

**The signature below certifies that I  
have received the 2004-2005  
St. Charles North High School  
Student Planner & Handbook and  
that I acknowledge that I am  
responsible for its contents.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ID #: \_\_\_\_\_



## North Star Welcome!

The 2004 - 2005 school year should be one of "transition". As we leave behind the years of "new" and "firsts", we now embark upon the road to higher expectations, improved learning experiences and greater success across the breadth of our comprehensive program. It will be your participation, commitment and dedication that will make St. Charles North High School even more successful than in the past. Take this moment to reflect on what your role will be in these expanded opportunities as you add to your high school experience.

It is my hope that our support of your efforts will provide an environment that will allow each student to some day reflect on his or her high school experience with pride. As each of us brings special skills and strengths to our school, it is also our responsibility to respect each other and to support each other as we work to refine our "North Star" traditions. Your participation in the many activities offered at your high school will enable you to make new friends, apply what you learn in the classroom, and develop valuable skills that you will use in the future.

This Student Planner has been prepared for you as a resource of information and as an aid in organizing your school and personal schedules. The student handbook portion should be read carefully as it explains the policies and procedures important for your success at school. Using the calendar and assignment portion of this book will enhance your organizational skills and your success in the classroom.

Please take a moment to introduce yourself to me in the hallways. Working together, we will continue to emphasize the importance of each individual student as partners in the cooperative venture of making St. Charles North High School the very best of learning environments.



Mr. Frank A. Kesman  
Principal

### **DISTRICT ADMINISTRATION**

#### **SUPERINTENDENT OF SCHOOLS**

Dr. Barbara Erwin

#### **ASST. SUPT. FOR HUMAN RESOURCES**

Dr. Cheryl Troyer

#### **ASST. SUPT. FOR BUSINESS SERVICES**

Mr. David Zager

#### **ASST. SUPT. FOR CURRICULUM AND INSTRUCTION**

Dr. Sandra S. Wright

#### **BOARD OF EDUCATION MEMBERS**

Mrs. Mary Jo Knipp, President

Mr. James Gaffney • Mrs. Kathleen Hewell

Mr. Chris Hansen • Mrs. Roberta Raehl

Mr. John Reichling • Mrs. Ginny Waller

# THE MISSION OF ST. CHARLES SCHOOL DISTRICT IS TO EDUCATE STUDENTS WHO WILL:

- think critically,
- communicate effectively,
- value and demonstrate high ethical conduct,
- possess positive self-esteem,
- contribute to their community, and
- excel among people throughout the world.

**By providing a vigorous and dynamic  
educational system characterized by:**

- caring, dedicated and highly competent staff,
- innovative instruction,
- emerging technology, and
- comprehensive programs
- in partnership with an involved and supportive community.

## ST. CHARLES NORTH HIGH SCHOOL DIRECTORY 630-443-5700

PRINCIPAL	630-443-2751	Mr. Frank Kesman
ASST. PRINCIPAL / Curriculum and Instruction	630-443-2762	Dr. Denise Herrmann
ASST. PRINCIPAL / Activities and Operations	630-443-2776	Dr. Deborah Kling
ASST. PRINCIPAL / Pupil Personnel Services	630-443-2741	Dr. Bruce Lane
DEAN OF STUDENTS	630-443-5719	Steve McInerney
DEAN OF STUDENTS	630-443-7102	Mr. Matthew Ruckoldt
DEAN OF STUDENTS	630-587-7137	Ms. Anne Krob
ATHLETIC DIRECTOR	630-443-3450	Mr. John Rutter
<b>INSTRUCTIONAL COORDINATORS</b>		
Humanities	630-443-2737	Mrs. Michele Machowicz
Global Studies	630-443-2745	Dr. Kathryn Zimmer
Science/Technology	630-443-2738	Mr. Gary Riley
Math/Business	630-443-2754	Mr. Brad Mitchell
Wellness	630-443-2767	Mrs. Audra Christenson
Special Education	630-443-2740	Mr. Kevin Scotellaro
LRC/Media	630-443-5669	Ms. Cheryl LaMaster
<b>GUIDANCE COUNSELORS</b>		
		Mrs. Kim Munro-Krusz
		Ms. Jeanine James
		Mr. Matthew Kirby
		Ms. Joan Kertay
		Dr. Robert Freitag
		Mr. Larry Nothnagel
NURSE	630-443-2752	Mrs. Wilma VanArragon
SCHOOL PSYCHOLOGIST	630-443-7131	Mr. Chris Lewandowski
SOCIAL WORKERS	630-443-5626	Dr. Susan Terronez
	630-443-5629	Ms. Lynda Askew
STUDENT ASSISTANCE COUNSELOR	630-443-2758	Mrs. Pat Radke
REGISTRAR	630-443-2761	Ms. Sue Habich

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# DIRECTORY OF COMMUNITY SERVICES

*Always try to talk with your parents or a responsible adult about your problems, but, if you need additional information for yourself or a friend, here are some numbers that you can call.*

## **ALCOHOL/DRUG ABUSE COUNSELING & REFERRAL**

Behavioral Health Services	630-653-4000
Rosecrance Center (Rockford)	1-800-383-5351
Breaking Free (Aurora)	630-859-0670
Riverside Center/Renz Addiction	847-742-3545
Al-Anon/Al-Teen	630-896-5552

## **ALCOHOLICS ANONYMOUS**

Aurora Area	630-859-2444
Elgin Area	847-742-7870
Tri City Area	630-377-6610
Cocaine Anonymous	312-202-8898
Narcotics Anonymous	312-848-4884
Linden Oaks	630-305-5500

## **CHILD ABUSE AND NEGLECT**

Illinois Children and Family Services	1-800-25-ABUSE
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## **CRIME PREVENTION**

St. Charles Police Department Crime Stoppers	1-800-373-9208
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## **DOMESTIC VIOLENCE**

Community Crisis Center Hotline (Elgin)	847-697-2380
Mutual Ground Hotline (Aurora)	630-897-0080

## **EATING DISORDERS**

Overeaters Anonymous	708-346-0000
Anorexia Nervosa and Assoc. Disorders (ANAD)	630-831-3438
Mercy Hosp. Out Patient Eating Disorder Prog.	630-859-2856 ext. 2856
Linden Oaks	630-305-5500

## **HEALTH CARE**

Delnor-Community Hospital	630-232-3000
Kane Co. Health Department	630-897-7370
Well Child Conference (Elgin)	847-741-7370
Pregnancy Crossroads Clinic (Pro Choice/Abortion)	847-697-2323
Crisis Pregnancy Center of Fox Valley (General Assistance)	847-697-0200
Adoption Information	1-800-334-2300
Family Resource Center (Adoption Services)	312-334-2300
Sexually Transmitted Disease Open Door Clinic (Elgin)	847-695-1093
National Sexually Transmitted Disease Hotline	1-800-227-8922
AIDS Hotline	1-800-342-AIDS

## **LEGAL ASSISTANCE**

Prairie State Legal Service	630-232-9415
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## **MENTAL HEALTH COUNSELING**

Ecker Center for Mental Health	630-377-5200
Tri City Family Services	630-232-1070

**POISON CONTROL CENTER**

Delnor-Community Hospital . . . . .630-232-8888

**POLICE**

Kane County Sheriff Department . . . . .630-232-8400

St. Charles Police Department . . . . .630-377-4435

**PSYCHIATRIC HOSPITALS**

Alexian Brothers (Elk Grove) . . . . .630-437-5550 ext. 4666

Central DuPage (Winfield) . . . . .630-682-2755

Linden Oaks (Naperville) . . . . .630-305-5500

Mercy Center (Aurora) . . . . .630-859-2222

St. Joseph (Elgin) . . . . .847-931-5521

**SCHOOL VIOLENCE**

School Violence Tip line . . . . .1-800-477-0024

**SUICIDE PREVENTION**

Community Crisis Center (Elgin) . . . . .847-697-2380

Crisis Line of Fox Valley (Aurora) . . . . .630-897-5522

**YOUTH SERVICES**

Boy Scouts of America . . . . .630-584-9250

Big Brother/Big Sister . . . . .630-888-3111

Girl Scouts Fox Valley Council . . . . .630-466-7546

St. Charles Park District . . . . .630-513-6200

St Charles Public Library . . . . .630-584-0076 ext. 1

Night Owl Reference Service . . . . .630-584-4564

**GENERAL INFORMATION**

Kane County Information . . . . .630-232-9100

**EXTRACURRICULAR PHILOSOPHY**

St. Charles North High School offers students a comprehensive program of extracurricular activities. These activities are an integral part of the total educational program and cover a wide range of interests such as student government, a variety of clubs, opportunities in the areas of the performing arts, and athletics. A strong extracurricular program promotes leadership and values. It reinforces positive attitudes toward school and the community. Through its success, the extracurricular program supports the school's philosophy of instructional excellence, positive self-esteem and student centered decision-making.

**YEARBOOK/ATHLETIC PASS**

A yearbook/athletic pass, which entitles a student to admission to all regular home athletic events (except any tournaments or regional, sectional, state playoffs) and a copy of our school yearbook, may be purchased at the beginning of the school year or during the mail-in registration process.

# CLUBS AND ORGANIZATIONS

(Contact Staff Member)

## Student Government

Freshman Class, 2008  
 Sophomore Class, 2007  
 Junior Class, 2006  
 Senior Class, 2005  
 Galaxy Council  
 Student Council

Erin Looney/Mike Horn  
 Shannon Mulder  
 Erin Fasbender  
 Natalie Nelson  
 Dr. Debbie Kling  
 Fasbender, Mulder  
 Nelson, Looney, Horn

## Performing Arts

Marching Band  
 Drama and Theatre

Jim Stombres  
 Ryan Colton  
 Gene Olsen  
 Joe Pietrie  
 Dale Morgan  
 Joe Pietrie  
 Ryan Colton  
 Gene Olsen  
 Dale Morgan

International Thespians

Madrigals

## Special Interest Clubs/Activities

Adventure Club Jacob Burlingame  
 Art Club Ann LaBotz  
 Autos Club Steve Pravica  
 \*Chess Team Jennifer Shoaf  
 Color Guard Janel Bach  
 \*Debate Jason Schmidt  
 F.E.A. Colleen Fasbender  
 (Future Teachers of America)  
 H.O.P.E. Tanis Loudon  
 (Helping Others Protect Each Other, Prevention Program)

## Honor Societies

National Honor Society Amy Macechko  
 Gene Olsen  
 Spanish Nat'l. Honor Society Edith Monroy  
 National Art Honor Society Lori Creasor

## Co-Curricular Career Programs

\*DECA Eric Bostrand  
 Kendra Lee  
 \*FCCLA Debby Scully  
 Colleen Fasbender  
 Barb Schmit  
 \*BPA

Key Club Munro-Krusz  
 \*Math Team Moore and Edgar  
 \*Mock Trial TBA  
 Model United Nations Kristin Ditella  
 Brian Maloney  
 Multi-Media and Video Production Kim Muhr  
 North News Network Missy D'Onofrio  
 North Star Ambassadors Handley and Kling  
 Peer Ldshp. Coordinator Bill Stepien  
 Peer Ldshp. Director Lynda Askew  
 Peer Ldshp. Advisors Dobbertin and Franson  
 Scully and Kirby  
 Davis and Bell  
 Jacobs and Lotarski  
 Mulder and Willson  
 Mundt and LaBotz  
 Matt Ruckoldt  
 Linda Goll  
 Barb Schmit  
 Mike Smith  
 Jennifer Henneman  
 Natalee Hymniewicz  
 Julie Skowronski  
 Edith Monroy  
 Joe Pietrie  
 Gregg Mundt

## Publication Organizations

Literary Magazine Jennifer Shoaf  
 Newspaper (Stargazer) Missy D'Onofrio  
 Gregg Mundt  
 Yearbook (Polaris) Sandy Szmajda  
 Kristin Williams

## Club Sports

Waterpolo (Girls) Kelly Perry  
 (Boys) Brooke Schmidt  
 Rugby Jay Crawford  
 Lacrosse (Girls) Johnson  
 (Boys) Leary  
 Hockey Kathy Zimmer  
 Pete Alonzo

\* Indicates academic competition team



## **DANCE GUIDELINES**

The following guidelines are to be adhered to by St. Charles North High School students as it pertains to high school sponsored dances:

- 1) Students attending a St. Charles North High School sponsored dance must produce a current student ID verifying they are students of St. Charles North High School upon entrance to the dance.
- 2) St. Charles North High School sponsored dances are for those high school students currently enrolled at St. Charles North High School ONLY. In the event that a St. Charles North High School student wishes to bring a guest to a sponsored dance, he/she must obtain a Student Guest Request from the Student Activities Office. This form consists of the name of the guest, their address, phone number, the guest's home school along with the name of the student requesting the guest. The copy must be produced at the time of entrance to the dance.
- 3) Middle school students are not admitted to a high school sponsored dance as a participant or guest.
- 4) Once a student has been admitted to a dance he/she must remain. No student will be readmitted once they leave the dance. Students will not be admitted to the dance beyond a one-hour time limit from the time the dance starts. Students involved in activities on the same night of the dance such as athletics will be asked to report within a reasonable time after the game, competition or activity.
- 5) The general rules of conduct are expected and will be adhered to by students attending school social functions. Dance rules will be strictly enforced. Any student presenting a problem will be asked to leave the dance, his parents notified and asked to pick up their student and/or guest. Students will be dealt with in school by suitable penalties depending upon the violation.
- 6) No person shall come to the dance under the influence, or in possession of drugs or alcohol. Anyone violating this expectation is subject to arrest and appropriate school consequences. St. Charles Police have jurisdiction over dance events.

## **FUNDRAISING**

**PHILOSOPHY:** The need for fundraising activities is recognized as a source of supplemental funds. Fundraising activities should be completely voluntary for all students, parents, and community members. All fundraising activities should be sensitive to the financial concerns of the parents and community. Fundraising revenues should support supplemental expenses.

