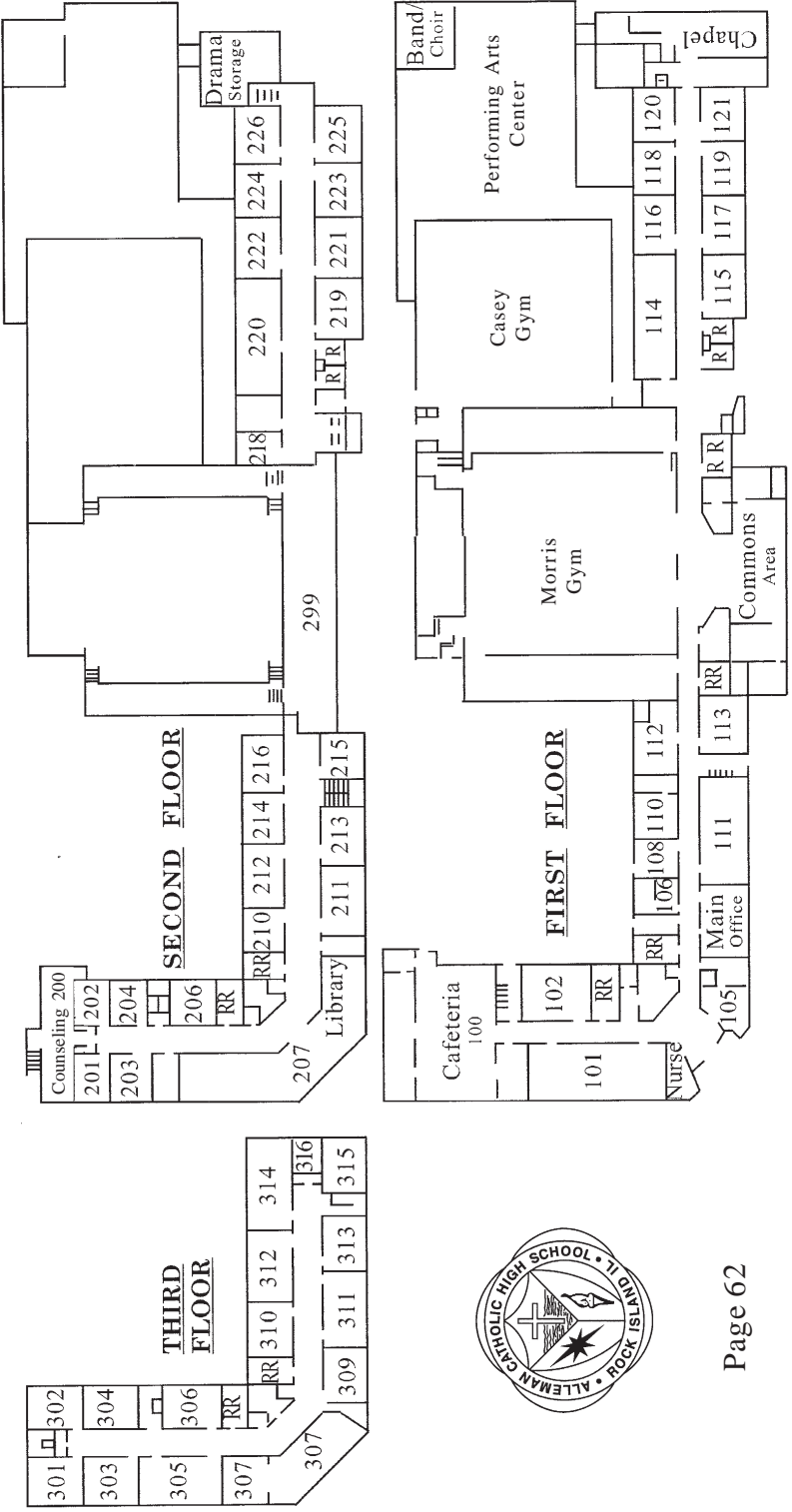
Hail to the Pioneers,
 Cheer them along the way.
 Onward to victory.
 May they win again today.
 Let's give a cheer for the Pioneers
 Long may they reign supreme
 Shout! Till the echoes ring
 For the Glory of the team.
 Hey Rah! Rah, Rah, Rah, Rah
 Team, Team, Team!
 (repeat)

MURAL

The Alleman mural is described in a September 28, 1965 newspaper article. "The 25' by 25' mural represents the burst of creation from the hand of God and what we owe Him in return. It is a combination of many students' designs and is a study of symbolism. Every form of nature is represented: plant life, by the tree and its fruits; insects, by the caterpillar; the different animal kingdoms, by the bird, fish and horse; and the wonders of the universe, by the stars and planets in the picture."

The two-tone coloring of the person in the immediate fore-ground represents not only the two sides of human nature, spiritual and material, but also reminds us of the equality of races. "The fact that the cup of incense, our offering to God in return for His gifts, is placed far to the right by itself shows how very limited and unworthy are the thanks we give." The mosaic was completed in 1965 by the art students of Sr. M. Alexia, O.S.B. Fr. George Wuellner was the project's original advisor."

ALLEMAN HIGH SCHOOL FLOOR PLAN



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