### **POLICY:**

- 1) The Office of Student Activities exercises general control over ALL fundraising activities and must approve all in and out of school activities of this type.
- 2) Each sponsor/coach is required to complete a "Request For Approval of A Fundraising Event" before any action is taken which might obligate the organization or individual members of the organization.
- 3) In school fundraising sales of goods i.e. candy, flowers, "spirit wear", badges, etc., are limited with no sale lasting longer than two school weeks. Additional out of school fundraising may be requested.
- 4) Fundraising priority throughout the school day is limited to those organizations that are not funded, i.e. clubs and activities. Sports teams without a Booster Support group may request and receive fund raising opportunities within the school.
- 5) All extracurricular organizations that collect money must open and maintain an activity account with the school treasurer. All money collected must be deposited in this account, and all requests for disbursements must be made to the treasurer.

## **FUNDRAISING PROCEDURE**

- 1) All requests for fundraising will originate with the sponsor/coach/advisor.
- 2) The sponsor/coach should complete the Fundraising Request Form and receive approval from the Office of Student Activities.
- 3) If the Fundraising Request is approved, the Office of Student Activities will schedule the fundraising activity on a master fundraising calendar. This is true for both in-school and out-of-school activities. A recapitulation report is required at the end of the fundraising.

Academic instruction is not to be disrupted and fundraising activities are not to take place within the confines of the classroom under any circumstances. Fundraising forms, facilities usage, and calendar of these events are to be on file in the Student Activities Office.

## **REQUIREMENTS FOR ATHLETICS/ACTIVITY PARTICIPATION**

- 1) Code of Conduct - A copy of the code signed by both the student and parents must be on file with the athletic director or activity director.
- 2) The parent permission/insurance form must be completed, signed and returned prior to each season.
- 3) Participation Fee - The Board of Education policy requires the payment of a participation fee before the student can participate in any interscholastic contest/activity/club.
- 4) Attendance - A student must be in school at least four periods of the day in order to participate, compete or practice on that day.
  - a. In case the student is absent for illness on Friday, the student may compete or practice on Saturday only with written permission of the parents and advisor/coach/ administration.
  - b. Exceptions are automatically given for pre-arranged school trips.
  - c. Suspension from school results in suspension from practice and competition until the student is re-admitted to school.
  - d. Any exceptions to the above must be for "good cause" and prearranged with the Athletic Director or Assistant Principal for Activities/Operations.

## **ST. CHARLES NORTH HIGH SCHOOL EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES NO PASS NO PLAY POLICY**

Eligibility for participation in competitive IHSA sanctioned school activities and cheerleading and drill team will be determined in accordance with Illinois High School Association's standards for interscholastic sports. Participation in such activities requires students must maintain a passing grade in four courses, excluding physical education, as determined on a weekly basis during the competitive season. Students failing to meet such standards on a weekly basis are prohibited from participating in competitions for a minimum of one week or until the student's academic performance meets the minimum standards for participation. If a student does not maintain a passing grade in four courses, for a given semester, he/she will be prohibited from participating in competitions the following semester. The IHSA standards will be applied in all co-curricular school activities. The standard of maintaining a passing grade in four courses is the same. A student not passing four courses each week will be prohibited from participating in the activity for the following week.

## **ATHLETICS**

St. Charles North High School offers a full range of athletic competition for all students. The "North Stars" compete in the Upstate Eight Conference. All SCNHS sanctioned athletes must abide by the eligibility rules established by the Illinois High School Association and those set by St. Charles North High School. The St. Charles Board of Education has ruled that each participant must either purchase school sponsored insurance or show proof that the participant is covered by other health insurance. Insurance waiver forms are available in the main office. Students in grades 9, 10, 11 and 12 are eligible to participate in interscholastic athletics. In addition to the insurance waiver card, a Code of Conduct card/Physical Card and information card must also be completed, signed, and on file each season prior to the beginning of practice. This includes all mentioned competition teams as well as any interscholastic athletic participants.

**FALL**

Cross Country/Boys'  
 Cross Country/Girls'  
 Golf/Boys'  
 Golf/Girls'  
 Volleyball/Girls'  
 Soccer/Boys'  
 Swimming/Girls'  
 Tennis/Girls'

**WINTER**

Basketball/Boys'  
 Basketball/Girls'  
 Swimming/Boys'  
 Track, Indoor/Boys'  
 Track, Indoor/Girls'  
 Wrestling/Boys'  
 Gymnastics/Girls

**SPRING**

Baseball/Boys'  
 Soccer/Girls'  
 Tennis/Boys'  
 Track/Boys'  
 Track/Girls'  
 Volleyball/Boys'  
 Softball/Girls'  
 Badminton/Girls'

**FALL/WINTER**

Cheerleading  
 Drill Team  
 Color Guard

**CLUB SPORTS**

Hockey  
 Lacrosse/Boys'/Girls'  
 Rugby/Boys'/Girls'  
 Waterpolo/Boys'/Girls'

**ELIGIBILITY FOR ATHLETICS AND CLUB SPORTS**

St. Charles North High School abides by the eligibility rules established by the Illinois High School Association (included) with the exception of the number of hours a student must have passed the previous semester and each week to be eligible.

- 1) A student must have an up-to-date physical examination before he/she may practice and compete. This does not apply to athletic competition teams.
- 2) A student must pass four courses (not including physical education) of high school work per week.
- 3) A student must have passed four courses (not including physical education) of high school work the previous semester to be eligible for the ensuing semester.

Please refer to the 2004-2005 Illinois High School Association eligibility rules included in this handbook. Pay particular attention to scholastic standing, age, and physical examination.

All questions concerning athletics should be directed to Mr. John Rutter, Athletic Director, phone number: 443-3450.

**NCAA ELIGIBILITY REQUIREMENTS**

The National Collegiate Athletic Association regulations regarding college freshman eligibility to receive athletic related financial aid and to participate and compete in athletics at any Division I or II college or university are as follows:

1. Graduate from high school.
2. Present minimum combined test score on the SAT verbal and math sections or a minimum composite score on the ACT as indicated on the index scale below.

<b>CORE GPA</b>	<b>SAT</b>	<b>ACT</b>
2.500 and above	700	17
2.375	750	18
2.250	800	19
2.125	850	20
2.000	900 and above	21 and above

3. Present a minimum grade-point average in at least 13 core courses in the following areas.

## CORE UNITS REQUIRED FOR NCAA CERTIFICATION

	Division I	Division II
English Core .....	4 years	3 years
Math Core* .....	2 years	2 years
Science Core .....	2 years	2 years
Social Studies Core.....	2 years	2 years
From English, Math or Science (additional CO8 Core) .....	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion) ..	2 years	2 years
<b>TOTAL CORE UNITS REQUIRED .....</b>	<b>13</b>	<b>13</b>

\*For students enrolling as college freshmen, Division I certification requires 2 years of math, including at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

To be a qualifier at a Division II institution, you must:

1. Graduate from high school.
2. Present a minimum grade-point average of 2.000 in at least 13 core courses in the same areas noted earlier.
3. Present a minimum 700 combined score on the SAT verbal and math sections or a minimum composite score on the ACT or 17.

**Be sure to ask your coach and guidance counselor about these requirements or contact the NCAA National Office at 913/339-1906.**

## COLLEGE ENTRANCE REQUIREMENTS

Because each college has its own entrance requirements it is important for parents and students to review specific requirements in the latest catalog of the colleges they wish to attend.

The Illinois Board of Higher Education requires the following for students planning to enter an Illinois four-year college or university (or a junior college transfer program) should complete the following **minimum** course of study:

English	4 years
Mathematics	3 years (including algebra, geometry and advanced mathematics courses)
Science	3 years (Laboratory Science classes such as Biology, Physical Science, Chemistry, and Physics - must be grade weighted College Prep, Honors, or Advanced Placement).
Social Studies	3 years (emphasizing history and government)
Foreign Language, Art, or Music	2 years (may include one year of Business, Family and Consumer Sciences, or Industrial Technology)



## Illinois High School Association

(For 2004-05 School Term)  
(Revised 3/10/04)

### 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 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, 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 has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only 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](http://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.

#### 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 (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 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. 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

## Athletic Eligibility Rules—Page 2

- C. 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
  - D. 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
  - E. You attend the private/parochial high school which one or both of your parents attended; or
  - F. 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 classes have started for the school term, 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 transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - 5. 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 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.

## Athletic Eligibility Rules—Page 3

- 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 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 annually have placed on file with your principal 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 each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.
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.
- 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 \$20 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, provided 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 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 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:

## Athletic Eligibility Rules—Page 4

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 sponsored and conducted by the National Governing Body for the sport, your principal 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:
    1. 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. Coaching Schools**
- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
  - B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
  - C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
    1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 31, 2004).
  - D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.
- 13. 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.
- The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).**



## **BULLETIN**

The North Star Bulletin will be distributed to the teachers and reviewed with students and posted in classrooms and on our website.

## **ANNOUNCEMENTS**

The Daily Announcements will be at the beginning of 2<sup>nd</sup> hour each day. **Additional time is built into that period for the announcements.**

All requests for announcements must be signed by the Faculty Supervisor. All requests for announcements must be approved by the Assistant Principal for Activities and Operations and submitted before 8:00 a.m. daily.

## **EMERGENCY ANNOUNCEMENTS**

Announcements concerning changes in planned activities (due to inclement weather or other unusual circumstances) will be made over the public address system at the end of the day.

## **EMERGENCY SCHOOL CLOSING**

Information relative to buses not operating, no school, and early closing of school is aired on the following radio stations:

WFXW AM 1480

WRMN AM 1410

WGN AM 720

WMRO AM 1280

WAUR FM 108

## **FIRE AND SEVERE WEATHER DRILLS**

Fire and severe weather drills will be held periodically. At the beginning of the year, the teachers will give the procedure to follow in case of a drill. This is important as it may become necessary to give directions during the drill. The bell is the "all clear" signal during fire drills. Drill regulations are posted in each room.

All pupils will be required to follow these general directions during a fire alarm!

1. Students will not run but move rapidly in a quiet and orderly fashion in a column of two to the proper exit.
2. The students as well as the teacher will see that all room windows and doors are closed and lights turned off.
3. Absolute discipline is mandatory, there will be no talking during exiting or re-entering of the building. Students will obey all directions of staff members without question.
4. The first students to reach the outside doors of the building will open them and remain in charge of them until everyone in the building has made his/her exit.
5. Upon leaving the building each class will move to the area designated by their teacher away from the buildings and remain there until the return signal is given. Students should not congregate on the roadways.

During severe weather drills, the students will be required to follow these general regulations:

1. All students and teachers are to move immediately to their designated shelter when a disaster warning is announced.
2. All persons are to assume a seated position on the floor, with head down and hands locked over head during the disaster period and remain there until directed.

Parents' Note: If a severe weather condition occurs near dismissal time, students will be kept at school until the weather improves.

## **DISASTER PLAN**

In cooperation with our local civil defense and city authorities, we have developed a comprehensive disaster plan. The St. Charles Civil Defense alerts us immediately in case of severe weather or a tornado watch or warning. Please take note of the following:

If at dismissal time the sky is threatening, and tornadoes or severe weather seem to be evident, the school administration may make the decision to hold the students until this period has passed. Radio stations WFXW (1480) and WRMN (1410) will report this information. We ask you not to expect your son/daughter home or a call from your son/daughter to you until the condition has passed.

In the event of early dismissal due to an emergency, your son/daughter will be instructed to go directly home. Buses will be assembled and loaded as at the end of the school day. You will need to advise your son/daughter what procedure to follow in the event you are not at home. As above, the radio stations will report this information.

## **TELEPHONE**

Pay telephones are available and provided for your convenience. Office telephones are to be used for EMERGENCY calls only. Because of the size of the school, students will not be allowed out of class to receive a telephone call.

Often we receive calls from parents wishing to convey messages to their sons or daughters regarding doctors appointments, rides home, forgotten clothing, etc. Because of the size of our student body, it is impossible to convey all of the messages. Therefore, we ask that parents only call in the case of a real EMERGENCY. Students of high school age are unusually resourceful and can adapt readily. Arrangements for situations such as those listed above should be made at home.

## **VISITOR CONTROL POLICY**

To preserve the educational environment and to provide for the safety of our students, faculty, and staff, District #303 requires that all visitors to our elementary, middle, and high school campuses have permission to be in the building or on the grounds during school hours. (A visitor is defined as a student who is not enrolled in that school, an adult who is not a member of CUSD #303 faculty or staff, or any person who is not otherwise authorized to be in that building or on its grounds.) In all cases, visitors must have clearance through the main office or by designated personnel and must display a visitor identification tag at all times. In the event that permission is not obtained or is denied, visitors will be directed to leave the premises. (Violators will be subject to legal action.)

## **STUDENT OBLIGATIONS**

Students will be assessed for obligations that include money owed for damaged or lost books, for equipment and materials that have not been returned, and for the willful destruction of the school property.

## **DISCLAIMER**

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

## ACADEMIC INFORMATION

### HOMEBOUND INSTRUCTION:

Students unable to attend school and who anticipate a long absence because of illness or injury for a period of ten (10) school days or more may obtain information on homebound instruction from the Guidance Office.

### HOMEBOUND PROCEDURES:

When a student is placed on homebound status for an extended period of time, lab courses will be dropped without penalty. The other courses will be continued with the services of a homebound teacher. The regular classroom teacher will provide weekly assignments and lesson guides for the homebound teacher. If a student has been hospitalized, the parent should notify the guidance counselor and may request homework through the guidance office.

Whenever a student has been absent for five days, he/she should see his/her guidance counselor upon return to school. Parents should contact their guidance counselor when the student is ready to return to school after homebound instruction. Every effort will be made to help the student continue his/her education with a minimum of lost credit. In place of a dropped lab course, an approved correspondence course from the University of Missouri may be substituted. The parent/guardian will pay the initial cost with reimbursement from the school district upon successful completion by the student.

### ASSIGNMENT MAKE-UP:

It is the responsibility of the individual student to obtain all make-up assignments. If a student is absent due to illness for three days or more, parents can request homework assignments. Parents should request these assignments through the student's counselor. Assignments will be available at the conclusion of the following school day (24 hours later). Homework assignments will not be available until after 2:40 p.m. the day following the homework request. Homework buddy systems are suggested for an absence shorter than three days. Each student is responsible to gather his/her homework for a pre-arranged absence.

### REPORT CARD SCHEDULE:

Report cards will be mailed approximately two (2) weeks after the end of each quarter. The end of quarters for the 2004-2005 school year are as follows:

October 29 .....	First Quarter
January 20 .....	Second Quarter, First Semester
March 24 .....	Third Quarter
June 3 .....	Fourth Quarter, Second Semester

### HONOR ROLL INFORMATION:

Honor rolls may be published at the end of each semester. Only semester grades will be used to compute honor rolls. Students with only A's and B's will be placed on the honor roll. Student's with all A's will be placed on the high honor roll. Honor roll information is considered directly information and as such parents must notify the school if they do not want their student's name released to the general public. Grades in physical education contribute to the student's honor roll placement. When the honor roll is published the following statement will appear: "Parents may request that honor roll information not be released on his/her child. Therefore, this list may not include all students who have achieved honor roll status."

### TRANSCRIPTS:

Transcripts are issued by the registrar and there is a \$1.00 fee for each transcript issued. Please allow 24 hours for transcripts to be processed. A final 8th semester transcript is issued at no cost upon graduation.

**TRANSFER and RE-ENTRY STUDENTS:** Students transferring from a public school in Illinois to a St. Charles Community Unit School District 303 school may be denied enrollment if they do not present a “student transfer form” (ISBE33-78) upon registering.

### **WITHDRAWALS:**

During the year students leave District #303. If your son or daughter is leaving school, the student must have a Student Withdrawal Transfer Form signed by each of his teachers. The student picks up the form in the Guidance Office and returns it to the office when completed at his final checkout. The form permits teachers to indicate a final grade average and to check that textbooks have been returned.

### **PUPIL TRANSFER RECORD FORM:**

Parents should also come in to the high school to sign a Pupil Transfer Record form. This authorizes the high school to release student records to the new school the student will be attending.

## **GRADING**

The goals of education are accomplished by the pursuit of knowledge and understanding rather than the pursuit of grades. The high school uses the letter grading system to represent the different levels of achievement recognized in each course:

- A: This grade indicates clear and convincing evidence of deep knowledge and detailed understanding of the concepts and skills learned in the course.
- B: This grade indicates evidence of substantial knowledge and consistent understanding of the concepts and skills learned in the course.
- C: This grade indicates evidence of basic knowledge and understanding of the concepts and skills learned in the course.
- D: This grade evidence of limited knowledge and understanding of the concepts and skills learned in the course.
- E: This grade will be applied only when warranted by extenuating circumstances. This mark indicates that the student has made significant effort toward completing course goals, but has not met the minimum requirements of the course. It will qualify for graduation, but it carries no point value.
- F: This grade indicates that the student has not yet met minimum requirements and will receive no credit. Evidence of knowledge is incomplete or has so many misconceptions the student cannot be said to understand the concepts learned in the course.
- P - This grade indicates that a student who has elected to take a course pass-fail has met requirements for the course and will receive credit.
- I - This grade indicates incomplete work and no credit. Incomplete grades are changed to F if not addressed by the student in 3 weeks.
- W - Withdraw, no penalty.
- T - Audit, No credit is issued.
- WF - A student will receive no credit for the course. This grade indicates the student has been withdrawn from the course after three weeks. The grade of failure will be used to calculate the student’s grade point average.
- NC - A student in independent service who is unable to fulfill the service obligation will receive no credit.

### **PASS-FAIL**

A student may elect to take one course per semester on a pass-fail basis excluding physical education. Students must complete a pass-fail form available in the counseling office. The student may choose this option if they are scheduled for the enrolled course equivalents to 2 \_ or more credits per semester and a letter grade is given (2 credits enrolled per semester during the senior year). Required courses may not be taken pass-fail. Pass-fail credit will count toward graduation, but will not be used in computing grade point average if a P (Passing) grade is earned. If an F (Failing) grade is received, it will be used in calculating grade point average. Courses that are offered as pass-fail only (such as Internship) will not count toward the one pass-fail elective.

**ACADEMIC INTEGRITY:** It is the goal of St. Charles North High School to help students develop self-discipline and a strong sense of responsibility. Academic cheating will not be tolerated at St. Charles North High School. Teachers will not accept papers, tests, or assignments that are not the student's own work. The student receives no credit and the result is recorded as a zero. There is no make-up privilege. Based on the situation and degree of student involvement, students may face further disciplinary action contingent upon the nature of the "cheating".

## **WELLNESS/PHYSICAL EDUCATION INFORMATION**

### **MEDICAL EXCUSES FROM GYM**

1. Students may be excused from Physical Education for up to five days by giving a note to their teacher written by their parent.
2. Students who are to be excused from Physical Education for longer than 5 days in any or all activities, either continuously or intermittently, must bring an excuse from a doctor. The note should be taken to the nurse and the nurse will send the student back to their physical ed. teacher for further instructions.
3. Students who are to be excused from Physical Education for five days or more will remain on the instructor's class list and must complete weekly papers/assignments, etc.
4. Students with excuses from Physical Education, who remain in class, are required to dress and go with their class to the assigned area. Exceptions to dressing in a uniform would be medical conditions that prohibit students from dressing.
5. Students who have medical excuses will not be allowed to return to Physical Education class until the student brings a note to the nurse from their doctor indicating when they will be allowed to return.

### **PHYSICAL EDUCATION MEDICAL**

1. Students who are unable to participate in Physical Education class for an entire semester because of existing illness or injury will be enrolled in Medical Physical Education for each semester the condition exists. No Physical Education credit will be given.
2. Students enrolled in Physical Education who suffer a serious injury or illness after the semester begins may earn P.E. credit by following these procedures:
  - A. Remain on the teachers class list. If you are withdrawn from class then you will not receive credit and will receive Physical Education Medical without credit.
  - B. Complete weekly written assignments/papers, etc., according to the Physical Education written assignment policy. You will be graded on the quality of your work and completeness of the assignment.
  - C. It is the student's responsibility to turn in written work to their P.E. teacher at the end of each week he/she is on medical.

### **PHYSICAL EDUCATION UNIFORM POLICY**

1. Regulation uniform consists of:
  - A. Regulation St. Charles North High School shirt and shorts
  - B. Athletic shoes (soft rubber soles)
  - C. Warm clothing that does not inhibit movement for outdoor activities on cold days
2. Shorts and shirts should have the student's name clearly marked on them.
3. Failure to dress/participate in class will result in a reduction grade for each occurrence. Students will be informed of the grade reduction at each occurrence by the teacher.
4. The following procedures for a non-dress/participation will be administered:
  - A. First occurrence - student will be informed by teacher
  - B. Second occurrence - parents and student informed by teacher
  - C. Third occurrence - student's parent and counselor will be informed by teacher.

- D. Fourth occurrence - student will be sent to dean for refusal to dress/participate in class activities. Student placed on final warning by dean.
  - E. Fifth occurrence - student referred to dean, withdrawn from class with an "F" due to failure to dress/participate.
5. Student has the opportunity to rent a physical education uniform on a per/day basis.

### **DRIVER EDUCATION INFORMATION**

The Driver Education Program at St. Charles North High School is developed according to the requirements established by the State of Illinois. The State of Illinois requires a minimum of thirty (30) clock hours of classroom and six (6) clock hours of behind-the-wheel instruction. We meet these requirements with the two phases of our program. The first phase is classroom and the second is the laboratory phase. The laboratory phase may include the range, simulator and on the street portions. Failure to meet any of the state requirements will result in students being removed from the class without credit. Students are scheduled into the driver education program in the following order:

- 1) Student must be in sophomore year or above
- 2) According to Birth Date (state requirement is 15 years old)
- 3) Availability of student due to their class scheduling needs

Every attempt will be made to schedule students according to the following categories:

- 1) If sixteenth birth date falls prior to or during the first semester student will be scheduled in Driver Ed. classroom and laboratory during the first semester.
- 2) If sixteenth birth date falls during the second semester student will be scheduled in Driver Ed classroom and laboratory during the second semester.
- 3) If sixteenth birth date falls after the conclusion of the second semester the student will have the option of enrolling A) in the Summer School Driver Ed program or B) Driver Ed classroom and laboratory the following school year.

### **STUDENT SERVICES**

#### **ID CARD:**

All students attending St. Charles North High School will be given individual identification (ID) cards at the time of registration. Students will be required to show their ID cards for signing out books in the Resource Center, for admission to all dances, athletic events, and bus identification. **Students are expected to carry their ID card with them at all times and display it upon request of any staff member.**

Any lost or stolen ID should be reported to your Dean.

#### **ID RETAKES:**

Lost ID's may be retaken in the Learning Resource Center in the event a replacement is necessary, a nominal fee is charged.

#### **LOCKERS:**

At the beginning of each school year, each pupil shall be assigned a locker in which to keep books, lunch and outdoor clothing. Pupils shall be assigned another locker in the locker room for physical education. It is the responsibility of pupils to keep lockers locked. The administration and teachers are not responsible for the loss of money or property. Large sums of money should never be brought to school.

Students are required to keep lockers clean and neat at all times. Students shall be assessed for locker damage or for excessive cleaning expense. Decals, stickers or other markings on the locker are prohibited along with all drug, alcohol or obscene or objectionable literature or photographs. Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal or unsafe within.

**LOCKER SECURITY:**

In order to protect the contents of your locker, students should follow a few helpful suggestions:

1. Do not give your combination to anyone other than your locker partner.
2. Spin the dial after you shut the door.
3. Store only coats, books, etc. in your locker. Do not store valuables. If there is something valuable you must take to school, leave it in the Deans' Office for safekeeping.
4. Do not share gym lockers.
5. Always lock your gym lock.

**LOST AND FOUND:**

The Deans' Office is the location of the lost and found with the Deans' Office secretary being its custodian on a day to day basis. All items found in the building shall be brought there at the earliest opportunity. It is the central location for students and faculty to find misplaced items.

Every effort shall be made to return lost items to their rightful owners with indiscriminate searching by students being prohibited.

**DISTRIBUTION OF WRITTEN MATERIALS AND PETITIONS:**

No written or printed material may be distributed or posted in the school building or on the school grounds without prior approval from the Office of Student Activities.

**GUIDANCE OFFICE**

The Guidance Department exists to guide and assist students through the personal, social, educational, and developmental tasks of adolescence.

As part of the comprehensive student assistance program at St. Charles North High School, the Guidance Department helps students focus on:

1. Personal issues such as self-awareness and planning for the future.
2. Social issues such as relationships with peers, adults, and authority.
3. Educational issues such as problem solving, decision making, and accountability.

The Guidance Department recognizes the uniqueness of the individual, the diversity of the community, and the spectrum of student needs and concerns. In response, the guidance counselors use a holistic approach when viewing students and addressing their various needs.

In addition to serving as support to the individual student and their family, the Guidance Department has developed a broad based curriculum to address the:

Freshman and Sophomore Year, i.e., orientation to high school, career testing/exploration, school rules and discipline, administration of PLAN, study skills, post-high school planning, conflict resolution and four year plan.

The Guidance Department supports the general academic program through the yearly development of a student schedule that encourages students to meet their fullest potential in high school while exploring options for the future. In addition, the following programs and services are offered: peer leadership, peer mediation, support groups, individual and family counseling, orientation service for new students, applied study skills, and mentoring. Counseling services are available by appointment or on a "drop-in" basis when necessary. During class time students shall seek the permission of their teachers before going to see their counselor. Students and parents should always feel free to arrange for individual conferences with guidance counselors. The counselors are available to work with students in all areas of adjustment. The Guidance Department has counselors who aid students in developing their four year high school program in relation to their career goals. Students are assigned counselors alphabetically. The student's counselor name will appear on his/her schedule and all attempts will be made to keep the students with this counselor for his/her four years of high school.

## **WORKING PERMITS:**

Working permits or Aide Certificates are issued at the high school for students residing in the School District. Working permits are available and may be obtained from the Main Office. A minimum of two days is needed to process a work permit.

## **SPECIAL EDUCATION SERVICES**

St. Charles School District #303, in conjunction with Mid-Valley Special Education Cooperative, provides a continuum of service/programs necessary to meet the needs of eligible students. These programs/services include the following areas: learning disabilities, emotionally disturbed, mentally handicapped, visually or hearing impaired, physically handicapped, multiply handicapped, autistic, head trauma and speech/language delays. In addition, related services such as social work, occupational or physical therapy, health needs and transportation are available to students who require them. With regard to the identification of students in need of special education, the district provides the following screenings and/or evaluations.

- Vision and hearing screening
- Speech/Language screening upon entry to an Illinois public school
- Standardized group assessment
- Case Study Evaluations
- Comprehensive Case Study
- Speech/Language Case Study
- Home/Hospital Case Study

Regular education students are eligible to receive social work services if an issue is impacting on their ability to derive benefit from their current placement. Home/hospital (tutoring) services are available if a student is anticipated to miss ten or more days of school.

Parents of students residing within the district have the right to request a copy of the Rules and Regulations to Govern Special Education. For further information regarding special education, parents are directed to contact their child's building principal.

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. Therapy and diagnostic services provided to a student may be partially reimbursable. Unless you object in writing, C.U.S.D. 303 will claim reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding now or anytime in the future. If you do not object to this release of information related to Medicaid claims, do nothing. Otherwise, you may state your objection in writing and forward it to the Director of Special Education Services, 201 South 7th Street, St. Charles, IL 60174.

## **HEALTH RECORDS AND SERVICES**

### **HEALTH RECORDS FOR STUDENTS:**

In accordance with the School Code of Illinois, Public Act 81184, Section 278.1, physical examinations as prescribed by the Department of Public Health will be required of every child. This examination is to be conducted within one year prior to entering school for the first time (kindergarten or first grade) and again within one year prior to entering the fifth and ninth grades. The health examination must be performed and signed by a physician licensed to practice medicine in all its branches (also includes osteopaths), in Illinois or any other state who are employed for the purpose by the parent or guardians of the children examined. Cumulative records of the examinations shall be kept by the school authorities.

To carry out the above statute, the following procedures shall be followed:

1. The Illinois School Code requires all students entering the ninth grade to submit a current physical examination on the "Child Health Certificate" form. In order for your child to register for high school in August, the required physical examination must be on file or you must be able to show evidence that an appointment for a physical examination has been made with a physician.
2. Newly transferred students into Community District #303 will be given one month to comply with physical examination requirements.



3. Students not in compliance with physical examination and immunization requirements will be excluded October 15th until reports are submitted. In cases where exclusion is necessary, after three days' absence, truancy will be reported to the Kane County Authorities.

### **TAKING MEDICATION IN SCHOOL:**

Frequently students have to take medication during the school day. School policy requires that medication is administered by school personnel. Any student who is to take medication, **both prescription and non-prescription medication**, must have a written order from a physician, co-signed by a parent or legal guardian. The medication must be brought to the Nurse's Office, **in its original pharmacy container**, and it will be locked in a medication cabinet. At that time in the school day that the student should receive the medication, that student should report to the nurse. **No medication will be given at school unless this procedure is followed.** Medication forms are available in the Nurse's Office.

Public Act 92-0402, allows for the option of self-administration of asthma medication at school. This law is specific for asthma medication only. If a parent wishes to have the student self-administer the medication, we must have a physician's order on file and a waiver of liability from the parent. These forms are available from the health office at your child's school. Any student who is self-administering medication(s) for Asthmas must have on file with the Health Office all required physician orders and parent waivers.

### **VISITS TO THE NURSE'S OFFICE:**

Students are to have a teacher's pass to visit the Nurse's Office. If during a passing period the student needs to visit the nurse, he/she should report directly to their next class and immediately ask the teacher for permission to go to the nurse's office. The nurse has discretion to accept a student without a pass in emergency situations. If the nurse's office is closed or she is not there, the student should report to the Deans' Office.

## **STUDENT ASSISTANCE AND SUBSTANCE ABUSE PROGRAM**

The Student Assistance Coordinator facilitates prevention activities and intervention strategies toward the goal of eliminating drug and alcohol consumption among St. Charles students. The district coordinator works cooperatively with all building principals, staff, students, and parents to increase awareness and address needs arising from substance abuse. Should there be any student or parental inquiries or concerns they can be made to the Student Assistance Coordinator or Substance Abuse Counselor in confidentiality.

## **STUDENT INSURANCE**

The opportunity for parents to purchase low cost, limited benefits insurance to cover student accidents either at school or 24 hours is provided through an insurance company. Also available is extended dental insurance and life insurance. The intention of the policy is to keep parents from unexpected medical expenses due to accidents. In order to insure continuance of the same low premium, thereby bringing benefits within reach of all parents, the policy pays benefits on a non-duplicating basis when other insurance or plan is involved on all claims over \$100.00. The \$100.00 of covered expense will be paid regardless of any other insurance. See the insurance company's brochure for details of items not covered. This insurance plan now provides an option for coverage for illness.

## **ASSEMBLIES**

Assemblies will include athletic recognition, guest speakers, musical and dramatic programs, awards, and programs presented by classes and other school organizations. Students are seated in the gymnasium or the theater for assemblies according to the instructions given by the teacher and administration. Students who misbehave will be referred to the Dean. Compliance with the following rules will insure the proper atmosphere:

1. Give immediate and courteous attention to those presiding as well as those involved in the performance of the assembly.
2. Show proper appreciation for the performance by applause only in formal assemblies.

## LEARNING RESOURCE CENTER

### ACCESS:

Students who have a study hall must have a pass from their study hall supervisor. Students are also welcome to use the LRC before and after their regular school day, but they must sign in and work quietly. Students who wish to use the LRC during their lunch period must check at the desk before they are seated and sign in.

### ACCESS TO COMPUTERS:

Students have access to computers in the LRC. The Internet and word processing programs are available for student use. Computers are to be used to support research and classroom curriculum.

### THE ILLINOIS LIBRARY NETWORK AND OTHER ON LINE SERVICES:

Students have access to almost all libraries in Illinois through our inter-library loan system. Students have access to other on-line services but must work with one of the LRC staff. Check at the main desk for details.

### STUDENT ASSISTANTS:

We encourage students to consider volunteering their time to be of assistance to other students and faculty by working in the LRC during their study hall time or before or after their regular school day.

### BEHAVIOR:

The LRC staff has the responsibility to provide a relatively quiet atmosphere for those students who want to study. Students who cannot abide by the basic rules of the LRC will be asked to return to their study hall, classroom, or lunch.

### ACCESS TO TECHNOLOGY OTHER THAN COMPUTERS:

Students have access to all types of technology. Camcorders, 35 mm cameras, digital cameras, slide projectors, tape recorders, overhead projectors, etc. Check at the main desk for details.

### TEXTBOOKS:

Students are responsible for all textbooks checked out to them. Almost all textbooks are checked out directly to students. Many are checked out as part of the fall registration process. Fines and overdue books from previous years must be cleared prior to the new semester. The following costs are associated with textbooks:

- total damage: full replacement cost
- damaged cover: \$7.00 fine
- missing or damaged barcode: \$5.00 fine
- writing in book or on edges: \$5.00 fine
- water damage: full replacement cost
- late return: \$5.00 first book, \$1.00 each for additional books

The student is responsible to return the textbook to the Bookroom within one day of the end of the semester. When a student drops a class or withdraws from school, the appropriate book must be returned prior to a change in the schedule.

## TECHNOLOGY USE AGREEMENT FOR ST. CHARLES DISTRICT 303

Also See Violations (District Policy 955.03) Adopted 04/24/02

Technology offers vast, diverse, and unique resources to both students and staff members of St. Charles School District 303. The district's goal in providing this service to staff and students is to promote education excellence in schools by facilitating resource sharing, innovation and communication. Technology from this point forward is meant to include the computer, phone services or any other means of network communications. User refers to any student, district employee or community member using the network services provided by St. Charles School District 303.

Access to computers and people all over the world includes the availability of material that may not be considered to be of educational value in the context of the school setting. School District 303 believes that the benefits of using information and interaction made available on this worldwide network far outweigh the chance that a user will procure materials not consistent with the educational goals of the district. It is the district's intent to provide guided access and supervision for students using technology.

Technology access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict policies. These policies are provided here so the user is aware of his/her responsibilities. Users are expected to utilize technology resources in an efficient, ethical and legal manner. If a user violates any of these policies, his/her access may be terminated, future access may be denied, and disciplinary action may be warranted.

## TECHNOLOGY-TERMS AND CONDITIONS

1. **Purpose:** The St. Charles School District 303 technology resources are provided for use by students and staff to assist them in achieving the educational goals and objectives of the district. Resources are to be used for academic and administrative purposes. They are not intended for non-academic and non-administrative use including, but not limited to, illegal, commercial, political, religious or entertainment purposes. Use of computer and network resources is a privilege, not a right, and inappropriate use could result in cancellation of this privilege or disciplinary action.
2. **Acceptable Use:** Acceptable use of technology includes:
  - a. curricular and co-curricular activities that support district goals and objectives
  - b. research consistent with district goals and objectives
  - c. communication between staff, students, and local and global communities for the purpose of furthering instructional objectives
  - d. development and implementation of curriculum
  - e. professional development of staff members
  - f. administrative or managerial record-keeping, data access or research
3. **Unacceptable Use:** Unacceptable use of technology includes, but is not limited to:
  - a. participation in any activity which is in violation of federal or state law or District 303 Board Policy
  - b. interference with or disruption of computer or network services or equipment
  - c. participation in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which is discriminatory or derisive to any person or group of persons based upon race, gender, age, disability, or any other characteristic protected by law
  - d. participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other messages/files that could cause congestion on or failure of any computer equipment or network
  - e. making unauthorized entry to any computer, network, files, data base or communications channels
  - f. alteration, damage or destruction of any cabling, hardware, software or data
  - g. accession, use or possession of unauthorized or illegally obtained hardware, software or data, even if said item(s) may be owned by the user
  - h. engagement in activity that does not meet the intended purpose of the network
  - i. installation of software by persons other than a District 303 technical employee.
  - j. unauthorized attempts to disable or to bypass the district's technology protection measures.
4. **Network Protocol:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to,
  - a. Use of appropriate, courteous language
  - b. Strict non-disclosure of names, personal addresses or phone numbers of students or staff.

5. **Warranty:** St. Charles School District 303 makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Charles School District 303 will not be responsible for any damages suffered by the use. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own risk.  
School District 303 specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Electronic e-mail accounts provide by the district are district property and are not guaranteed to be private. System administrators do have access to accounts.
6. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Security problems should be reported to an administrator. Attempts to log onto a network as a system administrator or as another user, without that user's written permission, are unacceptable. Any user who is identified as a security risk or who has a history of creating problems on computer systems may be denied access to computer or network resources.
7. **Technology Protection Measures:** It is the District's policy to utilize technology protection measures to block or filter internet access to visual depictions which are i) obscene; ii) child pornography or iii) harmful to minors and the District enforces to the operation of such measures during the use of any of its computers. The technology protection measures shall only be disabled for bona fide research or other lawful purposes upon specific request to the Network Administrator.
8. **Violations:**
  - a. Any user who is found in violation of this policy may have his/her network privileges suspended or canceled. In addition, the user may be subject to additional disciplinary action by the administration and/or Board of Education.
  - b. Cases involving suspected or alleged criminal acts may be referred to law enforcement authorities.
9. **Consent:** Parents may request in writing to the Principal/ Assistant Principal that their child not have access to technology resources.

### **STUDENT PHOTOGRAPHS/VIDEOS/WORLD WIDE WEB**

During the school year, photographs or videos may be occasionally taken of students for various activities including, but not limited to, yearbook, school publications, newspapers, school projects, and the School and District 303 home page on the World Wide Web. If you do not want your child to be photographed, please inform both your student and the school in writing.

### **STUDY HALLS**

St. Charles North High School has two types of study hall areas, formal and informal. The formal study hall is a traditional quiet study area. The informal study areas are provided for students who wish to relax in a less structured atmosphere. It is a privilege to have access to the informal study areas and any student who cannot conduct himself in a reasonable manner will be assigned to a formal study hall.

### **SCHOOL DISRUPTION**

Participation by any student in any act which disrupts the school program or operation is not acceptable and will be subject to disciplinary measures. Pranks are considered to be a school disruption. Privileges such as, but not limited to school related social functions, may be jeopardized.

### **BUS INFORMATION**

Bus route numbers are found on your ID card. If you must change a route, go to the Dean's Office at least two days before the change should take place.

Buses will depart at 2:30 p.m. for all students.

## STUDENT PARKING 2004-2005

### Student Parking Regulations:

1. Students parked without an official permit (hang tag) may be towed. **Students with an official permit but parked illegally (without a visible hang tag or in a wrong space) will be issued one tow warning and an after school assignment. A second offense will result in a loss of parking privileges.**
2. Seniors are to park only in their numbered space. If somebody is parked in your numbered spot, park in a non-numbered spot in the back of the lot. **DO NOT** take another student's spot! Then report the license plate or hang-tag number to the dean's office.
3. No student parking is allowed in spaces reserved for staff, visitors, driver education, handicapped, loading zones, or fire lanes.
4. Parking hangtag permits must be affixed to the rear view mirror and displayed so that it can be easily read from outside the car.
5. Park inside the parking lines. Do not take up two spaces.
6. Any improper driving (excessive speed, recklessness, etc.) will result in the loss of your parking permit. **NO WARNINGS!**
7. Any student(s) involved in the transferring of permits will forfeit campus parking privileges. Only you may use your permit and vehicle.
8. Once you arrive on campus, park your car and proceed into the school. Do not linger in your vehicle.
9. **IMPORTANT** – No one is allowed in the parking lot or a vehicle between the school hours of 7:20 and 2:21 without a pass from the dean. It is a campus violation to go to the parking lot without permission.
10. **Leaving campus without prior permission from the attendance/dean's office may result in the loss of your parking permit.**

### TEMPORARY PARKING PERMIT (\$2.00 Per permit):

Temporary parking is for students who do not have a hang tag and are in need of parking on an emergency basis only. This may include doctor/dentist appointments, or court appointments. Verification of parental permission to leave the school is needed to obtain a temporary permit. Temporary permits should be picked up from the attendance/dean's office before school, leaving enough time to get to first hour class on time.

### HANDICAPPED PARKING:

If you are or become handicapped you must get a note from your doctor that you then present at the police station where you will be issued a handicapped permit.

### VIOLATIONS THAT MAY RESULT IN A LOSS OF THE PERMIT:

Driving at excessive speed

Reckless driving

Numerous parking violations

Campus violations - being in the parking lot without prior permission during the school day.

Leaving campus in your vehicle before school is over and without prior permission.

**The parking fee is forfeited when parking privileges are taken away.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have rights which include the right to an education, the right to due process, the right to express an opinion, the right to be free from discrimination, the right to be treated with dignity by other members of the school community and the right to contribute to the educational program. Such rights, however, are not without their accompanying responsibilities. Students have responsibilities not only to themselves, but also to those around them. To themselves, they have the responsibility of regular school attendance and the duty of making a conscientious effort in the classroom. To others, they have the responsibility not to interfere with the education of their fellow students.

### **NOTICE OF NONDISCRIMINATION:**

St. Charles North High School insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to the Office of the Superintendent, Dr. Fran Kostel.

## **DUE PROCESS PROCEDURES FOR PARENTS/GUARDIANS**

### **SUSPENSION:**

The superintendent, the School Principals, the Assistant Principals, or the Deans are authorized to suspend students from school who are guilty of misconduct, such suspension to be for a period not to exceed ten (10) consecutive school days. Each suspension shall be reported to the parents or guardian of the suspended pupil with a written statement of the reason(s) for such suspension and an explanation of the parent's or guardian's rights to review of the suspension, with a copy of the report to the Board of Education. Should there be a disagreement concerning the suspension, parents are encouraged to appeal the decision with the building Principal. Should there not be a resolution at the building level, a parent is entitled to a Suspension Review Hearing before the Board of Education. Parents may schedule such a hearing by directing a request in writing to the Superintendent of Schools, 201 S. 7th Street, St. Charles, Illinois, 60174 within ten (10) days of the date of suspension.

### **GRIEVANCE:**

Explanation - A grievance is a difference of opinion raised by a student or group of students involving:

- (1) the meaning, interpretation or application of established policies;
- (2) difference of treatment; or
- (3) application of the legal requirement of civil rights legislation.

Our district has in place policies and procedures to be used in the case of any complaints regarding alleged civil rights discrimination. More detailed information is available upon request in the Office of the Superintendent, Dr. Fran Kostel.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

Public Act 87-1103 - See next page.

### **ILLINOIS SCHOOL CODE FOR HEALTH**

No pupil shall be required to take or participate in any class or course on AIDS, sex education or family life instruction if his parent or guardian submits written objection thereto, and refusal to take or participate in the course or program shall not be reason for suspension or expulsion of the pupil.

### **PUBLIC NOTIFICATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973:**

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include such activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);

2) has a record of such impairment; or 3) is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the CUSD 303 school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

**The Family Education Rights and Privacy Act (FERPA)** also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. Parents are also entitled to inspect all instructional materials used in connection with any survey, analysis, or evaluation which reveals the kind of information specified in 20 U.S.C. (123h) without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law, which is referenced, are available in the district office for inspection during regular business hours.

If there are questions, please feel free to contact the District Director of Special Education for the school district. Prior to contacting the Director, please contact your building principal.

**PUBLIC NOTIFICATION REGARDING PUBLIC ACT 87-1103 BEHAVIORAL INTERVENTIONS WITH DISABLED STUDENTS:**

On July 21, 1996 Public Act 87-1103 was enacted into law. The act requires all school districts in Illinois to develop a policy and procedures addressing the use of behavioral interventions for students with disabilities. Please be advised that the St. Charles School District has developed its policy and procedures using guidelines provided by the State Board of Education. The Act requires that all parents and students be notified about the existence of this policy regarding behavioral interventions. You may obtain a copy of the Guidelines by contacting the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777 or the school's office.

A copy of the policy and procedures addressing the use of behavioral procedures for students with disabilities may be obtained at the school's office or by contacting the Superintendent's office at 201 South 7th Street, St. Charles, Illinois 60174; 630-377-4704 or the Illinois State Board of Education at 100 North 1st Street, Springfield, IL 62777.

Students attending specialized programs(s) under the supervision of Mid-Valley Special Education or in a non-public day treatment program approved the Illinois State Board of Education are subject to that program's policies and procedures governing restrictive behavior management. These policies and procedures governing restrictive behavior management. These policies and procedures are addressed and accepted and available in writing to parents upon admission to the program.

**SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT:**

Disclosure of your social security number is voluntary. No legal right, benefit, or privilege will be denied as a result of any failure to disclose your social security number. Student social security numbers collected will be used for educational research purposes only and will primarily be used for tracking of vocational education program completely in accordance with the Carl D. Perkins Vocational Education Law, 20U.S.C.Sec. 2301 et seq., and State law, Ill Rev. Stat. 1987, ch. 122, par. 697.

## **ACCESS OF STUDENT RECORDS**

In accordance with the Illinois Student Records Act of 1975, parents and their children in Community Unit School District #303 have guaranteed access to student records maintained by the school. The schools of District #303 maintain the following records on each student:

### **PERMANENT RECORD:**

The permanent record shall consist of (1) basic identifying information, including student's and parents' names and addresses, birth date and place, and gender; (2) academic transcript (including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; (3) attendance record, accident reports, health record, and record-of-release of permanent record information. It may also consist of: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

### **TEMPORARY RECORD:**

The temporary record consists of all information not required to be in the student permanent record and may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student; and, record of release of temporary record information.

Parents have the sole authority (except as noted below) to authorize the release of student record information until the student reaches age 18, joins the armed services, or is married. After the student has succeeded to the rights of the parents, only the student may authorize the release of student record information. Eligible students and parents have a right to inspect and copy permanent and temporary records within 15 days after making a request to do so. Copies of records will cost \$.25 per page.

Generally, information contained in student records will not be released without the written consent of parents or eligible students. The school shall grant access to information contained in school student records to persons authorized or required by state law, federal law or court order. Also, information will be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. Parents will be notified as soon as possible of the information released.

The records of a student will be transferred to another school in which the student has enrolled or intends to enroll upon the request of the other school or the student. Parents will be notified of the transfer of information and will be given 10 days to inspect, copy, or challenge such information prior to it being transferred.

A parent or eligible student may challenge the contents of the student record at an informal conference with the school principal to be held within 15 school days of the request. Unresolved challenges will result in a formal hearing to be held by the district hearing officer within 15 school days of the request.



Information contained in the permanent records will be retained for sixty years after a student has transferred, graduated, or otherwise permanently withdrawn from the school.

Information contained in the student temporary record will not be maintained beyond its period of usefulness to the student and the school and in no case longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

Student records will be reviewed to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information. Thereafter the records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

The school shall explain to the student and the parent the future usefulness of these records. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

The registrar handles full and complete copies of the laws, rules, and regulations on student records (grades, class rank, current address, etc.).

The registrar handles all information pertinent to establishing or correcting the permanent records (grades, class rank, current address, etc).

**DIRECTORY INFORMATION:** Under the terms of the Family Educational Rights and Privacy Act directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents
2. Academic awards, degrees, and honor
3. Information in relation to school sponsored activities, organizations, and athletics
4. Major field of study
5. Period of attendance in the school

"Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. 935.05

## **935.05 DISCIPLINE AND ATTENDANCE**

### **HIGH SCHOOL (9-12) GUIDELINES FOR DISCIPLINARY ACTION**

It is the sincere desire of the Board of Education that each student practice self discipline, so that disciplinary action by teacher, administration, and the Board of Education may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved the following guidelines. The desire is to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline which may be employed to achieve desired behavioral results. In addition, when further remediation is required, the Pupil Personnel Service Team will be included.

Discipline is first sought through the teacher-student relationship developed in the classroom situation. Early parental involvement is an important element of the disciplinary process. A strong effort will be made to contact and work with parents prior to final and most serious disciplinary action. Parents will be notified regarding any suspension which takes place. The disciplinary procedure as outlined shall be carried to conclusion even if a student withdraws from school.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s) / guardian(s) of all students with individual education plans within 15 days after their adoption and /or presentation to the Board or at the time an individual education plan is first implemented for a student. The parents/guardians of all students with disabilities shall be informed annually of the existence of this policy and the procedures. Students deemed eligible for special education or Section 504 services are subject to the district's discipline policies. Disabled students may receive modifications as necessary to comply with specific policies, procedures, and state regulations and guidelines that pertain to the discipline of special education students.

Teachers, other certificated employees, and classified staff designated with that responsibility shall maintain discipline in the schools, including the school grounds. In all matters relating to the discipline in and conduct of the schools and school children, they stand in the relationship of parents and guardians to the pupils. This relationship shall extend to all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parent or guardian.

A teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from any school program or activity for disruptive behavior. Guidelines for student discipline are published in the high school planner. The guidelines are in effect 24 hours per day throughout the calendar year when students are on school property, on a school bus, on the way to or from school, at a school related function, or when students represent the school. Any violation of these disciplinary rules which might lead to substantial disruption or interference with school activities, and the proper provision of educational services in an environment safe for students and school personnel, whether on or off the school premises, may result in suspension or expulsion.

Any disciplinary infractions not listed in these guidelines shall be dealt with on an individual basis by the school administration in order to achieve the desired behavioral result. Board of Education policy supercedes information provided in Student Handbooks.

These guidelines and the decision as to the scope of the penalty, if any, beyond the minimum is committed to the sound discretion of the school administration, giving due respect to the extent of past infractions and the willfulness of the violation. Some form of hearing (due process) must be provided in each instance when, as a result of discipline, the student will be deprived of access to educational services.

### **BUS GUIDELINES FOR DISCIPLINARY ACTION**

In order to establish consistency in handling student discipline on our school buses, the following disciplinary procedures will be observed.

#### **Driver's Procedure:**

Inform students of regulations of conduct. If no cooperation exists after talking to students, report to the Dean's Office on the regular misconduct form by the next day or the same day if possible.

**Administrative Procedure:**

After receipt of a misconduct form, the dean will hold a conference with the student and notify the parents by telephone about the misconduct. The misconduct form will be returned to the driver through the Director of Transportation. The form should indicate the action taken.

GENERAL MISCONDUCT	Definitions:
<ul style="list-style-type: none"> <li>• Hitting, kicking, or shoving</li> <li>• Yelling</li> <li>• Eating on the bus</li> <li>• Causing a confusion or uproar</li> <li>• Refusing to sit (3) to a seat</li> </ul>	<ul style="list-style-type: none"> <li>• Throwing of any objects</li> <li>• Spitting on the floor at other students</li> <li>• Teasing, tormenting, or being general nuisance</li> <li>• Lowering of window below the safety mark</li> <li>• Use of profane language on the bus</li> </ul>

**DISCIPLINARY ACTIONS**

**1st Referral Options: (may be used in combination)**

- Parent notification, Detention, or Loss of bus riding privileges\*.

**2nd Referral Options: (may be used in combination)**

- PMA / AMA
- 1-5 Day loss of bus riding privilege\*
- 1-5 Day(s) Suspension
- Saturday School

**Subsequent Referral(s) Options: (may be used in combination)**

- PMA / AMA (number of days progressive from previous referrals)
- 1-10 day suspension (number of days progressive from previous referrals)
- Saturday School (number of days progressive from previous referrals)

Bus suspensions are not served if the student is absent from school

GROSS MISCONDUCT	Definitions:
<ul style="list-style-type: none"> <li>• Fighting, kicking, or shoving</li> <li>• Damage to bus</li> <li>• Smoking or lighting matches or lighter</li> <li>• Running along side or after the bus</li> <li>• Crowding up to door while bus is in motion</li> </ul>	<ul style="list-style-type: none"> <li>• Profanity directed to driver</li> <li>• Insubordination to driver</li> <li>• Throwing objects in or out of bus</li> <li>• Hanging on to the bus outside</li> <li>• Any other bus safety violation</li> </ul>

**DISCIPLINARY ACTIONS**

**1st Referral Options: (may be used in combination)**

- 1-5 day PMA / AMA
- 1-5 day Saturday School
- 1-5 day Suspension

and / or:

- 1-5 day Suspension of bus riding privilege\*

**2nd Referral Options: (may be use in combination)**

- 1-10 day PMA / AMA
- 1-10 day Suspension
- 1-10 day Saturday School

and / or:

- 1-5 day suspension of bus riding privilege\*

**Subsequent Referral**

- Loss of bus riding privilege\*

Bus suspensions are not served if the student is absent from school

## **Driver's Procedure**

1. If misconduct occurs before the bus run begins, the driver will remove student from the bus.
2. If misconduct occurs en route to school, driver will take student to the Dean's Office.
3. If misconduct occurs en route home, driver will take student home and inform student when he leaves that a misconduct form will be sent.
4. The driver will notify the building administration at the end of the run (school or home) and complete a misconduct form that is turned into the Director of Transportation. Misconduct form will be sent immediately to the proper building.
5. The Director of Transportation will post the suspension on the bus driver's bulletin board.
6. Central office, transportation, drivers, and building administrator's retain copies of the misconduct form.

## **Administrative Procedure**

1. Upon notification by the bus driver, the dean will call the student's parents and give notification of the recommendation for the type of disciplinary action to be enforced.
2. In keeping with the Expulsion and Suspension Procedures, the building administrator will follow a course of due process.
  - a.) School official shall give student oral or written notice of charges.
  - b.) If student denies the charges, an opportunity shall be given to the student to present an explanation in conference with the suspending school official. The school official shall then inform the student whether or not the discipline is to be imposed.
3. A misconduct form should be completed and returned to the bus driver through the Director of Transportation.
4. The misconduct form should indicate the action taken.
5. If a student has a bus suspension he/she should not be on the bus. The driver, the building administrator, and the parent should work together to enforce this action.

## **CORPORAL PUNISHMENT**

It is the policy of the Board of Education that physically administered corporal punishment will not be permitted. However, students may be compelled to perform service (e.g., cleaning) as appropriate punishment for certain offenses.

## **SEARCH AND SEIZURE**

School authorities (certificated employees and school administrators) may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- outside the view of others, including students,
- in the presence of a school administrator or adult witness,
- by a certificated employee or administrator of the same sex.

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District 303 rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate,

such evidence may be transferred to law enforcement authorities.

**Locker** - The District owns and retains control of all lockers provided by the District at all times. Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

**Automobile** - It is also important for students to understand that the appropriate school personnel have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time should there be reasonable suspicion that there is something illegal, improper, or unsafe inside the vehicle.

## **ABSENCE TERMINOLOGY**

The building principal or administrative designee shall determine the status of absences when further clarification is needed:

### **Early Dismissals:**

All students who have notes from parents requesting early dismissal are to report to the Attendance Office. The note must give clear description of the reason for the request for early dismissal.

Students must have a Permit to Leave the Building issued through the attendance office prior to their departure. If they have not secured this permit to leave they are considered to be truant until they are excused by a parent/guardian. (However, they will be subject to disciplinary action for a campus violation.) Upon their return they must check into the attendance office.

### **Exclusion:**

This type of absence is imposed by the school due to incomplete medical records and/or failure to comply with the State physical exam and immunization mandates, and allows for the following make-up privilege: no daily make-up unless a test was given which covered material taught while the student was present in class.

### **Excused Absences:**

1. Student illness, verified by a parent's phone call. The attendance office must be notified within 24 hours of the student's return to school.
2. Doctor's appointments
3. Extraordinary emergencies in the home (fire, flood, etc.)
4. Early dismissal from the building
5. All school activities approved by the Administration.
6. Prearranged absence with the following restrictions and procedures:
  - a. Student must apply for the privilege of using the prearranged absence days through the Attendance office. They will be given a prearranged form to be signed by their teachers and parents. This completed form MUST be turned in TWO SCHOOL DAYS prior to the date of the prearranged absence or absence will be recorded as "Unexcused."
  - b. The building principal or administrative designee has the authority to grant up to five (5) school days of excused absences: (1) College visits, (2) Career education visitations, (3) Participation in regional and/or national contests or awards not endorsed by the IHSA, (4) Family vacation qualified by the phrase "accompanied by a parent," (5) Special religious holidays, (6) Other circumstances as determined by the administration.
- c. Excused absences resulting from approved preplanned absence(s) shall be limited to five (5) days per year and may not be cumulative.
- d. A preplanned absence during the final week of the quarter and/or semester will require written approval from the Assistant Principal for Curriculum and Instruction before an excused absence will be issued.
7. Students have make-up privilege with an excused absence. This includes one day of makeup for each day of absence.

**Extended Absences:**

Students absent for an illness or injury that extends beyond one week five (5) school days should contact their counselor as soon as possible and are required to have a conference with the school nurse before returning to class.

A doctor's note may be required for admission to school at any time the school authority deems it necessary. Failure to comply with such a request will cause the absence to be recorded as unexcused.

**Field Trips:**

Students who plan to participate in a field trip must submit a "Parental Permission Form" prior to the time of the trip. This form may be obtained from the field trip sponsor and should be signed by the parent and returned to the sponsor.

Students are responsible for keeping up with work missed as a result of the field trip. Student should have a "Field Trip Permission Form" signed by all their teachers for prior approval. Students will not be excused from tests or other obligations on the day they return. Students will not be excused from tests and long term projects on the day they return. This type of absence is approved by the school and allows for a day for a day make-up of missed work.

**Suspension:**

This type of absence is imposed by the school and allows for the following make-up privilege: for every day missed, the student will have an equal number of days to complete the work. The effort must be initiated by the student on the day of return to class.

**Truancy:**

1. A truancy is any absence that is not designated as excused or unexcused.
2. Lateness to class that is considered excessive by the administration
3. Leaving the building without first checking out through the attendance office and receiving a permit to leave.
4. There are no make-up privileges for this type of absence. School work missed as a result of a truancy shall be recorded as no credit.
5. A Student with four (4) truanancies in a class will be removed from the class with a failing grade of "F". Following the third truancy the student will be placed on a "final warning."

**Unexcused Absences:**

1. Absences in excess of the five (5) days granted for prearranged absences shall be classified as "Unexcused."
2. Any absence identified as unexcused is subject to the following make-up privilege: NO daily make-up unless a test was given which covered material taught while the student was in attendance.

**The building principal or building administrator shall determine the status of absences when further clarification is needed.**

**ATTENDANCE GUIDELINES****Expectation**

District 303 assumes that students will always be in attendance at school except for cases of illness, serious family crisis, or situations that have been prearranged.

**Student Responsibilities**

Regular attendance is essential for academic success. A "class participation grade" may be part of a student's weekly grade. Therefore, regular attendance is expected in all classes. If a student is going to be absent his/her parent or guardian must telephone the attendance office before 10:00 a.m. on the day of the absence. When parents are out of town, they are expected to designate a responsible adult to telephone the school and provide a telephone number where they (the parents) may be contacted.

Attendance Office: 443-5712

**DISCIPLINE GUIDELINES**

Disciplinary dispositions such as the following may be employed to achieve desired behavioral results.

A.D.A.S. (Alternative to Drug / Alcohol Suspension)

Dean's Detention

Expulsion - including the following options by the Board of Education

- withdrawal from school with or without academic penalty
- expulsion for the remainder of the semester or school term or for all or a portion of the subsequent school term.
- expulsion recorded or not recorded on student's temporary record

Expulsion warning

(PMA / AMA) PM / AM Assignment

Positive Reward System

(SA) Saturday Assignment

(SS) Saturday School

Summer Discipline Review

(Suspension) Out of Building Suspension

Teacher Appointments

### **DISCIPLINE TERMINOLOGY:**

#### **Alternative to Drug / Alcohol Suspension (ADAS)**

A drug/alcohol educational and assessment program that will diminish the number of days of suspension for those involved in a drug/alcohol offense.

#### **Philosophy:**

St. Charles School District is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume great responsibility and to actively pursue growth as an individual. St. Charles School District recognizes that there are attitudinal behavioral, and/or medical problems which can obstruct the realization of this goal. One common and serious problem present in today's society is abuse of drugs and alcohol. It is recognized that experimentation and abuse of alcohol and drugs are destructive to an individual and others, and can lead to chemical dependency. It is also recognized that prompt and appropriate attention can help many of the individuals involved. St. Charles School District believes that it has an important role, along with parents and other members of the community, in helping students to make responsible decisions about the use of alcohol and drugs. A primary objective is to facilitate the development of the proper attitude and behaviors. Students, as well as other members of the community, often need education and assistance to help them obtain the objective.

#### **Program Purpose:**

The purpose of ADAS program is to allow a student and his/her family to choose a constructive alternative to the maximum number of days suspension for violating the rules concerning drugs and/or alcohol as stipulated in the Student Handbook. This alternative will allow the student to continue classroom education with a minimum of interruption and facilitate family dialogue about the use of drugs and/or alcohol.

#### **Program Goals:**

- To provide a professional evaluation regarding the extent of and reasons for drug/alcohol use by the student.
- To provide education to the student and parents regarding the effects and consequences of chemical dependency.
- To encourage parental involvement in preventing further use/abuse of chemicals.
- To direct the family to appropriate treatment alternatives and/or self-help resources.

#### **Dean's Detention:**

A classroom period to be made up before or after school assigned by the Dean.

#### **Expulsion:**

Expulsion is defined as the involuntary removal of a student from all school classroom and extracurricular activities with possible loss of credit. An expulsion may be imposed for any period of time ranging from eleven (11) days to the remainder of the school year, or two (2) calendar years from the date of the student's removal by the Board of Education.

**Expulsion Warning:**

The school administration may recommend the placement of a student on Expulsion Warning at any time during the school year. The criteria for placement on Expulsion Warning are based on the student's behavioral record. Once a student has received ten (10) days of PMA / AMA, or Suspension in a school year, the case will be reviewed with the building Principal, and the student may be eligible for an Expulsion Warning. A student may be placed on an Expulsion Warning for a single act of gross misconduct, or reaching the maximum of 15 days (in any combination) PMA/AMA, Saturday School or Suspension. The students will be issued an Expulsion Warning in a conference with the student, parent and principal or designee. The Expulsion Warning form is signed by the student, parent and principal/designee. If behavior violations continue and the limit that is set forth is exceeded, a 10 day suspension will result with an Expulsion Screening and possible recommendation to the Board of Education for an Expulsion Hearing will follow.

**Expulsion Screening:**

An Expulsion Screening is a meeting convened by a building administrator to review all pertinent data in regards to a student who has been suspended ten days with possible expulsions to follow. Those in attendance could include the student, parent, counselor, Social Worker, School Nurse, Psychologist Director of Guidance, District Special Education Representative, and the Assistant Principal. At the parents discretion, legal counsel and/or a private therapist can be in attendance. There is a review of all data concerning the student to get a better understanding of all facts of the disciplinary case, an academic and disciplinary history, and other information which will help them get a more complete picture of the whole student. Based on this accumulated data a decision will be made if there are any Special Education issues or if it is strictly an administrative decision that will be made.

**(PMA / AMA) PM/AM Assignments:**

A designated time before or after school where the student will be doing school work under the supervision of a staff member. Students have the responsibility to bring work and materials to be productive during the allotted time.

**Positive Reward System:**

As part of St. Charles High School's commitment to the overall needs of its students and to encourage good decision making, the Dean's Office has implemented a Positive Reward System (PRS). The PRS Program is intended for students who have been placed on Expulsion Warning or a Summer Discipline Review Contract at the beginning of the school year. Through the exercise of good decisions and appropriate conduct these students will be able to modify their overall limit of PMA/Suspension/SAT/PRS that is stated on their contract. A student will be rewarded with the exemption of one (PRS) date from the aggregate total as applied to his/her contract when he/she has twenty (20) consecutive days in attendance without a referral that results in a (PRS).

**Saturday Assignment (SA)**

Assignment is a detention held on Saturday mornings. Saturday Assignments run from 8:00 a.m. - 9:30 a.m. and 9:30 a.m. - 11:00 a.m.

**Saturday School (SS)**

The Saturday School Program provides an alternative for certain infractions when deemed appropriate by the assistant principals and deans. This alternative allows the student to remain in classes to take full advantage of educational opportunities. This alternative is a three-hour program on Saturday mornings.

**The guidelines for Saturday School are:**

1. Students are to enter the building through Door #4. The student will be escorted to a designated room by the program supervisor.



2. Students will not be admitted to the school after 8:00 a.m. Failure to report will result in further disciplinary action.
3. The program goes from 8:00 a.m. until 11:00 a.m. There is no release for lunch. Time spent will be divided into academic study, performance of service, and a self-evaluation time relating to the behavioral infraction.
4. The student will conduct himself/herself in an appropriate manner during the entire time. Normal classroom behavior is expected. Failure to do so will result in the student being sent home and reassigned the appropriate disciplinary action.
5. Assignments will be obtained by the student from the student's teachers for completion. The student is to bring textbooks.
6. The student is responsible for transportation to and from school.

### **Summer Discipline Review:**

The program consists of a review of records of students who had numerous and/or severe disciplinary infractions for the previous year. Following the review, the student, parent, and dean and/or assistant principal will meet before or at the beginning of the school year to assign a final disciplinary warning with the range of 5-10 days PMA / AMA, SS, Suspension. On each Student Disciplinary Review sheet the dean or assistant principal will spell out the limits of future PMA / AMA, SS, or Suspension days. This review form is to be signed by the student, parent, dean or assistant principal. If the stated limits are exceeded, an expulsion screening and possible recommendation of the Board of Education for an expulsion hearing will follow.

Once a student has received 10 days PMA / AMA, SS, or Suspension in a school year, the case will be reviewed with the building principal and the student may be eligible for a Summer Discipline Review. Upon reaching a maximum of 15 days PMA / AMA, SS, Suspension the student will be issued an expulsion warning and be assigned to the Summer Disciplinary Program.

### **Suspension (Suspension) Out of Building Suspension:**

Temporary removal from school by the principal, assistant principal, or dean for a period not to exceed ten (10) consecutive school days. Students are not permitted on school grounds or at school functions. The student will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any make-up are to be initiated by the student with the teachers with the understanding that some educational experiences cannot be duplicated. The students must complete the assignments, quizzes, and tests in the number of days equal to the length of the suspension.

### **Teacher Appointments:**

A period of time to be made up before or after school, assigned by a teacher.

## **VIOLATIONS**

### **ATTENDANCE:**

#### **Tardy**

Students are expected to be on time throughout the day. As a general guideline, students should be in their assigned seats or at their assigned station when the bell rings. Students who do not meet this guideline or any individual teacher's tardy rule will be considered tardy. Any student who is excessively late is considered absent and will be sent directly to the Dean's office to clarify the absence from class. They will receive a Dean's Admit that will be an excused absence or a truancy.

First period tardiness has some special considerations. There can be situations where inclement weather, bus delays, or other unforeseen occurrences (oversleeping is not considered to be an acceptable excuse) that could legitimize a tardiness or absence. Every effort will be made to identify these situations and advise the staff over the P.A. so the students will not be held liable.

Should an unexcused tardiness occur, the following actions will be taken:

- 1st Tardy: Teacher records the tardy
- 2nd Tardy: Teacher records the tardy and notifies the parent
- 3rd Tardy: Teacher records the tardy, notifies the parent, and assigns a teacher appointment.
- 4th Tardy: Teacher records the tardy, and initiates a Dean's Referral. The Dean will see the student and notify the parent.
- 5th Tardy: Teacher records the tardy and initiates the Dean's Referral. The Dean will issue a PMA or Saturday School, gives a "Final Warning", and notifies parent.
- 6th Tardy: The teacher records the tardy and initiates a Dean's Referral. The Dean will withdraw the student from class with a failing grade and place the student in study hall.

**NOTE:** Parental contact by the teacher via telephone can be defined as leaving messages on an answering machine. If the teacher is unable to personally talk with a parent after several attempts, the teacher should notify the Dean.

## **Truancy**

If a student is not on the Absence List from the previous day, or if the student is excessively late, the teacher will send the student to the Dean's Office for immediate clarification before being admitted to class.

The Dean's Office will clarify the student's status and send the student back to class with a Dean's Admit.

The Dean's Office will assume the responsibility of tracking student's truancy through parent notification, disciplinary action, final warning, and removal from class. The teacher's responsibility is to send the student to the Dean's Office directly without admission to the class to have the absence clarified.

**Once it has been determined that a student absence is a truancy, the following steps will be taken:**

- 1st Truancy: • Parents are notified of the truancy by the Dean's Office.
- 2nd Truancy: • Parent conference
- 3rd Truancy: • Parent conference
  - Referral to student and/or family counseling
  - Identification of services available to truant students
  - PMA / AMA or Saturday School
  - Final Warning is given
  - Police Referral
- 4th Truancy: • Parent Conference
  - The student will be withdrawn from the class with a failing grade and placed in a formal study hall.

## Total Absence Policy

1. When a teacher feels that a student's absences are adversely affecting his/her performance in class ("excused", "unexcused" or "truancies" totaling no more than ten (10)

A contact by the teacher is necessary by telephone or conference.\*

**\*NOTE: Parental contact by the teacher via telephone can be defined as leaving messages on an answering machine. If the teacher is unable to personally talk with a parent after several attempts, the teacher should notify the Dean.**

2. If, following step 1, the absence pattern continues ("excused", "unexcused" or "truancies" totaling no more than ten (14).

A staffing will be held to consider removal from class, placement into homebound instruction, loss of credit, or any other appropriate disposition (staffing is initiated by the teacher and called by the counselor).

3. If, following step 2, the student accumulates 18 or more ("excused", "unexcused" or "truant" absences.

The student may be denied credit for the course (initiated by the teacher, disposition given by the Dean, Counselor, and Instructional Coordinator).

## BOMB THREAT:

- For All Occurrences:
- Parent Conference
  - 10 day Suspension
  - Police referral
  - Expulsion Warning
  - Expulsion screening
  - Board of Education expulsion hearing

## CAMPUS VIOLATIONS:

Upon arrival to school regardless of means of transportation (i.e., car, bus, walking) students are required to remain on campus and must report to supervised areas. Students cannot leave school grounds without first receiving written permission from the attendance / dean's office. Once school begins students shall not enter parking lots or other "off limits" areas (i.e. locker rooms, alcoves, construction areas) without prior written permission from the attendance / dean's office. Students shall not loiter at any time in restrooms, parking lots, and "off limits" areas. ("Off limits" is also defined as being in any area other than that which is listed on the student's schedule.) Students may not be on other District 303 campuses during the school day.

- 1st Occurrences:
- Parent notification
  - 1-5 day Suspension or PMA/AMA/SS
- Subsequent Occurrences
- Progressive suspension or PMA/AMA/SS
  - Parent conference
  - Expulsion Warning
  - Expulsion Screening
  - Board of Education Expulsion Hearing

## COMPUTER / TECHNOLOGICAL / TELECOMMUNICATIONS VIOLATION:

See (Telecommunications Use Agreement - Policy 955.03)

Students shall not:

- A) Alter, damage, destroy or duplicate any thing not their own stored on a disk, computer, network, or other storage or processing device.

- B) Alter, damage, destroy, or duplicate the installed software, printers, peripherals, network, or any part or the computer hardware.
- C) Alter, damage, destroy, or duplicate another person's work generated by, produced on or intended for computer use.
- D) Take part in any activities that prevent the normal functioning of any individual computers or of the network.
- E) Install any unauthorized hardware or software.
- F) Engage in any unauthorized use of hardware or software.
- G) Use, change, or interfere with restricted access codes.
- H) Interfere with telecommunication equipment or network or unauthorized e-mail correspondence.
- I) Alter, damage, destroy, duplicate, or interfere in any way with District or staff computer functions.
- J) Release any confidential information obtained from a disk, computer, network or other storage processing device.
  - **For All Occurrences:** full restitution by the offender to the District or the person or entity against whom the offense was committed.
  - Loss of privilege to use computer equipment and/or technology for a specified period of time.
  - Parent conference
  - Detention, PMA / AMA, or Saturday school
  - 1-10 day suspension
  - Police referral
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing

**See (Telecommunications Use Agreement - Policy 955.03)**

**DESTRUCTION OF PROPERTY OR VANDALISM:**

The malicious or careless damage done to the building or its contents.

- 1st Occurrence:
- Parent conference
  - 1-10 day Suspension or PMA / AMA
  - Restitution where possible
  - Police referral

- Subsequent Occurrences:
- 1-10 day Suspension
  - Police referral
  - Expulsion screening
  - Board of Education expulsion hearing
  - Restitution where possible

**DRESS CODE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency at school or school sponsored events. The word "clothing" as used includes accessories such as rings, earrings, necklaces, purses, backpacks, chains, and shoes. The following is prohibited:

- a. Clothing which is considered to be revealing will not be allowed on any student. This would include clothing that does not cover from shoulders to thighs. The following are examples of clothing which may include but not limited to: bare midriffs, backs or halter tops; excessively short skirts or shorts; low cut or strapless tops without a covering shirt; and visible underwear.
- b. Clothing which depicts the use of tobacco, alcohol, or illegal substances.
- c. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- d. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- e. Clothing which is usually worn over indoor clothing for protection from outside elements may not be worn during the school day except as required for religious or medical purposes. This would include coats, jackets, caps, hats, scarves, and gloves.

- f. Clothing that may damage school property or be readily used as a weapon.
- g. Clothing with graphics or wording which depicts violence in any form.

- 1st Occurrence:
- Parent Notification
  - Removal or cover of inappropriate clothing
- Subsequent Occurrences:
- Parent Notification
  - 1-10 PMA / AMA or Suspension

**DRUGS AND LOOK-ALIKE\* DRUGS / ALCOHOL, INTOXICATING COMPOUNDS, PARAPHERNALIA\*:**

\*A second drug offense in any category is considered to be a "subsequent occurrence" and will follow the consequences outlined in that section.

1) **Actively seeking or receiving, using, possessing, or being under the influence** of illegal and / or dangerous drugs including alcohol in school or school related activities.

1st Occurrence:

Option A:	Option B:
Parent Conference	Parent Conference
10 day Suspension	3-day Suspension
Student Assistance Counselor referral	ADAS program*
Counselor referral	Student Assistance Counselor referral
Police referral	Police referral

Subsequent occurrences:

- Parent Conference
- 10 day Suspension
- Student Assistance Counselor referral
- Counselor Notification
- Police referral
- Expulsion Screening
- Board of Education expulsion hearing

2) **Delivery\*\* and / or soliciting for sale of, or distribution of** illegal and / or dangerous drugs, including look-alike drugs or alcohol to other students at any place or to anyone while on school property or at school sponsored activities.

For All Occurrences:

- Parent conference
- 10 day Suspension
- Student Assistance Counselor referral
- Counselor Referral
- Expulsion screening
- Board of Education expulsion hearing
- Police Referral

\* **Definition of Look-Alike Drugs:** "Those drugs which are manufactured to look like a controlled substance are to be considered as "Look-Alike" drugs."

\*\* **Delivery is defined as:** "The transfer of Drugs, Alcohol, Look-Alike drugs or Intoxicating Compounds with or without monetary compensation being derived from the transaction."

3) **Solicitation for the sale, sale of, or distribution of** illegal and / or dangerous drugs including Look-Alike drugs or alcohol to other students at any place or to anyone while on school property or a school sponsored activities.

- For All Occurrences:
- Parent conference
  - 10 day Suspension
  - Student Assistance Counselor referral
  - Expulsion screening
  - Board of Education expulsion hearing
  - Police Referral

**Administration of Asthma Medications:**

"Public Act 92-0402 allows for the self administration of asthma medication(s) by students in school and school sponsored activities, and certain, before/after school activities, provided that parent/guardian provide the district with written authorization for such administration, as well as a physicians authorization, and a waiver of liability on forms to be provided by the district.

The District reserves the right to enforce its reasonable guidelines regarding the administration of medication at school consistent with the student's right to self administer asthma medication.

The Superintendent is hereby authorized and directed to develop forms and procedures to permit the self administration of asthma medication by students in accordance with state law."

(See Self-Administration of Asthma Medications - Policy 945.06) Adopted April 22, 2002

**INTOXICATING COMPOUNDS:**

1) Using or Possessing intoxicating compounds for the purpose of intoxication or being under the influence of intoxicating compounds in school or school related activities.

AND / OR

2) Actively seeking or receiving intoxicating compounds for the purpose of intoxication while on school property or at school related activities.

1st Occurrence:

Option A:	Option B:
Parent Conference	Parent Conference
10 day Suspension	3 day Suspension
Student Assistance Counselor referral	ADAS program
Counselor referral	Student Assistance Counselor referral
Police referral	Police referral

Subsequent occurrences:

- Parent Conference
- 10 day Suspension
- Student Assistance Counselor referral
- Counselor Notification
- Police referral
- Expulsion Screening
- Board of Education expulsion hearing

**\*Failure to complete ADAS program will result in the reinstatement of the remaining days of suspension**

3) **Delivering or distribution of intoxicating compounds** for the purpose of intoxication to other students at any place or to anyone while on school property or at school sponsored activities.

AND / OR

4) **Solicitation for the sale, sale of, or distribution of intoxicating compounds** for the purpose of intoxication to other students at any place or to anyone while on school property or at school sponsored activities.

- For All Occurrences:
- Parent conference
  - 10 day Suspension
  - Student Assistance Counselor referral
  - Expulsion screening
  - Board of Education expulsion hearing
  - Police Referral

Intoxicating compounds are defined by the Illinois compiles statutes 720 ILCS 690/1. By way of illustration only, some intoxicating compound referred to in 720 ILCS 690/1 are commonly known as "Inhalants". No student shall breathe, inhale or drink any compound, liquid, or chemical for the purpose of inducing a condition of intoxication, stupification, depression, giddiness, paralysis or irrational behavior or in any manner changing, distorting or disturbing the auditory, visual, or mental processes.

**DRUG RELATED PARAPHERNALIA – POSSESSION:**

Example: (Bongs, rolling papers, roach clips, foil pipes, glow sticks, pacifiers, etc.)

1st Occurrence

Option A:	Option B:
Parent Conference	Parent Conference
10 day Suspension	3 day Suspension
Student Assistance Counselor referral	ADAS program
Counselor referral	Student Assistance Counselor referral
Police referral	Police referral

Subsequent occurrences:

- Parent Conference
- Student Assistance Counselor referral
- Police referral
- 1-10 day Suspension
- Counselor notification
- Expulsion screening
- Board of Education expulsion hearing

**\*Failure to complete the ADAS program will result in reinstatement of the remaining days of Suspension.**

**FAILURE TO SERVE DEAN’S DETENTION, TEACHER DETENTION OR PMA / AMA:**

For all Occurrences: 1 day Suspension  
1-10 days Suspension

**FAILURE TO SERVE SATURDAY SCHOOL:**

1st Occurrence: 1 day suspension  
Subsequent Occurrences: 1-10 days suspension

**FALSE FIRE ALARM:**

For All Occurrences: • Parent Conference  
• 10-days Suspension  
• Police referral  
• Expulsion screening  
• Board of Education expulsion hearing

**FALSIFYING INFORMATION, FORGERY, MANIPULATION OF ATTENDANCE:**

For all Occurrences: • Parent conference • Expulsion warning  
• 1-5 day PMA/AMA or SS • Expulsion screening  
• Suspension • Board of Education  
Expulsion hearing

**FIGHTING:**

Any action a student takes to inflict physical contact may be considered fighting - including, but not limited to, self-defense.

For All Occurrences: • Parent conference  
• 1-10 day Suspension  
• Police referral  
• Expulsion warning  
• Expulsion screening  
• Board of Education expulsion hearing

**FIREWORKS: USE, POSSESSION, OR DISTRIBUTION OF FIREWORKS**

For All Occurrences: • Parent Conference  
• 1-10 day Suspension / PMA / AMA / SS  
• Police referral  
• Expulsion screening  
• Board of Education hearing

## **FOX VALLEY CAREER CENTER TRANSPORTATION POLICY:**

Students are expected to ride the bus when one is provided for transportation to and from the Center. If it is necessary for a student to drive to the center, that student must obtain a driving permit from the Fox Valley office, or the specialty teacher involved in the case of auto mechanics. It must be signed by all designated persons before being used. Drivers are expected to follow the bus to and from their home school, unless permission is granted other wise. Passengers are not permitted except for the designated instances when it is necessary. At the discretion of the home school principal or AVC director certain justifiable exceptions may be granted. This policy is in effect for all participating schools where students are normally bused to the Center.

### **Violations of the transportation policy will result in the following action to the driver/or passenger:**

- |                 |  |
|-----------------|--|
| 1st Occurrence: | • 1-5 day Suspension                                       |
| 2nd Occurrence: | • Parent conference with principal<br>• 1-5 day Suspension |
| 3rd Occurrence: | • Student dropped from Fox Valley Class                    |

### **GAMBLING:**

- |                         |   |
|-------------------------|---|
| 1st Occurrence:         | • Parent notification<br>• Detention<br>• 1-10 day PMA / AMA / SS or Suspension |
| Subsequent Occurrences: | • Parent notification<br>• 1-10 day suspension<br>• Police referral             |

### **GANGS, GANG RELATED ACTIVITIES AND SECRET SOCIETIES:**

Gangs, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/ or by the District's rules and regulations. Gang, gang-related activities and secret societies are not acceptable in the school setting--their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the schools and also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare out our students. Suspension or expulsion is mandated for gang membership, a promise to join a gang or solicitation of membership in a gang. Therefore, students are prohibited from participating in any activity related to a gang or secret society while on school property or riding school buses or while attending school sponsored events.

### **Unsanctioned activities include, but are not limited to the following:**

- 1) Soliciting and/or recruiting other for membership;
- 2) Participating in and/or inciting physical violence;
- 3) Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
- 4) Coercing, harassing, and/or other wise intimidating, threatening, or causing harm to any person or living creature;
- 5) Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- 6) Using any verbal or non-verbal communication (gesture, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- 7) Engaging in any activity (or mission) intended to promote or further the interests or any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface, or teaching other to "represent" or act like a member of a gang or secret society;
- 8) Or, any act or activity which violates any law or any policy of School District 303 when such act or activity is taken to further the interests of a gang or a secret society.



**Disciplinary action may include, depending on the nature of the conduct, any of the following:**

- 1st Occurrence:
- Warning
  - Parent conference
  - Detention
  - PMA / AMA / SS
  - 1-10 day Suspension
  - Police referral
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing
- Subsequent Occurrences:
- Parent conference
  - 1-10 day Suspension
  - Police referral
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing

(School Code of Illinois, 122.31-3)

**HATS/HEAD COVERINGS:**

The wearing of hats/head coverings for affiliation or fashion is not permitted in the school. Hats and head coverings should be left in the locker and may not be worn in the school from the beginning of the day until the end.

- 1st Occurrence:
- Warning and confiscation
  - Detention
- Subsequent occurrences:
- Parent notification
  - PMA / AMA / SS

**I.D. CARDS:**

All students are **required** to carry their school I. D. cards with them at all times while in school or at school related activities. Students are also expected to display them upon request of any staff member.

- For All Occurrences:
- Warning
  - PMA / AMA / SS
  - 1-5 day Suspension

**ILLEGAL PARKING:**

Loss of permit and/or towing could result due to any illegal parking in undesignated spaces, as described on the parking permit application. (See Parking Regulations on page 24.)

**INSUBORDINATION TO STAFF:**

This is a broad-based violation generally related to failure to follow staff directives and disrespect. It is not limited to these areas and would include areas such as:

- Refusal to identify self
- Failure to follow a directive
- Verbal abuse directed at staff
- Causing a disruption of normal processes
- Profanity directed at staff
- Vulgarity directed at staff
- Disrespect
- Other

- 1st Occurrence:
- Parent conference
  - 1-10 day PMA / AMA / SS or Suspension
- Subsequent Occurrences:
- Parent conference
  - 1-10 day PMA / AMA / SS or Suspension

- Expulsion warning
- Expulsion screening
- Board of Education expulsion hearing

**MOB ACTION / RIOT:**

The use of force or violence disturbing the public peace by two or more persons acting together and without authority.

For All Occurrences:

- Parent Conference
- 1-10 day Suspension
- Police referral
- Expulsion warning
- Expulsion screening
- Board of Education expulsion hearing

**PAGERS, PAGING DEVICES, PORTABLE PHONES, AND ANY ELECTRONIC COMMUNICATION DEVICES. (PER STATE LAW)**

Students are extended the privilege of possessing cell phones and pagers on school grounds; however, their use is limited to after-school dismissal and non-school days. These devices must be in the off position, not visible, nor used once the student arrives on campus until the end of the school day.

1st Occurrence:

- Parent conference
- Warning
- Police Notification

Subsequent occurrences:

- Parent conference
- Confiscation
- 1-5 day PMA / AMA / SS or Suspension
- Police referral

**PHYSICAL ATTACK ON STAFF:**

For All Occurrences:

- 10 day Suspension
- Parent conference
- Police referral
- Expulsion screening
- Board of Education expulsion hearing

**PHYSICAL ATTACK ON STUDENTS**

For All Occurrences:

- Parent conference
- PMA/AMA/SS
- 1-10 day Suspension
- Police referral
- Expulsion warning
- Expulsion screening
- Board of Education expulsion hearing

**PROFANITY AND VULGARITY:**

1st Occurrence:

- Parent conference
- 1-5 day PMA / AMA / SS or Suspension

Subsequent occurrences:

- Parent conference
- 1-10 day PMA / AMA / SS or Suspension

**PUBLIC DISPLAY OF AFFECTION:**

PDA is defined as displays of affection that are embarrassing or offensive to other students and adults. Disciplinary action will be invoked only for excessive and repeated displays of affection.

1st Occurrence:

- Conference and parent notification

Subsequent occurrences:

- Parent notification
- 1-5 day PMA / AMA / SS / Suspension

### **RADIOS / TAPE PLAYERS, ETC.:**

Radios, tape / CD players, TV's etc. are not to be in the possession of or displayed by students from the start of school day to the end of the school day unless brought with permission for classroom purposes.

- 1st Occurrence:
- Conference and confiscation
  - 1-5 day detention
- Subsequent occurrences:
- Parent Conference
  - 1-5 day Detention
  - 1-10 day PMA / AMA / SS or Suspension
  - Police Referral
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing

### **SAFETY VIOLATION:**

Conduct that endangers the safety of others or self (includes carrying lighters, matches, knives, sharp objects, chains etc.

- For All Occurrences:
- Parent conference
  - 1-5 day Detention
  - 1-10 day PMA / AMA / SS or Suspension
  - Police referral
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing

### **SEXUAL HARASSMENT:**

Employees and students are prohibited from sexually harassing other employees or students. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used below include conduct, which has the effect of humiliation, embarrassment, or discomfort.

#### **Sexual Harassment of a Student or Employee by a Student:**

- 1) Any sexual advance by a student toward an employee or another student.
- 2) Any request by a student to any employee / student for sexual favors from the employee / student.
- 3) Any conduct of a sexual nature by a student directed toward an employee / student when such conduct has the purpose or effect on an employee / student of reasonable sensibilities, (a) of creating an intimidating, hostile or offensive school environment for the employee / student, (b) of influencing either the student's grades or participation in any school sponsored activity.
- 4) Any conduct of a sexual nature by a student directed toward another employee / student when (a) such conduct has the obvious result of creating an intimidation, hostile or offensive school environment for the other employee / student (b) such conduct is continued by the student after the request of the other employee / student to stop such conduct because it is intimidating, hostile or offensive to the other student / employee. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the school administration.

#### **Reporting Procedures:**

It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible, in confidence, as follows: Students are encouraged to report any incidents of sexual harassment to a guidance counselor or the building principal. If the complaint involves the building principal, the report should be made to the next highest level of administration.

#### **Confidentiality:**

Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential manner as possible.

**Discipline:**

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to the disciplinary action, including suspension and expulsion consistent with the Discipline Policy.

False accusations regarding sexual harassment will not be tolerated and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to students.

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in any investigation, a proceeding or hearing related to sexual harassment complaint, retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

- |                         |   |
|-------------------------|---|
| 1st Occurrence:         | <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 day PMA / AMA / SS or Suspension</li> <li>• Police referral</li> <li>• Expulsion warning</li> <li>• Expulsion screening</li> <li>• Board of Education expulsion hearing</li> </ul> |
| Subsequent occurrences: | <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 day Suspension</li> <li>• Police referral</li> <li>• Expulsion warning</li> <li>• Expulsion screening</li> <li>• Board of Education expulsion hearing</li> </ul>                   |

**STUDY HALL TARDIES AND TRUANCY**

- |                 |  |
|-----------------|--|
| 1st Occurrence: | • 1 day detention for each occurrence  |
| 2nd Occurrence: | • 1-5 day PMA / AMA / SS or Suspension |

**THEFT, OR POSSESSION OF STOLEN/LOST ARTICLES:**

Any articles that are found by a student, which do not belong to them, should be returned immediately to the dean's office.

- |                      |   |
|----------------------|---|
| For all Occurrences: | <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 day Suspension</li> <li>• Complete restitution</li> <li>• Police referral</li> <li>• Expulsion warning</li> <li>• Expulsion screening</li> <li>• Board of Education expulsion hearing</li> </ul> |
|----------------------|---|

**THREAT, INTIMIDATION, EXTORTION, OR HARASSMENT:**

(includes but is not limited to derogatory comments related to racial, ethnic, cultural or religious backgrounds:)

- |                      |  |
|----------------------|--|
| For All Occurrences: | <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Warning</li> <li>• 1-10 day PMA / AMA / SS or Suspension</li> <li>• Police referral</li> <li>• Expulsion warning</li> <li>• Expulsion screening</li> <li>• Board of Education expulsion hearing</li> </ul> |
|----------------------|--|

**EARLY IDENTIFICATION: AGGRESSIVE BEHAVIOR**

Students who are identified by the Pupil Personnel Service Team as having demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior including, but not limited to "bullying" which is hereby defined as conducts and behaviors toward other students that, to a marked degree, appear intended to terrorize, intimidate, or start fights with other students shall be referred to the school principal. The principal should promptly noti-

fy the student's parent or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

The Superintendent or designee shall establish procedures by which teachers may refer such a student to the PPS Team and by which the Team shall consider the referral. Upon review by the committee, the committee shall determine whether the conducts and behaviors of the student are of such a nature and degree that the student be referred to the school principal as a student at risk for aggressive behavior.

**TOBACCO PRODUCTS: SMOKING / USE OR POSSESSION ON CAMPUS OR AT SCHOOL SPONSORED ACTIVITIES:**

The possession of tobacco shall be prohibited on school property at all times.

**Tobacco products as well as matches, lighters, etc. shall be surrendered to a staff member upon request.**

- 1st Occurrence:
- Parent conference
  - Police referral
  - 1-day PMA / AMA / SS
  - 1 Day Suspension
- Subsequent Occurrences:
- Police Referral
  - 3 Day Suspension

**VERBAL CONFRONTATION**

- 1st Occurrence:
- Dean conference with student and parent
  - PMA / AMA / SS or suspension
- Subsequent Occurrences:
- Parent conference
  - PMA / AMA / SS or 1-10 day Suspension
  - Expulsion warning
  - Expulsion screening
  - Board of Education expulsion hearing

**WEAPONS**

Possessing, selling, distributing, making, receiving, seeking, the sale or trade of, or using any firearm\*, knife, or other object which may reasonably be considered a weapon.

- For All Occurrences:
- Parent conference
  - 10 day Suspension
  - Police referral\*
  - Expulsion Screening
  - Board of Education expulsion hearing

Any student possessing a firearm on school premises, on a school bus, traveling to or from school, or at a school-sponsored event will be immediately referred for expulsion, with the duration of expulsion to be for a period of time of not less than one calendar year from the date of the violation. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis, and recommend such a modification to the Board. The Superintendent will, as part of his recommendation, explain to the Board the circumstances which justify the modification. If the Superintendent does not recommend a modification of the expulsion requirement, the Board shall impose an expulsion of a least one calendar year.

\*For the purpose of this policy, "Firearm" shall be defined as any device which will, or is designed to or can be easily converted to, shoot a bullet, shell, pellet, or other projectile of any sort by the action of an explosive, or any bomb, grenade, missile, rocket, or similar device. This definition shall also include parts and accessories for such devices such as mufflers or silencers, but shall not include devices which are regulated under the fireworks policy of the Board of Education.

*Adopted on August 19, 1991, revised on June 29, 1992, revised on July 12, 1993, revised on January 9, 1995, revised on July 24, 1995, revised on December 11, 1995, revised on July 8, 1996, revised on May 26, 1998, revised on June 12, 2000, revised on June 11, 2001, revised on April 22, 2002, revised on May 27, 2003, **revised on April 26, 2004.***

## 935.06 HIGH SCHOOL CODE OF CONDUCT

### STATEMENT OF PHILOSOPHY

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a high school student's development. Through participation students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for rules and regulations.

Concurrently, participating in extracurricular activities is a privilege. This privilege asks students to meet certain expectations beyond those found in the traditional classroom situation. These expectations are reflected in the Code of Conduct.

Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. St. Charles East/North High School strongly discourages students from attending parties and other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual or team reputation by attending these functions. Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel, and the community are working together and have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be responsible for their actions.

Signatures of the Code of Conduct are required for participation in extra-curricular activities and athletics. The signing of the Code of Conduct will remain in effect for one full calendar year.

### EXPECTATIONS

Based on the above philosophy and in addition to the IHSA rules and regulations and disciplinary guidelines outlined in both the St. Charles East/North High Schools' Student Planner, the following expectations are:

1. Participants in all extracurricular activities shall not possess, actively seek, solicit, supply or be under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possess drug-related paraphernalia.
2. Participants shall practice good citizenship in all environments by respecting the property and the rights of others.
3. Participants shall realize the existence of and be held accountable for the individual rules as outlined by the coach/sponsor as well as those outlined in the Code of Conduct.

### CODE OF CONDUCT VIOLATIONS

**Category A -** A violation of the Code of Conduct has occurred when a participant possesses, actively seeks, solicits, supplies, uses or is under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possesses drug-related paraphernalia.

**Category B -** A violation of the Code of Conduct has occurred when a participant seriously violates the rights or property of others. A Category B violation is a serious offense, which results in discipline action by the Deans office, a police report or arrest. Examples include, but are not limited to, theft, vandalism, sexual harassment, hazing, bullying, or possession of weapons, fighting and similar activities at school and in the community, violations of the telecommunications use agreement, and violations which result in police report or arrest.

## **CODE OF CONDUCT VIOLATION PENALTIES**

A meeting including participant and parent(s) will be conducted to discuss the infraction with the Athletic Director/Assistant Principal. Non-compliance with the terms specified below shall result in the loss of all extracurricular activities until compliance is completed.

### **VOLUNTARY ADMISSION OF REASONABLE CODE INFRACTIONS**

Before just cause suspicion of the first violation of Category "A", the student may voluntarily admit a code infraction to the Athletic Director and/or the Assistant Principal. In the case of a voluntary admission, the student's participation will be uninterrupted when it can be verified that he/she has been enrolled and is actively participating in a school recognized substance abuse program or other appropriate program. The student must complete the program. A voluntarily admitted code violation will be counted as the first code violation and may be applied only once.

#### **CATEGORY "A" VIOLATIONS:**

##### **1st Offense**

If there is a violation of Category A, the participant will be suspended from 50 percent of scheduled contests/events (this also includes post season tournaments) and must successfully complete a school recognized substance abuse program approved by St. Charles East/North High School at the participant's own expense. During this period, the athlete or activity participant may practice or attend meetings. If the 50 percent continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation. The penalty of 50 percent may be reduced to 25 percent if the following conditions are fulfilled:

- A. The student and parents request, in writing, within 5 school days of the violation ruling, that they wish to avail themselves of the "service learning" option.
- B. The student successfully completes a "service learning" component managed by the student assistance team at St. Charles East/North High School.
- C. At the participant's expense, the student successfully completes a school recognized substance abuse or other recognized program approved by St. Charles East/North High School.

##### **2nd Offense**

The participant is suspended from competition for one calendar year and may not practice. The participant must attend a school recognized substance abuse program approved by St. Charles East/North High School at the participant's own expense.

The penalty of one calendar year may be reduced to suspension from 50 percent of all scheduled contests in all fall, winter and spring sports, and 50 percent of an entire season in co-curricular activities if the following conditions are fulfilled:

- A. The student and parents request, in writing, within five school days of the violation ruling, that they wish to avail themselves of the "service learning" option.
- B. The student successfully completes a "service learning" component managed by the student assistance team at St. Charles East/North High School.
- C. At the participant's expense, the student successfully completes a school recognized substance abuse or other recognized program approved by St. Charles East/North High School.

##### **3rd Offense**

Eligibility is terminated immediately for the remainder of their high school career.

#### **CATEGORY "B" VIOLATIONS:**

##### **1st Offense**

If there is a violation of Category B, the participant may be suspended up to 50 percent of scheduled contests or events and must successfully complete a "service learning" component managed by the student assistance team at St. Charles East/North High School.

**2nd Offense**

If there is a violation of Category B, the participant may be suspended up to 50 percent of scheduled contests or events and must successfully complete a "service learning" component managed by the student assistance team at St. Charles East/North High School.

**3rd Offense**

Eligibility is terminated immediately for the remainder of their high school career.

Adopted on August 19, 1991,  
revised on August 9, 1993,  
revised on October 14, 1997,  
**revised on May 27, 2003**